

Disclaimer

All of the information in this booklet is correct at the time of going to print and may be subject to change. We will try to notify applicants of any changes when applications are submitted.

city college

brighton and hove

2016/17

Bursary Fund Guidelines for Further Education Courses

16-18

YEAR OLDS

DEADLINE FOR STUDENTS STARTING IN SEPTEMBER: FRIDAY 9TH SEPTEMBER 2016

Please note: If your course starts later than September or you are in one of the groups eligible for the Guaranteed Bursary or Free Meals (see page 2) then please visit the Student Centre at any point in the academic year for an application.

www.ccb.ac.uk

Student Centre



WELCOME TO THE BURSARY FUND GUIDELINES FOR 16-18 YEAR OLDS

The information in this booklet is for students who will be aged 16, 17 or 18 on 31st August 2016. If you will be aged 19 or over on this date please see the Financial Support Guidelines for 19+ Year Olds or speak to a member of the Student Services Team.

Here is a summary of the funds that may be available to you:

The Guaranteed Bursary

This is a payment of up to £1,200 per academic year if you are:

- In care
- A care leaver
- In receipt of Income Support or Universal Credits in your own name
- Disabled and in receipt of Employment Support Allowance (ESA) or Personal Independence Payments (PIP) in your own name **and** Disability Living Allowance (DLA) in your own name

Please see page 2 for more information.

College Bursary for Travel

If your family income is less than £26,000 and you live more than 2 miles away (as the crow flies) from the College then the College may be able to help you with this cost. See page 4 for more information.

College Bursary for Kit and Uniform

Some courses require a kit or a uniform. If you are studying a course with one of these costs and your household income is less than £26,000 per year then you can apply for help with these costs. See page 6 for more information.

Free Meals

If you used to qualify for Free School Meals you are most likely to be entitled to receive free meals from City College. See page 3 for more information.

Care to Learn

If you are a young parent aged 19 or under when you start your course then Care to Learn may be able to help pay for your childcare costs. Please see page 11 for more information.

Residential Support Scheme

If you are moving to Brighton to study because the course you want to do is not available closer to home, then you may be able to get financial help with the cost of your term-time accommodation. If this applies to you see page 11.

Please note the following very important information:

- Funding is limited and we may not be able to support every applicant. Being eligible to submit an application does not guarantee an award.
- If you are awarded funding for kit or equipment then the College will order and supply these items for you. You will not be given funds to purchase these items.
- The application form asks for personal and financial information. You sign this application form to confirm that the information you have given us is correct. If you are awarded funding on the basis of false information then you may be have your funding withdrawn and you may also be asked to return any funds you have received.
- You will not receive an award from the College if:
 - You are under 16 years of age on 31st August 2016
 - You have any outstanding debts to the College
 - You are planning to enrol on a course that does not receive government funding (you can check this with a Course Advisor at the College)
 - You are receiving funding for a Higher Education course
 - You are on a waged apprenticeship
 - You are on an Adult and Community Learning course
 - You are in prison or a young Offenders institution and are attending College on day release

THE GUARANTEED BURSARY

The Guaranteed Bursary

For students aged 16-18 and in one of the following groups there is a guaranteed award of up to £1,200 per year, subject to you attending 100% of your classes, making good progress on your course and following the Student Behaviour Code:

- Students in care or care leavers
 - You will need to provide the College with a letter from your Social/Support Worker. See page 3 to check if you are eligible.
- Students aged 16-18 who are claiming Income Support or Universal Credits in their own name
 - You will need to provide the College with a recent letter confirming your benefit claim or your most recent bank statement showing a payment going in to your account
- Disabled students who are receiving both Employment Support Allowance **and** Personal Independence Payments **or** Disability Living Allowance in their own name
 - You will need to provide the College with a recent letter(s) confirming that you are in receipt of these benefits or your most recent bank statement which shows one of each payment going in

You **must** provide us with the evidence detailed above. Without the evidence we cannot accept your application.

The bursary of £1,200 will be split in to 10 monthly payments. These payments will go straight in to your bank account.

