

Received _____

Student ID _____

Name _____

For Office Use Only: _____

Application Form Session 2011/2012

Further Education Bursaries For Full-Time and Part-Time Students

and

Education Maintenance Allowance For Full-Time Students only

Please complete this form in ink and block capitals and return to:

Bursary/EMA Team
Perth College UHI
Freepost TY333
Crieff Road
PERTH
PH1 2BR



Also available in large print (16pt)
and electronic format.
Ask Student Services for details.

www.perth.uhi.ac.uk

Perth College is a registered Scottish charity, number SC021209.



Attention

This application will not be processed unless it is accompanied by your original Birth Certificate and other necessary supporting documentation. If you do not have a birth certificate, we will accept your current passport, however, if you have neither it will be essential that you obtain a Birth Certificate before your application will be assessed.

Please enclose a 9" x 6" stamped self-addressed envelope for the return of your personal documents, ensuring correct postage on all correspondence.

Notes

- Please note the completion of this application form does not automatically mean that your request for financial support will be approved.
- All information that we hold concerning you as an individual will be held and processed by Perth College UHI strictly in accordance with the provisions of the Data Protection Act 1998.
- Such data will be used by Perth College UHI to administer our relationship with you and to provide you with information about our activities and for related purposes. We will not, without your consent, supply your name and address to any third party except where;
 - Such a transfer is a necessary part of the activities that we undertake.
 - or
 - We are required to do so by the operation of the law.
- As an individual, you have a right under the Data Protection Act 1998 to obtain information from us, including a description of the data that we hold on you. Should you have any queries concerning this right, please visit the College website Freedom of Information area, or contact:

Data Protection Officer
Perth College UHI
Crieff Road
Perth
PH1 2NX

Telephone: 01738 877625

Email: foi@perth.uhi.ac.uk

- Before completing the form, please read the accompanying "Student Guide to Funding" booklet.
- **If the answer to any question is 'None' or 'Not appropriate' please indicate against the relevant question.**
- **If you need help to complete this form, would like to have the form checked, or would like advice on the financial implications of coming to college, our Student Funding Team will be happy to help you. You can contact them by calling 01738 877375 or e-mailing pc.student_funding@perth.uhi.ac.uk**
- **It generally takes 14-21 days to process applications after they are acknowledged. If you have not heard from us within 21 days, please phone our Student Funding Officer on 01738 877206.**

Sections

For You the Student to Complete:

- Section 1** Personal Details
- Section 2** Travel Details
- Section 3** Course Details
- Section 4** Details of Where You Live
- Section 5** Previous Financial Support
- Section 6** Education/Employment
- Section 7** Benefit Allowances
- Section 8** Details of Spouse/Partner
- Section 9** Dependent Children
- Section 10** Claiming Independent Status
- Section 12** Details of Income/Deduction
- Section 13** Additional Details
- Section 14** Declaration
- Section 16** Checklist of Documents

Sections

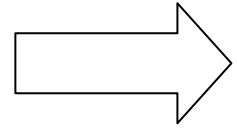
For Your Parents, Legal Guardian, Partner, Husband or Wife to Complete (Do Not Complete if You are Exempt From a Parental Contribution)

- Section 10** Details of Family Circumstances
- Section 11** Dependent Children
- Section 12** Details of Income/Deductions
- Section 15** Declaration

Notes to Help You Complete the Questions Opposite

Section 1: Personal Details

- Please make sure that you complete all the details in block capitals.
- If you are aged under 25 and live in your own home or other rented accommodation, please enclose a copy of your Rent/Tenancy Agreement or Mortgage Agreement.



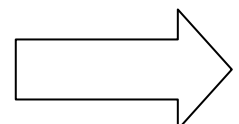
Section 2: Details of Travel Arrangements

Students Under 18 Years of Age:

- You can only apply for travel if you live more than 2 miles from the College.
- If you wish your application to be considered for **Transport Only**, tick the box in Section 2 opposite then complete Sections 3, 4, 5 and 6, and complete the Declarations at Section 14 and 15.

