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Disclaimer

All of the information in this booklet is correct at the time of going to print. We will try to notify you of any changes or amendments to this booklet wherever possible.

Who can apply for financial assistance?

You don't have to let a lack of money stop you from coming to college. If you have a low income or are on benefits then there are various funds available to enable you to start a course at the College.

Types of support available

Bursaries

The College offers students two types of bursary. You will not need to nominate which one you are applying for; we will work this out from your application.

The Enhanced Bursary

This is a minimum payment of £1,200 over the year towards the costs of coming to College.

To be eligible for the Enhanced Bursary one of the following must apply to you:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

We can offer financial assistance with your travel costs to and from College up to an agreed maximum amount. In addition to the support you receive with travel, you will also be given a payment twice a month straight into your bank account provided you maintain 100% attendance.

We will also support you with the cost of any essential equipment or materials you need to purchase for your course or any trips that are essential to your learning. These costs have already been confirmed by your Head of School.

The Discretionary Bursary

The Discretionary Bursary is available to 16-18 year-old Further Education students. The Bursary is a payment towards the costs of travel to College and is available from your first week in College.

Funds are limited but if you are eligible, we may also be able to support you with the cost of any equipment or materials you need to purchase for your course or any trips that are included in your learning. These have already been confirmed by Head of School.

To be eligible for the Discretionary Bursary you must:

- Enrol on a Further Education course (Apprenticeships, Higher Education and Full Cost courses are not eligible)
 - Be over 16 and under 19 years of age on 31 August 2019
 - Have a household income of less than £21,000 (for priority 1) or £26,000 (for priority 2) or £30,000 (for priority 3) or £35,000 (for priority 4)
 - Meet the residency criteria in ESFA funding regulations for post-16 provision.
-
- Priority 1 (household income £21,000) – will be awarded financial help on submission of a successful application. If you are eligible for this, an early application is recommended.
 - Priority 2 (household income under £26,000) – applicants in this group will be awarded financial help after the October half term – subject to sufficient funds remaining. We would still encourage you to apply early although a decision is not likely until after the October half term.
 - Priority 3 (household income under £30,000) – applicants in this group will be awarded financial help after all eligible applications from priority 1 and 2 have been funded. This will be subject to sufficient funds remaining. We would still encourage you to apply early as applications will be processed on a first come first serve basis.
 - Priority 4 (household income under £35,000) – applicants in this group will be awarded financial help after all eligible applications from priority 1, 2 and 3 have been funded. This will be subject to sufficient funds remaining. We would still encourage you to apply early as applications will be processed on a first come first serve basis.

You should apply as soon as possible as funds are allocated on a **first come first serve basis**. Funding will be available for September, January and April enrolments.

continued overleaf...

Free Meals

Free meals are available for all eligible students from September 2019. In the 2019 to 2020 academic year. If you are eligible you will receive a credit of £3.15 per day, to either your ID card or as a token, dependant on your campus, to purchase a meal in the College refectory.

The cost of the free meals will be paid to the refectory by the Student Finance Department on the student's behalf.

Please Note: *If a student decides to spend less than the daily amount, the remainder will not be rolled over to another day.*

Student eligibility for free meals

We will assess your eligibility on application but students must be aged between 16 and 18 on 31 August 2019 to be eligible for a free meal in the 2019 to 2020 academic year. Students who turn 19 during their study programme will remain eligible for a free meal until the end of the academic year in which they turn 19 or to the end of their study programme, whichever is sooner.

Students aged between 19 and 25 who are subject to an Education Health and Care Plan (EHC Plan) and ESF students aged between 16 and 18 on 31 August 2019 are also entitled to a free meal while attending their provision if they meet the eligibility criteria.

The following groups of student are not eligible for a free meal:

- Students aged between 14 and 16 (these students are already covered by different provision)
- Students aged 19 or over at the start of their study programme, unless they have an EHC Plan.

Free meals are for disadvantaged students. 'Disadvantage' is defined by the students being in receipt of, or having parents/guardians who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa.

A student is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to Student Finance and are fully enrolled on an eligible course.