All payments are based on you attending 100% of your classes. If your attendance drops below 100% then payments may be delayed or cancelled. If your attendance drops below **85%** then you may be asked to meet with your tutor to discuss your progress on your course.

If you are studying a part-time course or a course which lasts less than 30 weeks then your bursary will be reduced and you will not receive the maximum of £1,200.

Uniform and Equipment

If you are eligible for the Guaranteed Bursary then we will also help you buy any essential items of equipment you need for your course. See page 6 for more information.

Travel

If you are eligible for the Guaranteed Bursary then we cannot help you with any travel costs as you will be expected to meet these from your bursary payments. If you think this will be a problem, please speak to Student Services. We advise you to take advantage of any other travel discounts that may be available to you. Please see page 4 for more information.

If you are not eligible for the Guaranteed Bursary then please read on for information about the other support that may be available to you.

How are children/young people in care and care leavers defined?

For the purposes of the 16 to 19 Bursary Fund, the definitions are:

- 'children in care' means children looked after by a local authority on a voluntary basis (Section 20 of the Children Act 1989) or under a care order (Section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'
- 'care leavers' means:
 - either young people aged 16 and 17 who were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16. In legal terms these children are called relevant children or former relevant children
 - or a young person who is aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 1

In legal terms these children are called relevant children or former relevant children.

Foster care, including privately arranged foster care

Any young person placed with a foster carer by the local authority including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They are therefore in a defined vulnerable group for the bursary. A child who is privately fostered (the arrangement is made between the parent and the person who will care for the child) is not classed as looked after child, as this is a private arrangement. Local authorities should have published policies stating what support they will provide in these circumstances. Where a student has been in the care of the local authority and that care is transferred to another party via a permanent form of fostering, e.g. a Special Guardianship Order. The student is deemed to have left care and is now a care leaver. They are entitled to a vulnerable student bursary as a former relevant child/care leaver.

FREE MEALS

If you used to qualify for Free School Meals you are most likely to be entitled to receive free meals from City College.

Free meals are available if you or your family are in receipt of any of the following benefits:

- a) Income Support
- b) Income-based Jobseekers Allowance
- c) Income-related Employment and Support Allowance
- d) Support under Part VI of the Immigration and Asylum Act 1999
- e) the guaranteed element of State Pension Credit
- f) Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- g) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- h) Universal Credit

You may also qualify for free meals if you are:

- i) In care
- j) A care leaver
- k) A Young Carer

Evidence Required

If you fall in to category (a - h):

In order to apply you will need to provide a letter from the Department of Work and Pensions or from Job Centre Plus confirming you are in receipt of one of these benefits. All letters provided as evidence must be dated within the 3 months previous to you handing in your application. If the letter is more than 3 months old please also submit a recent bank statement showing the benefit payment going in to your account.

If you fall in to category (i - j)

You will need to provide a letter from your support/social worker confirming you are in care or a care leaver as defined in the section to the right.

If you fall in to category (k)

You will need to provide a letter from your support worker or a letter confirming you receive Carers Allowance.



Other Funding Available

If you are eligible for free meals you may also be able to apply for the Guaranteed Bursary, help with the costs of essential items of kit and/or equipment and travel. Please see the eligibility criteria in the relevant sections of this booklet.

TRAVEL SUPPORT

Local Authority Travel Support

Your local authority may be able to help you with the cost of travel. If you live in Brighton and Hove then you may receive support if you live more than 3 miles from college and you or your family are receiving one of the following benefits:

- Income Support
- Income based Job Seekers Allowance
- Child Tax Credit based on income of up to £16,190
- Income related Employment and Support Allowance
- Universal Credits

If you think you are eligible then contact Student Services at Brighton & Hove Council on 01273 290525 or email bryan.deakin@brighton-hove.gov.uk and ask for a PS1 form.

East Sussex County Council provides support with travel costs for students with learning difficulties and/or disabilities who are unable to use public transport. Please go to the East Sussex County Council website for more information.

Students that were receiving support from East Sussex County Council in 2015/16 may be eligible for support in 2016/17. Please check the East Sussex County Council website to see if this applies to you.