Students Over 18 Years of Age:

- If you have applied for a Bursary you may be eligible for term time travel costs between your place of residence and the College if you live more than 2 miles from the College. Where they are payable, costs will cover the cheapest form of travel between your residence and the College. It is expected that students who choose to move away from home to study at Perth College UHI will stay within Perth, therefore travel will **not** be paid to students choosing to stay outwith Perth.



Section 1: Personal Details

Title Mr Mrs Miss Ms Other

First name(s)

Surname

Marital Status (eg single, married, living with partner, divorced, separated, widowed)

Full Postal Address or place of ordinary residence (Parental or your own home - not your term-time lodgings)
Postcode

Email Telephone

Immediately before commencing your course were you: (please tick)

A Student Unemployed (not registered) Employed

A School Leaver Registered Unemployed SkillSeeker

Date of Birth (eg 01 AUG 86) Age

Please state your proposed term time address by ticking the appropriate box and completing the details as necessary.
Parental Home Own Home
Lodgings Not yet known

Term Time Address (if different from above)

Postcode Telephone

Do you have a National Entitlement Card which allows **Free** travel on buses? (please tick) Yes No

If Yes, give the serial number of your National Entitlement Card (the 16 digit number) and the Expiry Date

Section 2: Details of Travel Arrangements

Students Under 18 Should Complete the Section Below

Please indicate from where you will start your journey to College.

Please tick box if you are applying for **Transport Only**

Students Over 18 Should Complete the Section Below

Please give details of your journey to College and estimated costs.

For Official Use Only

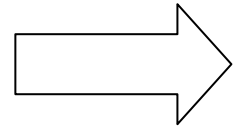
Full-time Link Special

Travel Only Approved Forwarded to Transport Refused Student Notified

PTU Date Received No 308 Scholar No Entry on Database L and P Sent On Spreadsheet

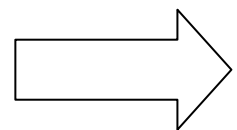
Section 3: Course Details

- Please enter the title of your course exactly as it appears in your conditional or unconditional letter.



Section 4: Details of Where You Live

- If you have not lived at your current address longer than 3 years, please provide details of all your previous address(es) over the last 3 years. Do not include your current address.



Section 5: Details of Previous Financial Support for Education

- If you have indicated that you have previously received financial support for full or part-time study, please indicate the type of support you received, the awarding body of this funding and the title of the course for which you received the support. In the boxes provided write the number of years for which you received support and the academic year in which the award was made (eg 2004/05).



Section 3: Course Details

Title of Course

Year of Course (please tick) 1st 2nd 3rd Full-time Part-time

On what date will you/did you start the course?

If you are applying for a part-time bursary please state the number of hours you will study per week

Section 4: Details of Where You Live

Must be Completed by ALL Students.

How long have you lived in the United Kingdom?

Whole Life (please tick)

From (year) To (year)

Have you lived at your present address longer than 3 years? (please tick) Yes No

If NO, please indicate all previous addresses below (continue on separate sheet if necessary) From To

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 5: Details of Previous Financial Support for Education

Is this the first time you have applied for funding support from a Scottish College, Local Education Authority, Local Library Board or the Student Awards Agency for Scotland? (please tick)

Yes No

Have you previously received any financial support for full or part-time education? (please tick)

Yes No

If YES, please detail below:

Education Maintenance Allowance

Awarding Body

Title of Course

Number of Years Year

Further Education Bursary

Awarding Body

Title of Course

Number of Years Year

Student Awards Agency for Scotland Funding

Title of Course

Number of Years Year

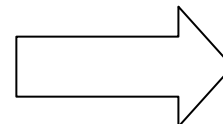
Funding from any other body? If yes, please give details - of Years Number Year

Have you applied for funding to any other College this year? Yes No

If **Yes** which College?

Section 6: Details of Your Education/Employment

- Please complete these sections in full as appropriate.



Section 7: Benefit Allowances

Lone parents in receipt of Income Support

- Have you ticked the **Yes** box?

If Yes, you may remain on Income Support and your Bursary/EMA award will consist of tuition fees and a contribution towards essential books, equipment and travel costs.

Complete Sections 9 and 14 only.

People receiving other benefits who are not available for work.

- Have you ticked the **Yes** box?

