

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

2011/12

Financial Assistance Guidelines
for Further Education Courses

16-18

DEADLINE FOR STUDENTS STARTING IN SEPTEMBER: FRIDAY 30TH SEPTEMBER 2011

Please note: if your course starts later than September or you are in one of the guaranteed groups (see page 3) then you can contact Student Support at any point during the year for an application.

www.ccb.ac.uk

WELCOME TO THE FINANCIAL ASSISTANCE GUIDELINES FOR 16-18 YEAR OLDS

Do you Qualify?

Education Maintenance Allowance (EMA) Support

If you have had EMA payments before you might still be able to receive them in 2011/12.
Please see page 2 for more information

Guaranteed Bursary

This is a payment of up to £1,200 each year for students if you are:

- In Care
- Care Leavers
- In receipt of income support
- Disabled and in receipt of Employment Support Allowance (ESA) in your own name
and Disability Living Allowance (DLA) in your own name

Please see page 3 for more information

Kit, Uniform and Trip costs

If your family household income is less than £21,000 per year you can apply for funding to help towards these costs.

Please see page 4 for more information

Local Authority Travel Support

Please see page 4 for more information

College Travel Support

If you do not qualify for Local Authority Travel Support, your family household income is less than £21,000 per year and you live more than 2 miles away from the College you can apply for funding to help towards your travel costs.

Please see page 4 for more information

Care to Learn

If you are a young parent aged 19 or under, Care to Learn may be able to help pay for your childcare costs.

Please see page 5 for more information

Whilst we will consider all applications some of our funding is limited and therefore we may not be able to provide funding to everyone who applies.

STUDENT PROFILE

Nassera Dahmani

Before starting my course, I applied for financial assistance. It really helped because it would have been difficult for me to pay for my course relying just on my low-paid, part-time job. Also, the money I received at the end of the year proved to be invaluable as I was very stretched for money at that time.



STUDENT PROFILE

Mercedes Nunez

During my course, I applied for and received financial assistance. This really helped me to start my studies in illustration. Art materials are expensive and having this grant has helped me to get all the media I needed to complete my projects without feeling limited. Without that grant and financial assistance, I might not have been able to do the course at all.



EDUCATION MAINTENANCE ALLOWANCE

SOME STUDENTS MAY STILL GET EMA PAYMENTS IN 2011/12

Due to changes with government funding, the Education Maintenance Allowance (EMA) scheme is no longer available to new applicants. However, if you have previously received EMA in either the 2009/10 or 2010/11 academic year then you may be eligible for one more year of support.

- If you first received EMA in the 2009/10 academic year you will still receive one more year of EMA payments at your usual weekly rate if:
 - > you will still be aged 18 or below on 31st August 2011
 - > you are enrolling on a further education course which lasts longer than 10 weeks and has timetabled hours of more than 12 hours per week

OR

- If you first received EMA in the 2010/11 academic year at the full rate of £30 per week you will receive one more year of payments at £20 per week if:
 - > you will still be aged 18 or below on 31st August 2011
 - > you are enrolling on a further education course which lasts longer than 10 weeks and has timetabled hours of more than 12 hours per week

EMA will write to you over the summer holidays if you are going to be eligible for support for 2011/12. You need to bring this letter to Student Services when you enrol on your course. Please do not bring the letter to us any earlier than your enrolment day as we will not be able to accept it.

Once we have received your EMA letter we can register you on the EMA payment system. You will only receive your weekly payments if you achieve 100% attendance, are on time to all your classes, keep up to date with all your college work and follow the Expectations of Student Behaviour.

Uniform, equipment and trip costs

If you will be studying a course which requires uniform, equipment, kits or compulsory educational trips then you may be able to apply for a one-off payment for these costs. Please see page 3 onwards for more information.



THE GUARANTEED BURSARY - NEW FOR 2011

For students aged 16-18 in the following groups there is a Guaranteed payment of up to £1200 per year:

- Students in care or care leavers
 - > You will need to provide the College with a letter from your Social Worker
- Students aged 16-18 who are claiming Income Support in their own name
 - > You will need to provide the College with a letter confirming your benefit claim and your most recent bank statement which shows a payment going in to your account
- Disabled students who are receiving both Employment Support Allowance and Disability Living Allowance in their own name
 - > You will need to provide the College with a letter confirming your benefit claim and your most recent bank statement which shows a payment going in

If you are in one of these groups then you should fill in Sections 1, 2, 3, 4, 7 & 8 of the application form in the middle of this booklet and provide us with the evidence we need to confirm that you are in one of the groups listed above.

The bursary will be split into 10 monthly payments of up to £120 per month starting from September. These payments will go straight in to your bank account.

All payments will be based on you attending 100% of your classes. If your attendance drops below 80% you will be asked to meet with your tutor and your payments may be reduced.