For students living in West Sussex you should contact the Pupil and Student Support Office at West Sussex County Council (Tel: 03302 225555; email: post16transport@westsussex.gov.uk) to see if you are eligible for any travel support. They may provide support if you can provide a Statement of Educational Need/Educational Health Care Plan and you have to travel more than three miles to College.

College Travel Support

If you are not eligible for travel support from your Local Authority then you can apply to the College for help if:

- Your household is in receipt of means tested benefits or has an income below £26,000

and

- You travel more than 2 miles to get to College. We will check the distance from your home address to college using this website: www.freemaptools.com/how-far-is-it-between.htm We will use the "as the crow flies" distance.

If you are awarded travel support from the College then we will estimate your weekly cost of travel based on the cheapest form of public transport. We will then make payments to you on a half termly basis. Please note that any funding awarded by the College may not cover 100% of your costs. If your award does not cover the majority of your costs then please contact Student Services

All payments are based on you attending 100% of your classes. If your attendance drops below 100% then payments may be delayed or cancelled. If your attendance drops below 85% then you may be asked to meet with your tutor to discuss your progress on your course.



PLEASE NOTE: Travel Support is awarded on a discretionary basis and is not an automatic entitlement. Funding is limited and offered on a strictly first come, first served basis. Whilst we aim to help all eligible learners, this may not always be possible.

Travel Discounts

If you are not eligible for support from either the Local Authority or the College then you still may be able to travel at a discounted student rate. We also advise any student who is awarded support to take advantage of any discounts available to them.

BUS ID

BusID is a travel card for 5 - 18 year olds.

Why should I get one?

- Travel for 40p for any one-way journey when accompanied by an adult.
- Travel for 70p for any one-way journey at weekends, school holidays and after 6pm on school days when travelling alone.
- Pay a child fare (half the adult fare) on school days up to 6pm when travelling alone.
- Pay a reduced rate for day (£2.50), week (£9.50) or 3 month (£90) saver tickets when pre-loading saver tickets onto the BusID Key

How do I get one?

- Complete an application form. You can download one from www.buses.co.uk/tickets/busid.aspx or collect one from One Stop Travel Shops. Take the completed application form to a One Stop Travel Shop along with a passport sized photograph and proof of your date of birth (passport/birthcertificate/medical card).

How much does it cost?

- A BusID card is free and lasts until the end of the August after your 18th birthday

This offer is limited to students whose home address is in the Brighton and Hove area.

Other tickets available from Brighton and Hove Buses

- Standard Fare - Costs £2.40 for a single journey throughout Brighton and Hove.
- Short Hop Fares - Costs £1.80. For a full list of short hop journeys please visit www.buses.co.uk
- Centre Fare - Single journeys within the city centre cost just £2.00. Visit www.buses.co.uk for details about the area covered.

By downloading the m-ticket app to your smart phone, you can get the following student rates (you must carry your College ID Card with you at all times):

- **One Week Saver - £13**
- **3 Month Saver - £120**
- **1 Year Saver - £375**



Sussex Rail Travel

Brighton and Hove, East Sussex and West Sussex councils have negotiated a discount ticket scheme with Southern Railways that gives one third off the cost of daily travel by rail from home to school/college.

This discount is available to students who:

- Study a full time FE course
- Are aged to 16-19
- Have a home address in Brighton and Hove, East Sussex or West Sussex

The discount applies to any train journey within the Southern Railways and Connex South Eastern areas. It also applies to season tickets of between one month and a year. You cannot use the card if it would bring your total cost below £8 per week.

To get the discount a student must have a Sussex Student Card, the application forms are available from the Student Centre or online. The form needs to be countersigned by the College and then sent to the address at the bottom of the form. Cards will be sent by post and can then be used to buy discounted tickets via the **Sussex Further Education Season Ticket** website.

Tickets can only be bought online and will be sent by post.

Tickets must be for a period between 1 month and a year and must be purchased a minimum of 7 days in advance.