Students must also satisfy the residency criteria set out in the EFA 'Funding regulation' guidance for the 2019 to 2020 academic year.

UCAS Application Fees

If you wish to claim assistance with applying to UCAS then you will have to pay the initial fee yourself. You will then need to bring your receipt and, if you are eligible for support, we will be able to reimburse you.

Travel

We will be using the West Midlands Travel app to issue termly bus travel. To download the app please visit:

Android Phones - <https://play.google.com/store/apps/details?id=com.nationalexpress.tickets>

iPhone - <https://apps.apple.com/gb/app/national-express-bus/id1436495544>

If you do not have a smartphone please let us know when submitting your application.

Young Adult Carers

If you are a Young Adult Carer and entitled to student finance then you may be entitled to an additional bursary in order to access the bursary you will need to meet with Student Welfare.

How to contact Student Welfare at Solihull College & University Centre

Telephone: 0121 678 7031 or Email: Welfare@solihull.ac.uk

Blossomfield Drop-in Service: Daily, 12.00 till 1.00pm

Woodlands Drop-in Service: Tuesday to Thursday, 12.00 till 1.00pm

How to contact Student Welfare at Stratford-upon-Avon College

Telephone: 01789 226 245 (ext.3420) or Email: Welfare@stratford.ac.uk

Stratford Drop-in Service: Daily, 9.00am till 4.00pm

Guidance notes for completing the form

Please read these notes carefully. Applications will be returned if not completed in full.

Section 1: Personal Details - please complete all sections.

Section 2: Residential Status - please tick the box that represents your residential status. All non-UK citizens need to inform us of their country of origin and date of entry into the UK as this can affect the funds you are eligible for. You should tell us your last date of entry even if you have entered the UK and then returned to your country of origin before coming back to the UK again. This does not include holidays.

Section 3: Additional Financial Help - please tick appropriate box(es).

Section 4: Course Details - please complete all sections.

Section 5: Enhanced Bursary section – please complete this section to help us assess which fund you are eligible for.

Section 6: Household Income - this refers to your income and/or the income of parents, spouses or partners. You will be required to provide evidence of all income.

Section 7 / 8: Dependants / Personal Circumstances - these sections provide us with additional information that can help make sure that we manage your application and award throughout the year.

Section 9: Declaration - you must sign and date your application. Please read the declaration as your signature means that you agree to abide by it.

Section 10: Bank Details - please complete all fields with your relevant details so that if successful, the College can make BACS payments directly into your bank/building society account.

Application for Financial Assistance

Section 1: Personal Details

First Name Title Male ☐ Female ☐

Family Name

Address

Postcode Date of Birth Age (as of 31st August 2019)

Mobile Contact Tel No.

Who do you live with? Mother ☐ Father ☐ Guardians ☐ Independently ☐

Section 2: Residential Status (Please provide passport or home office/IND papers/IND card)

British Citizen ☐ EU/EEA Citizen ☐ Asylum Seeker ☐ Not an EU/EEA Citizen ☐

Refugee/Indefinite Leave to Remain ☐ Humanitarian Protection ☐ Discretionary Leave ☐

Country of Origin Date of Entry to UK

Section 3: Additional Financial Assistance

I would like help with: Trips ☐ Equipment ☐ Free Meals ☐ Travel ☐ (Please see page 5)

AAT Membership ☐ UCAS Application Fees ☐

Section 4: Course Details

1st Year ☐ 2nd Year ☐ Full-time ☐ Part-time ☐

Course Title

Section 5: Enhanced Bursary

If you answer 'yes' to any statements below and provide evidence you **may** be eligible for the Enhanced Bursary.

Personal Circumstances

Evidence Required

Is the student a care leaver? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide a letter from the Local Authority.
Is the student in receipt of income support? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please provide your Income Support Award Notice dated within 6 months.
Does the <u>student</u> have a disability and is the student in receipt of DLA/PIP <u>and</u> ESA / UC?*	Please provide your DLA/PIP and ESA letters dated within 6 months.