If Yes, you may be able to remain on a Department of Work and Pensions (DWP) benefit and your award will consist of tuition fees and a contribution towards essential books, equipment and travel costs. Please note it is essential that you confirm with DWP that your benefit does not require you to be available for work.

Complete Sections 9 and 14 only.

You should notify the Department for Work and Pensions if you are studying full or part-time.

Please Note: 1 Students in receipt of Disability Living Allowance (DLA) are eligible to apply for a full award covering maintenance, travel and study expenses. Students who come under this category should **complete the whole Application Form.**

- 2 If you are in receipt of Job Seeker's Allowance you **must** sign off before starting a full-time course.

Section 6: Details of Your Education/Employment

Secondary Schools which You have Attended	Dates of Attendance		Subjects Passed/Qualifications Gained	Dates
	From	To		

Colleges or Other Educational Establishments which You have Attended	Dates of Attendance		Subjects Passed/Qualifications Gained	Dates
	From	To		

Employer(s) Name and Address (Previous and Current)	Employment Period	
	From	To

Section 7: Benefit Allowances

Are you a lone parent in receipt of Income Support? (please tick) Yes No

Do you wish to remain on Income Support while you attend college? (please tick) Yes No

See note opposite.

Are you in receipt of any other DWP benefit which does not require you to be available for work? (please tick) Yes No

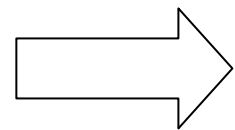
Do you wish to remain on this benefit while you attend college? (please tick) Yes No

Are you entitled to remain on this benefit while you attend college? (please tick) Yes No

See note opposite.

Section 8: Details of Your Spouse/Partner

- *For the purpose of calculations "partner" will be defined as someone the student or parent of the student has legally married, is in a legally recognised civil partnership with, or is living with in an established relationship at the start date of the course.
- **If you are married, please enclose your marriage certificate. Unfortunately we are NOT able to accept a photocopy of your marriage certificate**
- If you live with a partner or are in a legally recognised civil partnership, please enclose proof, eg Council Tax book with both names, joint Utility Bill, joint Tenancy Lease Agreement, civil partnership certificate, etc.



Section 9: Details of Your Children

- To assess how much you are entitled to, we also need details of children who are dependent on you or on your spouse/partner and any funding which they may be receiving.
- **^Please enclose ORIGINAL full birth certificates. Abbreviated certificates will only be accepted in conjunction with evidence of child benefit.**
- **Unfortunately we are not able to accept medical cards, baptism certificates or photocopies of birth certificates.**



Section 8: Details of Your Spouse/Partner

To assess how much you are entitled to, we need to know the following

a Are you married, in a civil partnership or living with a partner? (please tick) Yes No

b If Yes:

i Please state your maiden name (if applicable)

ii Please state full name of spouse/partner*

c If your spouse/partner is in employment please provide details of his or her occupation

d If he or she has applied for full time education, please provide details of the course

Name of college/school/education establishment to be attended

If he or she has applied for funding, please provide details of the education authority or awarding body

What is the amount of the award? (if known) £

Section 9: Details of Your Children

Name of Child	Date of Birth [^]	College/School which He/She is Currently Attending	Amount of Grant/Bursary/EMA Awarded or Applied for

Section 10: Details of Your Family Circumstances

- Applicants 25 years of age or over are automatically exempt from parental contribution. Applicants under 25 years of age at the official start date of their course can apply for exemption from parental contribution only if they meet the necessary requirements to be classed as Self Supporting.
Page 2 of the Student Guide to Funding explains the Self Supporting requirements.
 - Please note that to be exempt from parental contribution you have to be 25 years of age or over on the official start date of the course and not when you, the student, started on the course.
 - If you are aged under 25 years and are applying for Self Supporting status, you should submit proof of income **for any 3 years** since leaving school, showing for that time you have been:
 - in employment (you should submit P60s for relevant years), and/or
 - in receipt of benefit (you should ask DWP to complete the enclosed Form PC1 for all relevant dates covering a 3 year period), or
- If you cannot provide either of the above, you can contact your local Tax Office who will be able to provide a record of income for relevant years.
- **It is your responsibility to provide the necessary documentation. Perth College UHI Bursaries cannot obtain this from HM Revenue and Customs or previous employers on your behalf.**
 - Please note that when we use the term 'parent' it can also refer to an adoptive or step-parent or parent's partner.
 - If you are divorced or separated please submit proof, eg divorce decree, solicitor's letter, separation agreement, Tax Credit Award Notice or recent Council Tax bill with only one name on it, Child Benefit book showing payment at Lone Parent Rate.