East Sussex Bus Travel

Choice ID Cards or East Sussex Freedom Tickets for 16-19 yr olds are travel cards for students in full-time further education aged 16-19

Why should I get one?

- It allows you to buy an East Sussex Freedom bus ticket for £16 from the driver, giving you unlimited bus travel for 7 days on most routes within East Sussex

How much does it cost?

- Choice ID cards are free and allow you to buy 7 day tickets at a discounted rate

How do I get one?

- Download and fill out a Choice ID card application form from East Sussex County Council website (www.c360.org.uk)
- Send it off and within 14 days you will get your Choice ID card. Use this card to buy an East Sussex Freedom ticket on the bus.

PLEASE NOTE: All prices are correct at time of going to print. Prices shown are a guide only and may be subject to change.

West Sussex Bus Travel

You can get a 3-in-1 card if you live in West Sussex, are aged 19 or under and are in full-time education.

Cards will provide:

- **One - cheaper bus fares**
Get reduced bus fares at all times of the day or week
- **Two - proof of age**
Citizenship proof of age to use in shops and other outlets - no more having to carry your passport or birth certificate around!
- **Three - loads of discounts**
Many retailers to offer fantastic discounts to 3in1 cardholders!

The new application form is available to download and print online by searching for 'West Sussex 3in1 card' or calling 01243 777330 to order a form. The card costs £50 but the cost may be reduced if your family meets certain criteria.

NUS Extra Card

An NUS Extra card can offer various discounts on travel and also in many shops, restaurants and entertainment venues across the city. You will need to check with your travel operator to get up to date information on the prices available for holders of an NUS Extra card. For more information about NUS Extra please visit the Student Centre on the ground floor of Pelham Tower, The Student Centre at City College East or go online to www.nus.org.uk.

Young Persons Rail Card

The Young Persons Rail Card is a card for students aged between 16-25, or a mature student, over the age of 26 and in full-time education (over 15 hours per week for at least 20 weeks per year)

Why should I get one?

- Young Persons Railcard will save you 1/3 on most rail fares throughout Great Britain for a whole year. You can use it anytime on weekends, Public Holidays and during the week. There may be restrictions if you travel before 10.00am Monday to Friday

How much does it cost?

- Young Persons Rail Card costs just £30 for one year
- Young Persons Rail Card costs just £70 for three year

Where do I get it from?

- Application forms are available from your local staffed train station or online www.16-25railcard.co.uk. You will also need a passport sized photograph, proof of age and proof that you are in full-time education

Unizone

What is it?

- Unizone is a reduced-price season train ticket for students

Why should I get one?

- Unizone offers students unlimited train travel in and around the Brighton or Worthing areas

How much does it cost?

- Brighton Unizone Weekly ticket = £16.50
- Brighton Unizone Monthly ticket = £63.40
- Brighton Unizone Quarterly ticket = £190.10
- Worthing Unizone Weekly ticket = £18.80
- Worthing Unizone Monthly ticket = £72.20
- Worthing Unizone Quarterly ticket = £216.60

To qualify for a Unizone ticket you must be a member of the National Union of Students and will need to present your valid NUS Extra card when purchasing tickets

Where do I get it from?

- Unizone tickets are available from staffed train stations within the unizone area. For information on the unizone areas please go online at www.southernrailway.com

SUPPORT FOR UNIFORM AND KIT COSTS

If you are doing a course which requires you to buy a uniform and/or kit then you can apply for support with these costs if your household is in receipt of a means tested benefit or has an income of below £26,000.

Essential items of equipment and uniform are ordered and supplied by the College. If you have received an order form this must be returned to your curriculum area as soon as possible. Please do not purchase these items yourself.

PLEASE NOTE: Help with buying essential items is awarded on a discretionary basis and is not an automatic entitlement. Funding is limited and offered on a strictly first come, first served basis. Whilst we aim to help all eligible learners this may not always be possible.

Person Code

Date Received

Time Received

city college

brighton and hove

Bursary Application Form for 16 - 18 Year Olds 2016/2017

Section 1: Personal Details

First Name: Surname:

Address:

.....