IN ALL CASES, PLEASE SUPPLY THE LAST 3 MONTHS BANK STATEMENTS TO SUPPORT THESE PAYMENTS

Section 6: Household Income (Please provide evidence as detailed below)

If you currently have no source of income, please make an appointment with a Welfare Officer, as your application can not be processed until you do so. Student Welfare email: student.welfare@solihull.ac.uk or welfare@stratford.ac.uk

What is the annual household income for all members of your household from the following?

Income Type	Gross Value	Evidence Required
Employment	£ <input type="text"/>	Last 3 months payslips for all earned income.
Self-Employment	£ <input type="text"/>	Financial statement */ tax return for last financial year / tax credit letter.
State or Private Pensions	£ <input type="text"/>	P60 from last financial year.

Are you or any members of your household in receipt of any of the following benefits?

Benefit	Yes	No	Evidence Required
Employment Support Allowance (ESA)	<input type="checkbox"/>	<input type="checkbox"/>	<p>For all ticked boxes please provide the benefit award notice.</p> <p>All award notices must be dated within the last 6 months of this application and no earlier than the 1st April 2019.</p> <p>Please ensure that all the evidence supplied meets these criteria to ensure that we do not have to return it to you.</p> <p>Please note that we will ask for evidence of <u>ALL</u> income that appears on the bank statements that you supply.</p>
Income Support	<input type="checkbox"/>	<input type="checkbox"/>	
Jobseekers Allowance (JSA)	<input type="checkbox"/>	<input type="checkbox"/>	
Maternity Allowance	<input type="checkbox"/>	<input type="checkbox"/>	
Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>	
Universal Credits	<input type="checkbox"/>	<input type="checkbox"/>	
Working Tax Credit (WTC)	<input type="checkbox"/>	<input type="checkbox"/>	
Child Maintenance Service (Formerly CSA)	<input type="checkbox"/>	<input type="checkbox"/>	
Child Tax Credits	<input type="checkbox"/>	<input type="checkbox"/>	For free meal purposes only

OTHER BENEFITS

* Statement of Profit or Loss / Income Statement and Statement of Financial Position / Balance Sheet.

Section 7: Dependants

Does the student have children of 18 years or below?

Yes ☐ No ☐

If YES please tell us how many children the applicant cares for.

Is the applicant a lone parent?

Yes ☐ No ☐

Section 8: Applicant's Personal Circumstances *(Please tick all that apply)*

- I am / have been in care Yes ☐ No ☐
- I am a carer for someone (therefore you may be entitled to an additional bursary see page 2) Yes ☐ No ☐
- I am homeless Yes ☐ No ☐
- I receive help from Social Services Yes ☐ No ☐
- I live independently from parents/guardians Yes ☐ No ☐
- I have a disability or learning difficulty Yes ☐ No ☐
- I am a member of the travelling community inc. Gypsy / Romani Yes ☐ No ☐
- Do you have an EHC Plan? Yes ☐ No ☐
- Do you have any medical conditions that may affect your attendance at college? Yes ☐ No ☐

If so please give details

Do you have any criminal convictions? Yes ☐ No ☐

Any information you disclose in this section will not adversely affect your application.

Section 9: Declaration

- I certify that the information in this application is true and accurate.
- It is my responsibility to inform the College if I withdraw from my course and I understand that I may be required to pay some or all of the money awarded and any fees outstanding to the College.
- I understand that if my attendance level drops below 100% two months in a row, my award may be stopped.
- I understand that there is an absence reporting procedure which needs to be followed.
- I understand that if my application for financial assistance is unsuccessful or successful in part, I will be liable for all outstanding fees related to my course(s) and it is my responsibility to pay these outstanding fees upon request.
- I am aware that the College will record and hold securely any information of a personal or sensitive nature.
- I understand that the information within this application form may be passed on to other departments in the College if directly related to my financial support.

Signature

Date

The College will process your application in accordance with the Data Protection Act 2018. All information will be held in accordance with the Data Protection Act and will not be passed on to other areas of the College without the consent of the student.

Although we will accept postal applications, we would encourage you to submit the form in person, so your forms can be checked and a receipt for processing can be given to you. Please note that The College cannot be held responsible for any application forms and/or supporting documentation that go missing in the post.