Section 11: Details of other Children Dependent on Your Parent(s)/Legal Guardian(s)

- To assess how much you are entitled to, we also need details of dependent children who are living with your parent(s)/legal guardian(s) and of any funding which these children may be receiving.
- ***Please enclose ORIGINAL full birth certificates. Abbreviated certificates will only be accepted in conjunction with evidence of child benefit.**
- **Unfortunately we are not able to accept medical cards, baptism certificates or photocopies of birth certificates.**

Section 10: Details of Your Family Circumstances

Will you be 25 years of age or over on the official start date of the course?

Yes No

If you are under 25 and wish to apply for Self Supporting status, please tick this box and enclose appropriate documentary proof. (see note opposite)

Sections A and B Must be Completed by Your Parents if You are Under 25 but NOT Applying for Self Supporting Status (Tick boxes as appropriate)

A Father/Step-father Legal Guardian (male)

Full Name:

If you are the legal guardian of the student, please state your relationship, eg Grandfather, Uncle, Brother, etc.

Status:

Single Married Living with Partner
Widowed Separated Divorced

Address

Post Code

Telephone

B Mother/Step-mother Legal Guardian (female)

Full Name:

Mrs/Miss/Ms

If you are the legal guardian of the student, please state your relationship, eg Grandmother, Aunt, Sister, etc.

Status:

Single Married Living with Partner
Widowed Separated Divorced

Address

Post Code

Telephone

Section 11: Details of Other Children Dependent on Your Parent(s)/Legal Guardian(s)

Name of Child	Date of Birth*	College/School which He/She is Currently Attending	Amount of Grant/Bursary/EMA Awarded or Applied for

Notes to Help You Complete Sections 12 and 13

Section 12: Details of Parental/Spouse/Partner Income and Deductions

Before you complete Section 12 please read the following information:

Assessing your Household Income

By household income we mean income received by your parent/spouse/partner between 6 April 2010 and 5 April 2011.

In working out your household income, the following income received should be **ignored**:

- i All additional cost benefits (including Child Benefit, Child Tax Credit, Disability Living Allowance, Cold Weather Payments, Council Tax Benefit and Housing Benefit).
- ii Any income from loans.
- iii If your parent/spouse/partner is also a student, any payment they receive from Bursaries, FE or HE Discretionary Fund or Childcare Fund, SAAS funding and any student loan income.

All other earned and unearned income received over the previous full financial tax year should be included, as per below:

Earned Income

This is the gross income earned by:

- People who are employed and earning through a salary, wages, commission, bonus, overtime and other payments; and
- People who are self-employed and earning through income derived from trade, business or profession. This income will be shown on either the taxpayer's completed self-assessment forms or the HM Revenue and Customs calculation of tax due (eg Form SA302).

It also includes any monies paid as compensation for loss of income.

Unearned Income:

This includes, but is not restricted to:

- Unemployment/social security benefits which provide a replacement income, including pensions and allowances but excluding benefits for additional costs, as outlined above. Benefits used in the assessment include but are not restricted to:
 - Bereavement Allowance;
 - Carers Allowance;
 - Incapacity Benefit;
 - Employment and Support Allowance;

- Income Support;
- Jobseekers Allowance;
- Maternity Allowance;
- Retirement Pension;
- Severe Disablement Allowance;
- Widowed Parent's Allowance;
- Statutory Sick/Maternity/Paternity Pay;
- Private or employer's retirement pensions;
- Profits from boarders, casual fees, etc;
- Interest paid from banks, building societies, dividends etc;
- Working Tax Credit but not any elements paid in respect of childcare or disability;
- Maintenance paid into the household by someone who does not live in the household. This income is deemed to belong to the person it is paid to regardless of who it is paid for;
- Child maintenance and child support paid. This income belongs to the person it is paid to regardless of who it is paid for. This income should only be included in a parental or spouse/partner's income assessment and should not feature in a student's income assessment; and
- Fees paid for fostering childcare. A foster allowance is usually paid in 2 parts. Part 1 is an allowance to cover additional costs associated with fostering, eg additional food etc and part 2 is paid to provide the foster family with an income.