Postcode Date of Birth:

Mobile No: Male Female

Home No:

Email:

Section 2: Residential Status

(Don't forget to submit evidence of your status in the UK if you do not hold a British passport)

British Citizen EU/EEA Citizen Asylum Seeker

Refugee Indefinite Leave Other (please note)

Country of Birth: Date of Entry to UK:

Section 3: Course Details

Course Code:

Course Title:

Campus: Pelham Street City College East Preston Road

Course Start: September 2016 January 2017 Onwards

Office use only:

GB

FM (a - h)

FM (i -k)

T

K+E

Section 4: The Guaranteed Bursary

Are you in one of the following groups and can you provide the College with the required evidence?

1. Are you in care? Or have you ever been in care?

This means that you may live or have lived with foster carers, other members of your family who are not your parents or in a residential home. You will have/have had a Social Worker if you are/were in care. Please see page 3 for a full definition.

Yes No

If you have said “yes” you need to get a letter from your Social Worker to confirm this. This letter needs to be handed in with this application form.

2. Are you claiming Income Support / Universal Credits in your own name?

Yes No

If you have said “yes” you need to provide us with a letter confirming your benefit claim and your most recent bank statement which shows a payment going in to your account. These documents must be copies we can keep and should be handed in with your application form.

3. Are you a disabled person who is in receipt of Employment Support Allowance and Personal Independence Payments / Disability Living Allowance? These benefits need to be in your own name.

Yes No

If you have said “yes” you need to provide us with a letter confirming both of your benefit claims and your most recent bank statement which shows one of each payment going in to your account. These documents need to be copies we can keep and must be handed in with your application form.

If you have said “yes” to any of the questions above and can provide us with the required evidence then you are unable to apply for help with travel costs but you can apply for help with essential uniform and kit costs, as well as free meals.

Section 5: Free Meals

I would like to receive free meals from City College

Yes No

I am able to provide the evidence required (See page 3)

Yes No

Section 6: College Support for Travel, Uniform, Kit and Trips

Section 6a: Travel

Do you live more than 2 miles from a City College campus and think you will need financial support with your travel costs?

Yes No

If "no" please go straight to Section 6b. If "yes" please complete the rest of Section 6a.

How do you intend to travel to College?

On Foot Bus * Train ** Car Bike

* If travelling by bus please advise which company/companies you will be using:

.....

** If travelling by train please advise which station your journey starts at:

.....

Please estimate how much your travel will be per week:

£

.....

Section 6b: Uniform and Kit Costs

Do you think you will need help with the other costs associated with your course?

Yes No

PLEASE NOTE: If you are applying for help with these costs then please be aware that even if you are successful we will not release any payments to you. The College will order and supply these items for you.

Section 7: Household Income

Are your parent(s) or guardian(s) in receipt of a means-tested benefit?

Yes No

If "no", are you parent(s) or guardian(s) in employment with a household income of below £26,000 per year before tax?

Yes No

Please see page 8 for information on what evidence you should submit to prove your household income.

Section 8: Bank Details

If your application for support is successful then the College may need to make payments directly in to your bank account. This account **must** be in your name.

Name of Account Holder:

Name of Bank:

Address of bank where you opened the account:

Sort Code: Account Number:

All bank details are stored in accordance with the Data Protection Act.

Section 9: Other Information

Why are you applying for funding and how do you think this funding would help you?