Uniform, equipment and trip costs

If you are eligible for the Guaranteed Bursary then we will also help you buy any equipment you need for your course or any compulsory education trips.

Travel

Unfortunately we cannot help you with any travel costs as you will be expected to meet these from the guaranteed £1200.

If you are eligible for the Guaranteed Bursary then you will not receive any EMA payments even if you are sent a new EMA Agreement over the summer.

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



Person Code

Date Received

Time Received

16-18 Financial Assistance Application Form

Section 1: Personal Details

First Name: Surname:

Address:

.....

Postcode Date of Birth:

Mobile No: Male Female

Home No:

Email:

Section 2: Residential Status

(You must provide evidence of your status in the UK if you are a non-British citizen)

British Citizen EU/EEA Citizen Asylum Seeker

Refugee Indefinite Leave to Remain Other: Please Specify

Country of Origin: Date of Entry to UK:

Section 3: Course Details

Which course have you applied to study at City College Brighton and Hove?

Course Code:

Course Title:

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 a looked after child? Or have you ever been a looked after child?

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 a looked after child.

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 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 need to be handed in with this application form.

3. Are you a disabled person who is in receipt of Employment Support Allowance and 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 your benefit claim and your most recent bank statement which shows payments going in to your account. These documents need to be handed in with this application form.

If you have said yes to any of the 3 questions above and can provide us with the required evidence then please complete the bank details in Section 7 then go straight to the declaration in Section 8. You do not need to fill in any other sections.

If you have said “no” to the 3 questions above then please continue to section 5.

Section 5: EMA Support

Did you first receive EMA in the academic year 2009/10?

Yes No

Did you first receive EMA in the academic year 2010/11 at the full amount of £30 per week?

Yes No

If you have said “yes” to either of the questions in Section 5 then you will continue to receive EMA for one more year. This means that you can only apply to the College for help with any uniform, kit or trip costs associated with your course. You need to complete Section 6 of this form and provide us with evidence of your household income. You will need to pay for any travel costs from your EMA.

If you have said “no” to the questions in Section 5 then you will not receive any EMA in 2011/12. If you wish to apply for help with your uniform, kit or trip costs and/or travel costs then please go to Section 6.

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

I would like to apply for help with my uniform, kit or trips costs

Yes No

I will not receive EMA in 2011/12 and would like to apply for help with my travel costs

Yes No

Please note: If you are applying for help with travel we will only support you if you are not eligible for support from your Local Authority.

My parent(s)/guardian(s) earn below £21,000 and I have enclosed copies of 2 months worth of wage slips or P60(s) from the previous tax year for each person

Yes No

OR

My household is in receipt of a means-tested benefit and I have enclosed a copy of our benefits letter and a recent bank statement which shows a benefit payment going in, with this form

Yes No

Section 7: Bank Details

If your application for financial support is successful then the College may need to make payments directly to your bank account. Please provide us with the following details:

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 8: Declaration

- I have read and understood the 16-18 Financial Assistance Guidelines for 2011/12
- The information I have given on this form is true and accurate
- I understand that if I fail to attend my timetabled classes without good reason then I may lose all or part of any funding awarded to me
- I understand that the information given on this form may be shared with other departments within the College
- I agree to inform Student Support immediately if I am thinking of withdrawing from College
- I understand that if I am found to have given false information on this form then any award made to me may be reduced or cancelled

Student Name: _____ Signature: _____

Date: _____

SUPPORT FOR TRAVEL AND KIT, UNIFORM & TRIPS

The College receives some money from the government to help students with the cost of coming to College. There are two types of support you can apply for; one can help you with the cost of travelling to College if you live more than 2 miles away and the other can help you with any upfront costs associated with your course e.g. uniforms, kits or compulsory educational trips. You may also be able to apply to your local authority for support with travel costs.

Local Authority Travel Support

If you live in either East Sussex or Brighton & Hove then you may be able to apply to the Local Authority for support with your travel costs.

Students resident in Brighton & Hove: You may be able to get help with travel if:

- You or your family are receiving one of the following benefits or tax credits:
 - > Income Support
 - > Income Based Job Seekers Allowance
 - > Child tax credit **where the household income is £16,190 or less**
- Your journey to college is over 3 miles (by the shortest walking route) from your home

You should contact the Student Support team on 01273 293603 for more information.

Students resident in East Sussex: You may be able to get help with travel if:

- You or your family is in receipt of a means tested benefit or Child Tax Credit with a household income below £16,190
- You will be attending college full time (that is a minimum of 12 hours supervised study per week) and
- You are living three miles or more from the nearest appropriate FE establishment.

You should contact the Admissions and Transport Team on 0345 60 80 190 for more information.



College Travel Support

Please note: If you are eligible for one more year of EMA payments then you cannot apply to the College for help with your travel costs.