Please return to:

Student Support Advisors, Solihull College & University Centre, Blossomfield Campus, Blossomfield Road, Solihull B91 1SB.
or Student Support Advisors, Solihull College & University Centre, Woodlands Campus, Auckland Drive, Smith's Wood, Solihull B36 0NF.
or Student Support Advisors, Stratford-upon-Avon College, The Willows North, Alcester Road, Stratford-upon-Avon, Warwickshire CV37 9QR.

OFFICE USE ONLY:

Evidence Presented		Evidence Completed		Annual Amount £
Type	Date of Evidence	Date Accepted	Document Reference Number	
Bank Statements (Last 3 Months)				
Payslips				
Self Employment / Tax Return				
Pension (Private & State)				
Employment & Support Allowance				
Income Support				
Job Seeker's Allowance				
Maternity Allowance				
Pension Credit				
Universal Credit				
Working Tax Credit (WTC)				
Child Maintenance Service				
Home Office Letter				
Child Tax Credits	For free meals purposes only		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other:				

Further Evidence Required / Notes (OFFICE USE ONLY)

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Application Decision

Application Decision

Accepted

☐

Priority Level

☐

Declined

☐

Reason

Signature

Date

Application for Financial Assistance

Bank Details

In order for Student Support to make Financial Assistance payments we need details of your bank account. Please complete all sections of this form.

Student Name

Name of Account Holder
(If different from student name)

Bank / Building Society Name

Bank / Building Society Address

Account Number

Sort Code

Please note - If you change your bank account details we need to be informed one month before your next payment is due. For example, if you are due a travel payment in April, you will need to change your bank details with us at the beginning of March.

Student Address

I authorise all payments to be made into the above account.

Student signature

Date

Office Use Only:

Reason for different name to applicant

Staff Name

Staff

Signature

Important information!

Funds are aimed at those most in need of financial support.

Funds are limited and will run out. You should apply as soon as possible as funds are allocated on a first come first serve basis.

You will not automatically receive your award. All awards are dependent on you achieving and maintaining a high level of attendance in all of your classes. Your attendance is monitored on a monthly basis.

Funding is normally only available for one course per academic year. If you are on a two year course, you will need to make a new application for help each year.

Please note: Even if you are successful in your application for financial assistance, **you must be enrolled for payments to start**. You will not receive any payments before the start of your course. **If you need to purchase items before your start date you will need to pay for these yourself**. Please consider this when budgeting for coming to College.

The funding to help you with the costs of studying comes from a government fund and is public money. The assistance you receive is a discretionary award and will always be conditional on your attendance at college. Whilst we recognise that students can face financial pressures, **the funding you are applying for is not a right**. The College has a duty to make sure that funds are awarded fairly and to the students most in need.

Please note the following very important information

- **If you withdraw from the course(s) for which you have received financial assistance, you will have to repay in full the money you were given towards the cost of your course.**
- **The financial support payments are conditional on you attending ALL of your classes (including Learning Support and tutorials) and staying on your course.**

Fraudulent Claims

This does not happen often, but we must protect ourselves against the possibility of fraudulent or dishonest claims. We ask for detailed information and may invite applicants for interview so we can distribute the funds fairly. If a claim is considered fraudulent, we will ask for any money awarded to you to be repaid in full. If you fail to repay your award, we may take court action. You would not be allowed to collect any course certificates until all costs had been repaid.

Next steps

Successful applications

Once we have assessed your application, we will send you an award notification, usually within 10 working days of you completing the enrolment process, informing you of the level of support you will receive.

Please note that no money will be paid to you until you have completed the enrolment process. If you have not enrolled on your course your funding will be withdrawn and reallocated to another applicant.

Bursary payments will be made every two weeks by BACS (only for the weeks you are in College). A BACS payment is an electronic method of transferring money directly from the College to your bank account. To set up a payment we will need your bank details. If you don't have a bank account we will offer advice on how to set one up. A BACS payment will usually take between two to five working days to reach your bank account.

Payments to support you with equipment and materials costs will be made at the beginning of your first term. However, with some courses you will receive an initial payment in Term 1 and a further payment in Terms 2 and 3.