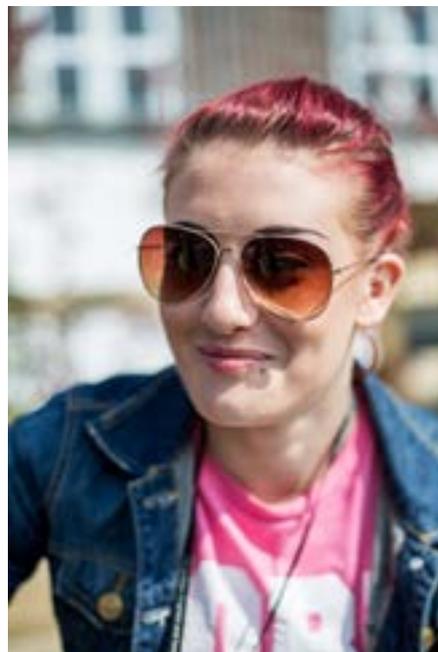
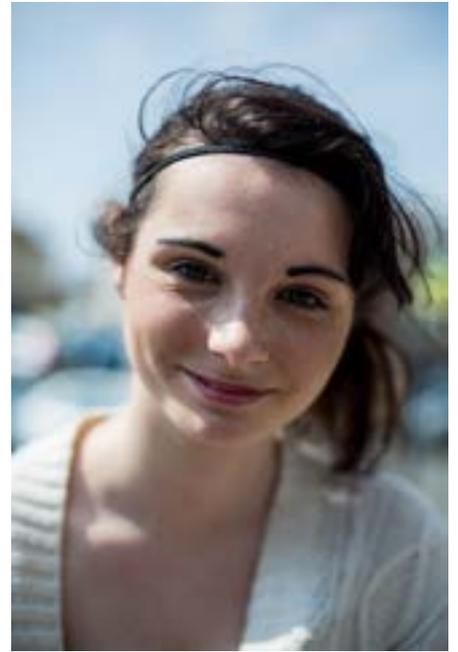
Section 10: Declaration

- I have read and understood the Bursary Fund Guidelines for 16-18 Year Olds for 2016/17
- The information I have given on this form is true and accurate
- I understand that if I do not achieve 100% attendance in all my classes then my payments may be delayed or stopped.
- I understand that the information given on this form may be shared with other College staff
- I understand that if I am found to have given any false information on this form then any award made to me may be reduced or cancelled

Student Name: _____ Signature: _____

Date: _____

Once completed, please return this application form to the Student Centre at either Central or East Campus.



EVIDENCE TO SUPPORT YOUR APPLICATION

The College cannot not accept any application for funding without the required evidence. See the table below for information of what you should submit with your application. We also request that you supply us with photocopies as we need to keep copies of any evidence with your application. We will also not accept any applications which have not been filled in fully or correctly. Please see the table below for information on which sections you should complete.

What are you applying for?	Evidence Required	Sections to complete
I am applying for the Guaranteed Bursary and free meals as a young person who is in care or has left care	Letter from your Social or Support Worker	Sections 1-5, 6b, 8-10
I am applying for the Guaranteed Bursary and free meals as a young person in receipt of Income Support/Universal Credits Or I am applying for the Guaranteed Bursary and free meals as a young person in receipt of both Employment Support Allowance and Disability Living Allowance/PIP	Letter(s) from Department of Work and Pensions or Job Centre Plus confirming you are in receipt of the relevant benefit(s). The letter must be dated within the last 3 months. If you do not have a recent letter then you can submit an older letter if it is supported by your most recent bank statement showing the benefit(s) going in to your account.	
I am applying for free meals but I am not eligible for Guaranteed Bursary	See page 3	Sections 1-3, 5, 6, 8, 9 & 10
I am not eligible for Free Meals or Guaranteed Bursary but I am applying for help with travel and/or kit and equipment	Please provide evidence which confirms your household is in receipt of Means Tested Benefits or has an annual household income of under £26,000. See table below.	Sections 1-3 & 6-10
If you do not hold a British passport then you must also submit evidence of your status in the UK. This could be a passport, home office papers, IND card or your Immigration Status Document.		

List of accepted evidence of means tested benefits for equipment and travel funding	List of accepted evidence for annual household income of below £26,000
<p>A letter confirming that someone in the household is in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> • Income Support • Housing Benefit • Council Tax Benefit • Employment Support Allowance (WRAG) • Job Seekers Allowance (Income Based) • Pension Credit • Tax Credits (with an annual household income of below £26,000) • Universal Credits / Personal Independence Payments 	<p>If your parent(s) or guardian(s) are working then we need the following evidence. If you live with both parents we need to see evidence from both of them.</p> <ul style="list-style-type: none"> • P60 from the 2015/16 tax year or • Pay slips covering the last two months or • Tax return from the 2015/16 tax year or • Accountants letter confirming income during 2015/16 tax year
All letters provided as evidence must be dated within the 3 months previous to you handing in your application. If this letter is more than 3 months old please also submit a recent bank statement showing the benefit payment going into your account.	