Part 1 should be disregarded for all income assessments. Part 2 should be included as unearned income for the household, but disregarded for the student.

Notes on Completion of Section 12 Columns 1 - 4

Income

▪ **Column 1 - Income of Applicant (while attending College)**

Detail your gross income from all sources, except employment, **which will continue** whilst you are at college, eg DWP benefits, maintenance, pensions, Bank/Building Society interest, Trust Funds, etc.

Proof of all income should be submitted with application form, including Working Tax Credit, Child Benefit, Child Tax Credit, eg:

- Benefits - DWP to complete Form PC1
- Maintenance - copy of agreement
- Tax Credit - Tax Credit Award Notice

▪ **Column 2 - Income of Spouse/Partner - per year**

Column 3 - Income of Father/Legal Guardian - per year

Column 4 - Income of Mother/Legal Guardian - per year

a **Earnings from Employment:** Gross income from employment for the year ended 5 April 2011.

Note: 2011 P60 must be included with this form. If not available - Form PC2 must be completed by employer and included.

b **Self-Employed:** Gross income from trade, business or profession for the financial year which ended on a date between 6 April 2010 and 5 April 2011 as computed for income tax purposes.

Please provide:

- HM Revenue and Customs Self-Assessment Tax Calculation Form SA302, or
- a copy of the Tax Return submitted, or
- a letter from your Accountant verifying figures submitted, or
- completed Certificate of Income - Self-employed (Form PC3) enclosed.

c **Pensions:** Income from all retirement pensions and Widow's/Widowed Parent's allowance. Proof must be submitted, eg 2011 P60 or photocopies of the front cover and inside page of the order book showing the name, type and amount of benefit received.

d **Maintenance Payments:** Give details of amount received for yourself and/or children, including voluntary payments. Documentary evidence must be provided, eg solicitors letter, bank statement, CSA assessment.

e **Bank Interest:** Bank interest received per year.

f **Building Society Interest:** Building Society interest received per year.

g **Other Income:** Give details and state gross annual amount.

h **Benefits:** Income from Unemployment/Social Security Benefits. Form PC4 must be completed by DWP and included with this form.

i **Tax Credits:** 2010/11 and 2011/12 Tax Credit Award Notices should be submitted if in receipt of Tax Credits.

Deductions

- If you or your parent/spouse/partner currently pays maintenance payments in respect of a child/children, please give details of amount paid each month by yourself to estranged partner and/or children. Documentary evidence must be provided, eg solicitors letter, bank statement, CSA assessment.

Section 12: Details of Income/Deductions

Income

Please Complete All Boxes in the Relevant Columns
- If None Please Write 'None' in the Appropriate Box

If you are:

Single and aged 16-25	Complete Columns 1, 3 and/or 4 as appropriate
Married/in a civil partnership/living with partner	Complete Columns 1 and 2 only
Single and 25 or over, or under 25 Years and claiming Self Supporting status	Complete Column 1 only

		Column 1 Income of Applicant (While Attending College)	Column 2 Income of Spouse/Partner Per Year	Column 3 Income of Father/Legal Guardian/ Mother's Partner Per Year	Column 4 Income of Mother/Legal Guardian /Father's Partner Per Year
a	Earnings from Employment				
b	Earnings from Self-Employment				
c	Pensions				
d	Maintenance Payments				
e	Bank Interest				
f	Building Society Interest				
g	Other Income (please give details) 1 Tessa/ISA Interest 2 Dividends 3 Annuities 4 Boarders/B&B/Lets/Rents 5 Other				
h	Benefits (state which)				
i	Tax Credits				
	Totals:				

Deductions

Maintenance Payments made

£

Section 13: Additional Details

- If you feel there is any information which is relevant to your application, but which you have not included elsewhere, please use the space provided to detail this.

