



University of the
Highlands and Islands
Moray College

FURTHER EDUCATION FUNDING APPLICATION 2011 - 2012

Completed applications should be returned to:

The Student Finance Section
Moray College UHI
Moray Street
Elgin
IV30 1JJ

Information can be made available in large print format or other media.

Please contact us for details.



PLEASE REMEMBER:

- The final closing date for receipt of applications for Session 2011 - 2012 is:

7th October 2011

for courses starting in **August/September 2011**

2nd March 2012

for courses starting in **January 2012**

- To send appropriate documents with your Application Form (for details see pages 1, 2 and 33)
- To ensure that you have completed all the relevant Sections and signed the Declarations

Please return your application form with ALL ORIGINAL DOCUMENTATION as soon as possible, not having the relevant documentation delays the processing of your application.

YOUR FIRST PAYMENT MAY BE LATE IF YOU DELAY.

All FULL TIME STUDENTS who are attending a non-advanced level of course must complete a Further Education Funding Application.

**All information in this form is correct at time of publication.
Any changes in Government legislation may supersede this information.**

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The College is registered under the Data Protection Act.

Under the Act the information on this form will be stored on a computer system by the College.

All information supplied will be treated confidentially and in accordance with the College's Data Protection Policy.

The collection of this information is essential for the accurate processing of a Funding Application.

Data will be handled by Funding Officers to make a decision on your bursary award.



Please check that the form is fully filled in.

Do not leave any section blank.

If a section does not apply to you, write 'none' or 'not applicable'.

Check that you have provided all documents required.

Incomplete applications and failure to send appropriate documents will delay processing.

Getting the completed form back with all the relevant information enclosed and in good time before your course starts, makes your new start at college much easier!

- **IDENTIFICATION AND PROOF OF AGE – this is required from all applicants**
Your birth certificate, passport or photo driving licence.
- **RESIDENCY (if you have not been living in Scotland or the UK for the last 3 years)**
Home Office letter stating your residency status for you, your parents/partners Migrant Workers Registration Scheme certificate.
- **PREVIOUS STUDY**
If you have received funding (including fees only and non-maintenance awards) for full time study within the last 6 years we will want you to give reasons for you applying for funding for the course you now want to study. There will be a space in the form for any information you want to add to your application and we recommend you use that space for giving this information. Having been funded before may not mean you will not get funding for the course you now wish to do, but we may need this information to consider your circumstances.
- **MARITAL/CO-HABITING PARTNER/SINGLE PERSON STATUS**
Where we require documents to support your claim to be living as a couple or as a single person, we will require either your Tax Credit Award Notice showing you are partnered or an individual claimant, or an official document bearing both names eg. mortgage, lease, council tax or joint bank account.
- **PARENTAL SINGLE PERSON STATUS**
If you are being assessed on parental income, you need to provide proof of your mother's/ father's single person status if they are the only parent in the household, eg.: Tax Credit Award Notice, council tax notification, separation, divorce proof. If your parent is living with a partner they are not considered to be a single person and we will need evidence of both their incomes to assess your entitlement to funding.

continued overleaf

- **SELF SUPPORT STATUS**

If you are aged under 25 years on the start date of the course, we need your parents or partners income unless you have supported yourself financially for at least three years.

If you have supported yourself for the three years, you will need to give us:

- P60s or HM Revenue & Customs Letter to show evidence of earnings
- A letter from the benefits agency, to show evidence of Benefit payments
- A letter from a Training Provider to show evidence of Training Allowance
- Tax Credit Award Notice which shows you are a parent/stepparent/guardian

If you cannot provide full evidence we will need to assess you on your parents income.

- **HOUSEHOLD INCOME**

For example, the Certification of Employment Income/Benefits forms (*pages 41 - 44*), or P60(s) dated April 2011; or letter from Benefits Agency; Tax Credit Awards Notice from Inland Revenue. If self employed, form SA302 from Inland Revenue. If receiving maintenance/Child Support Agency payments either a CSA letter, Solicitors letter or a letter from the estranged parent/partner stating the amount of payments along with a copy of three months bank statements showing the payments.