What happens after I submit an application for financial support to the College?

When you hand in your completed application form with all of the required evidence, we will issue you with a receipt to confirm that you have applied for support. We try to process applications as quickly as possible but due to the large number of applications we receive it could take up to 6 weeks for you to hear from us. Funding is awarded on a first come, first served basis from the date an application and the relevant evidence are submitted.

When will I receive payment(s)?

Some payments are made directly to you and others are made to the College's Finance Department on your behalf.

If you are awarded support directly in to your bank account, no payments will be made to you until after you have completed the enrolment process. The earliest we will be able to make any payments to you is 26th September 2016. You should think about this when budgeting for the start of your course as you may need to cover the first 2-3 weeks of travel costs. If you are awarded funding for essential kit and equipment the College will purchase these items for you. You will be required to complete and return order forms. Further information about this process will be provided by your curriculum area.

Do I need to have my own bank account?

Yes. We cannot make payments to you in cash or by cheque. The account must be in your name.

Are there any conditions on my award?

Yes. All funding is dependent on you achieving 100% attendance in all your classes, including any tutorials, maths and English lessons or learning support sessions. If you do not meet this condition then payments may be delayed or cancelled. Authorised absences will not count against you.

These could include:

- Unavoidable medical appointments - it is expected that you will make appointments outside of your course timetable whenever possible.
- Sickness covered by a doctor's certificate
- Court or probation appointment
- Attendance at a funeral

Unauthorised absences include:

- Any holiday taken during term time apart from a recognised religious holiday
- Persistent lateness for no good reason
- Social engagements

Funding may also be delayed or cancelled if you do not keep up to date with your course work or if you do not follow the Student Behaviour Code.



I live within 2 miles of the college 'as the crow flies' but more than 2 miles by foot. Can I still apply?

If you feel that your walk to college is excessive, you have the right to appeal. Please see Page 10 for more details.

FINANCIAL SUPPORT APPEALS PROCESS

You have the right to appeal if:

- you believe your application has been assessed incorrectly
- you are not happy with the level of support allocated to you
- you do not receive a payment

Your appeal should be made in writing within 15 working days of receiving either an award notice or a letter refusing financial support.

Please address your appeal to:

Learner Support Fund Appeals Panel
PT 2.14
City College Brighton and Hove
Pelham Street
Brighton
BN1 4FA

The Financial Support Co-ordinator will complete the first stage of the appeals process. This may involve checking your attendance and behaviour or contacting your tutor to check that you are making good progress with your course. You will then be advised of the outcome and any action to be taken. This should happen within 15 working days.

If you are not happy with the decision made by the Financial Support Co-ordinator then you have 15 working days to inform us. The Financial Support Co-ordinator will then present all the information to the Appeals Panel which is made up of members of staff from Finance and Student Services and may also include your tutor. The Appeals Panel will consider the appeal and either confirm or amend the initial decision. The decision of the Appeals Panel will be final.

Where do I return my form to?

Please return your form and copies of your evidence to:

In person:

The Student Centre - Ground Floor, Pelham Tower or at City College East

By post:

The Financial Support Co-ordinator, PT 2.14, City College Brighton and Hove, Pelham Street, Brighton, BN1 4FA

If you can, it is best to return your form in person. The College can accept no responsibility for postal applications not received.



OTHER SOURCES OF FUNDING

CARE TO LEARN

If you are aged 19 or under when you start your course, Care to Learn can help pay for your childcare costs whilst you study.

Do I qualify for Care to Learn?

You can claim Care to Learn funding if you are living in England, and can answer "Yes" to the following questions.

• Are you under 20 years old?

You must be under 20 years old on the day your course or learning programme begins. As long as you begin the course before you are 20, Care to Learn will contribute towards your childcare costs until the course has finished.

• Are you caring for your own child or children?