Section 14: Applicant's Declaration

- I declare that all the answers given in this form are true and complete to the best of my knowledge.
- I understand that if I give false information or withhold relevant information my application will be cancelled and if necessary, action will be taken against me to recover any money paid to me by the College.
- I undertake to inform the College of any changes in my financial circumstances which may affect my award.
- I undertake to refund any sum arising from an overpayment of the bursary/EMA for any reason.
- If in receipt of a Travel Pass I undertake to refund any sum arising as a result of not returning the Pass to the College upon withdrawing from my course of study.
- I understand that if I do not keep to my EMA Learning Agreement, or leave College, I will not be eligible for any further payments.
- Perth College UHI is registered under the 1998 Data Protection Act. By signing this form you consent to Perth College UHI holding and processing your personal data for all purposes connected with your studies in College and with the College's statutory and business requirements.

Signature of Applicant

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 15: Parent/Spouse/Partner/Legal Guardian Declaration

- This Section **must** be completed if the applicant is under 18 years of age or the award has been assessed against the income of the applicant's parent, spouse, partner or legal guardian.
- I declare that to the best of my knowledge and belief all the information which I have given in connection with this application is full and correct in every respect.
- I undertake to provide any additional information which may be required by the college to verify the particulars given and also to inform the college immediately of any alteration in these particulars.
- I understand that giving false information or withholding relevant information may lead to the cancellation of any bursary/EMA awarded and to the recovery of any amounts paid by the college.
- I understand that if my son/daughter does not keep to their EMA Learning Agreement or they leave college he/she will not be eligible for any further payments.
- I consent to the undertaking signed by the applicant above.
- Perth College UHI is registered under the 1998 Data Protection Act. By signing this form you consent to Perth College UHI holding and processing your personal data for all purposes connected with your studies in College and with the College's statutory and business requirements.

Signature of Parent/Spouse
Partner/Legal Guardian

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Section 16: Checklist of Documents to be Submitted in Support of Application

	Tick
Have you signed the Declaration (Section 14)?	<input type="checkbox"/>
If applicable, has your parent/spouse/partner/legal guardian signed the Declaration (Section 15)?	<input type="checkbox"/>
Have you answered all questions?	<input type="checkbox"/>
Have you included your conditional/unconditional acceptance letter from Perth College UHI?	<input type="checkbox"/>
Have you, the student, included your own Birth Certificate or Passport?	<input type="checkbox"/>
Have you, the student, provided proof of income prior to commencing the course, eg P60 or DWP Certificate?	<input type="checkbox"/>
If you, the student, have dependent children, have you included their full Birth Certificates or abbreviated Birth Certificates plus evidence of Child Benefit/Tax Credit.	<input type="checkbox"/>
If you, the student, are claiming allowances for a dependent husband/wife/partner have you included your Marriage Certificate/evidence of living together? - eg Council Tax document	<input type="checkbox"/>
If you are divorced/separated, have you included proof? (eg divorce decree)	<input type="checkbox"/>
If your parents/legal guardians are divorced/separated, have you included proof? (eg divorce decree).	<input type="checkbox"/>
If in receipt of maintenance or child support please provide evidence, eg letter from solicitor/CSA.	<input type="checkbox"/>
Have you included evidence of parental/legal guardian's income? If married/living with partner have you provided evidence of spouse/partner's income? (2011 P60 supporting earnings, Certificates from HM Revenue and Customs, DWP certificate of payment of income support, benefits etc, 2011 P60 supporting occupational pension or letter from Inland Revenue confirming Tax Credits.)	<input type="checkbox"/>
If 2011 P60(s) not available, Form(s) PC2 must be completed by employer and included.	<input type="checkbox"/>
If parent/spouse/partner/guardian is self-employed please forward a Tax Assessment (Form SA302) supporting earnings for the 2010/2011 business year or stamped Accountants Certificate.	<input type="checkbox"/>
If you, the student, are aged under 25 and are claiming Self-Supporting status, have you included proof as described in the Student Guide to Funding?	<input type="checkbox"/>
Have you entered all details of education, employment/unemployment since leaving school?	<input type="checkbox"/>

Remember, failure to submit relevant documentation will cause delay in processing your application.