If you live in West Sussex, are not eligible for a further year of EMA or are not eligible for local authority support then you can apply to the College for help with your travel costs if:

- Your household income is below £21,000 (your local authority may be able to fund you if your household income is below £16,190)
- and**
- You will be travelling more than 2 miles to get to college (we will check the distance from your home address to college using this website: <http://www.freemaptools.com/distance-between-uk-postcodes.htm>. We will use the “as the crow flies” distance.

This funding will provide you with up to £340 per year to go towards your travel costs. This funding will be split in to half term payments straight into your bank account. All payments will be based on you attending 100% of your classes. If your attendance is less, your funding may be reduced by 50%.

To apply for the travel support you should complete the application form in the middle of this booklet and provide us with evidence of your household income.

Support for Kit, Uniform and Trips

If you are doing a course which requires you to buy a uniform or kit or go on compulsory field trips then you can apply for funding if your household income is below £21,000. You will need to complete the application form in the middle of this booklet and provide us with evidence of your household income.

Evidence of Household Income for College Support

If your parent(s)/guardian(s) are working then we will need to see 2 months worth of wage slips or a P60 for the 2010/11 tax year. If you live with both parents then we will need to see income evidence for each of them.

If your parent(s)/guardian(s) are in receipt of means-tested benefits then we need a letter confirming their benefits claim. If this letter is dated more than 3 months ago we will also need a recent bank statement which shows a payment going in.

Accepted benefits are:

- Council Tax Benefit
- Employment and Support Allowance (income based)
- Housing Benefit
- Income Support
- Job Seekers Allowance
- Pension Credit
- Tax Credits (with an annual household income of less than £21,000)

If your household is in receipt of more than one of these benefits then you only need to provide us with evidence of one type.

CARE TO LEARN

If you are aged 19 or under, Care to Learn can help pay for your childcare costs while you learn.

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 667709 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 - your Connexions Personal Adviser or local Family Information Service (FIS) are good places to start. The FIS can be contacted on 01273 293545.

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 - however, if you need help you can either:

- Visit The Student Centre, First Floor, Pelham Tower
- Tel: 01273 667709
- Visit www.direct.gov.uk

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

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

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:

16-18 Bursary Appeals Panel
Student Services
City College Brighton & Hove
Pelham Street
Brighton
BN1 4FA

We will make every attempt to respond to your appeal within 15 working days.

The Appeals Panel meet on a regular basis to consider any outstanding appeal. The panel is chaired by a member of staff from Student Support.

If you are not happy with the response to your appeal then you can write to the Head of Student Support at the same address as above. Their decision will be final.

If your funding is stopped or withdrawn due to poor attendance then you will be informed in writing. You also have the right to appeal this decision and details of how to do so will be contained in the letter we send you.

CONDITIONS

What happens after I submit my application?

Student Support will process your application form and will write to you to let you know if you have been successful or not. We aim to process applications within 15 working days.

Are there any conditions on my funding?

Yes. You will not automatically receive your award. All funding is dependant on you achieving 100% attendance in all your classes. Including any functional skills classes, tutorials and learning support sessions you may have. If you do not meet these conditions then your funding may be withdrawn.

Student Support will monitor your attendance on a regular basis. If you do not achieve 100% attendance then you risk losing all or part of your funding. Authorised absences will not count against you.

Authorised absences include:

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

Unauthorised absences include:

- Any holiday during term time, apart from a recognised religious holiday
- Persistent lateness for no good reason
- Personal/social reasons for not attending college

To ensure that you do not lose all or part of any funding awarded to you, you will also need to keep up to date with all your college work and follow the Expectations of Student Behaviour.

Do I need to have my own bank account?

Yes. We cannot make payments to you in cash or by cheque. If you do not have your own bank account then you will need to open one before we can make any payments to you.

Can the College help with any general living costs?

No. We use the money we have available to help students with course related costs. Funding is limited and we aim to help as many people as possible with the costs associated with coming to college.

Where do I return my form to?

Please return your form and copies of your evidence to:

The Student Centre
City College Brighton and Hove
Pelham Tower
Pelham Street
Brighton
BN1 4FA

If you can it is best to return your form in person.

We are open 10am - 4pm Monday to Friday

Telephone: 01273 667709/08

Email: studentsupport@ccb.ac.uk

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

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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.

The Sussex Framework

Colleges in Sussex have been working together to agree a common set of principles for how the funding is given to students. Each College will have some flexibility in how it operates its funds but colleges in Sussex are committed to working in partnership to ensure that funds are given out fairly regardless of which college you chose to attend. A full copy of this framework is available from Student Support if you would like a copy.

The Sussex framework will also be made available online at <http://www.ccb.ac.uk/public/college-life/financial-assistance-and-fee-assessment>

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