You can claim Care to Learn either as the child's father or mother, as long as:

- the other parent is unable to provide childcare (because, for example, they are working)
- the other parent is not claiming Child Tax Credit

If you have more than one child, you can get help for each of them.

• Does your learning qualify?

To receive Care to Learn, the course you plan to study must receive some public funding. Most of the courses offered at City College Brighton and Hove will be eligible for Care to Learn funding. If you are in any doubt then please contact the Student Centre on 01273 667788 ext.376 or the Care to Learn Helpline on 0800 121 8989. Funding is for courses in England only.

• Is your childcare provider registered with Ofsted?

You must use a childcare provider which is registered with Ofsted. Registration means that the childcare provider must meet certain standards so that it is safe and of an acceptable quality. Relatives will only be paid through Care to Learn if they are registered with Ofsted as a childminder.

If you are still unsure about whether you qualify then contact the Care to Learn Helpline on 0800 121 8989.

How do I find suitable childcare?

Letting someone else look after your child can be a big step. Care to Learn helps by letting you choose the type of registered childcare that most suits you and your child. You can, for example, use Care to Learn to pay for childcare at any of the following places:

- childminder
- pre-school
- playgroup
- day nursery
- out of school club

If you're unsure about what childcare to use, ask for advice from your support worker.

What does Care to Learn pay for?

Care to Learn will pay up to £160 per child per week to cover the cost of:

- childcare while you learn, are on placement, doing private study or travelling to/from your childcare provider
- any registration fees (up to £80) and any deposit normally charged (up to £250)
- a childcare taster and/or settling your child in before your learning starts
- childcare fees you may need to pay during holidays
- additional travel costs you may have to pay in order to take your child to the childcare provider

The childcare provider will receive payment direct from Care to Learn. Any funding to help with travel costs will be paid to the College who will arrange for the payment to be made to you. Care to Learn will check with the College that you have been attending regularly before they release any payments to you.

Will Care to Learn have any affect on my other benefits or allowances?

Care to Learn will not affect your own or your family's benefits or allowances. You do not have to be on benefits in order to claim it.

How do I apply for Care to Learn?

Apply for Care to Learn as soon as you decide what course you want to do. In particular, make sure you begin learning before you reach your 20th birthday if you want to benefit from the scheme.

Applications are fast and easy online - however, if you need help you can either:

- Visit: The Student Centre, Ground Floor, Pelham Tower or the Student Centre at City College East
- Tel: 01273 667788 ext.651
- Visit gov.uk and search 'care to learn'.

For general information about who qualifies for Care to Learn, contact the Care to Learn Helpline on 0800 121 8989.

RESIDENTIAL SUPPORT SCHEME

If you are moving to Brighton to study because the course you want to do is not available closer to home, then you may be able to get financial help with the cost of your term-time accommodation.

For more information about the Residential Support Scheme and to request an application form please contact Student Services.

Data Protection Statement

All data we request from you will be kept according to the relevant data protection legislation. If you have concerns about how your personal data is used or stored, or wish to exercise your rights under the Data Protection Act, then please write to the Clerk of the Corporation, City College Brighton and Hove, Pelham Street, Brighton, BN1 4FA.

Confidentiality Statement

When data is provided to us, we use it only for the purposes for which it was provided. The information provided with your application may be shared with other college departments to ensure that you receive the best support available. We will not share your information with external organisations. We recognise that information is valuable and we take care to protect it.

Disclaimer

All of the information in this booklet is correct at the time of going to print. We will try to notify applicants of any changes when applications are handed in.

Fraudulent Claims

We ask for detailed information on the application form and you also sign to confirm that the information you have given us is correct. If you are awarded funding on the basis of false information then you will be asked to repay any money you were awarded and we may take court action.

Support Statement

If you need any help understanding the information in this booklet or with completing the application form please contact the Student Centre and ask for a one-to-one appointment.



city college **brighton and hove**

Pelham Street, Brighton
East Sussex BN1 4FA

T: 01273 667788

E: info@ccb.ac.uk

F: 01273 667703

www.ccb.ac.uk



Accredited by the