Payments for equipment and materials will not be made before the start of your course. You may need to purchase items before we can make a payment. We **may** be able to provide a refund but only with proof of purchase.

Unsuccessful applications

No guarantee can be given that you will be successful in your application for financial assistance. If you are not eligible for an award we will send you a letter to let you know. We will write to you within 5 working days of receiving your completed application. If you have already enrolled for your course, or wish to enrol, you will have to pay in full any costs associated with your course. You may be able to pay in installments. (Please see Student Support for more details).

We would encourage you to contact Student Support as soon as possible if you are experiencing financial difficulties whilst at the college. We are keen to ensure you are successful in your studies and remain in college.

Conditions on receiving support

Withdrawals

If you withdraw from your course you will not receive further financial assistance. **You may also have to repay any financial assistance you have been awarded** and pay any outstanding fees.

Attendance and absences

To continue receiving financial assistance from the College you must attend **ALL** of your classes. Reports will be made every two weeks.

All absences are unauthorised unless you have told your tutor and had your absence agreed to in advance, using an SR1 Form. In the case of an absence you must notify your tutor, normally before or on the same day that you will be absent from class. It is the student's responsibility to provide a completed copy of the SR1 form to the Student Finance Team.

If you are not in class and do not contact your tutor and complete an SR1 form, you will not receive your financial support payment for the period following the absence.

You should follow the College's Absence Procedure, details of which are available from Student Services and on the Student Hub.

Authorised absences may include:

- Unavoidable medical appointments. However, you are expected to make appointments with your GP or Dentist outside of class time.
- Court or probation appointments
- Attendance at a funeral or death in the family
- Driving practical test (not theory or lessons)
- University open days
- University interviews.

In some circumstances authorised absences due to illness can be allowed. Talk to your tutor for more details.

Unauthorised absences may include:

- Any holiday taken during term time
- Lateness
- Personal / social reasons for not attending College
- GP or Dentist appointments (except Orthodontist).

If you have any questions about whether an absence is authorised or unauthorised you should talk to your tutor as soon as possible and **before** being absent from class.

Absence Forms (SR1)

If you are not in class you must complete an Absence Form (SR1*). Absence forms are available from your Faculty Office or reception at Woodlands. You will need to tell us the dates of your absence and detail the reason(s) for your absence. We will not be able to consider the authorisation of a payment without this.

*There are two types of SR1 form: SR1a and SR1b. It is vital you use the correct form to ensure timely payments.

SR1a is a 'Request for Leave of Absence' form. This type of absence is for a planned absence such as University Interview, Job Interview or Practical Driving Test. This form must be signed by your Personal Tutor and Head of School.

SR1b is a 'Sickness Absence Recording' form. This type of absence is an unplanned absence such as sickness. This form must be signed by your Parent or Guardian, if you are under the age of 18, and by your Personal Tutor.

Appeals

If for any reason your assistance is stopped or withdrawn due to poor attendance then you have the right to appeal. You should appeal to your tutor who will then contact Student Finance to tell them if your award should be reinstated.

If you believe your application has not been assessed correctly, you do not receive an award or you are not happy with the level of support allocated to you then you can appeal. Your appeal should be made in writing and addressed to: Front-line Services and Admissions Manager, Solihull College & University Centre, Blossomfield Road, Solihull, B91 1SB.

The Appeals Board meets on a weekly basis to assess all appeals.

If you wish to appeal against the level of support we are giving you to help with your costs, you need to make your appeal **within two weeks** of receiving your award notice.

If, for any reason, you are not happy with the outcome of the appeal please let us know by writing to the Director of Student Services.

If you are unhappy with the decision by the Director of Student Services you can make use of the formal complaints procedure.

Solihull College & University Centre

Blossomfield Campus
Blossomfield Road
Solihull, B91 1SB

Solihull College & University Centre

Woodlands Campus
Auckland Drive, Smith's Wood
Solihull, B36 0NF

www.solihull.ac.uk

0121 678 7000

enquiries@solihull.ac.uk

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**Solihull College
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