- **HOUSEHOLD EXPENDITURE**

If a member of the household is making maintenance/Child Support Agency payments either a CSA letter, Solicitors letter or a letter from the estranged parent/partner stating the amount of payments along with a copy of three months bank statements showing the payments.

- **DEPENDANTS**

Although no payments are made to help with supporting children through the FE Bursary, having children may reduce any contribution your spouse, partner or parents are expected to make toward your study. Therefore we require each child's birth certificate (full birth certificate **or** abbreviated birth certificate along with your Tax Credit Award Notice).

- **OTHER STUDENTS IN THE FAMILY**

If there is more than one person in the family who will be a student, a copy of their funding award letter.

- **ACCOMMODATION COSTS, PROOF OF WHERE YOU LIVE**

If you want to apply for assistance with accommodation costs (payable from the Hardship/Discretionary Fund), we need proof of your tenancy or ownership, ie. rent card, formal tenancy agreement, lease or mortgage statement. We will also want a copy of your Council Tax Statement or other document showing your residency at that address.

- **CHILDCARE**

If you want assistance with the cost of childcare, you will need to provide a copy of your childcare contract showing your childcare provider's Care Commission registration number or complete page 44.

- **CHILDCARE and HARDSHIP**

If you have a partner/spouse and wish to claim Childcare or Hardship Assistance, you **MUST** complete Section 3 (*pages 29 - 33*).

Before Sending in Your Application



Have you fully completed and signed the application and enclosed your original birth certificate, and all other documents required? [As stated in each Section and on pages 1, 2 and 33]

Please enclose an A4 stamped self-addressed envelope for the return of your documents.

Where To Send Your Completed Application:

The Student Finance Section
Moray College UHI
Moray Street
Elgin
IV30 1JJ

When submitting the form, please check the postage. Our applications are large and may weigh more with your documents. We recommend that you go to the Post Office to have your sealed application weighed and send it by Recorded Delivery if you wish for security of your documents. Alternatively you can hand in the form to the Student Finance Section in the main College campus (open throughout the summer holidays).

If you wish to submit your application in person, please visit the Student Finance Section between **11am and 2pm**, where you will be able to speak with Student Finance staff. Outwith these hours, you may give your application to staff in "The Space", who will then ensure that it is passed to Student Finance on your behalf.

Contacting Us

If you would like to talk to us in person, please come into the Student Finance Section between **11am and 2pm**, or telephone 01343 576214.

Additionally you can e-mail: **Student.Finance@moray.uhi.ac.uk**

WE ARE OPEN ALL SUMMER.

Closing Dates

Bursary Applications received by the Student Finance Section **after these dates may not be considered** for funding:

- 7th October 2011** - **for courses starting in August/September 2011**
- 2nd March 2012** - **for courses starting in January 2012**

ALL Applications

Students applying for August/September start courses **will not** have payments backdated to the start of the course **if the application is received more than six weeks** after they start the course.

Right of Appeal

If you are refused an award you may request the decision to be reviewed within 14 days of the date of the reject letter. Please submit the appeal in writing to the Student Finance Officer. The reason for the appeal should be stated and any relevant evidence enclosed.

If the Student Finance Officer then decides not to overturn the decision a further appeal can be made to the Assistant Principal, Student Services and this decision is final.

PART I

Personal Details



All applicants must complete this part

Please use **BLOCK CAPITALS** and
black ink to complete this form

SECTION I - all applicants must complete

For Office
Use Only

Course Title

Full time Part time

Year of Course 1 2 3

Date you started your course
(if joining course after normal start date) (dd/mm/yy)

Surname

Other Names

Title (please tick) Mr Mrs Miss Ms

Date of Birth (dd/mm/yy) Age on 24 Aug 2011

Please enclose Birth Certificate

Current Home Address

Postcode

Telephone (inc. STD code)
or Mobile No.

E-mail address

Term Time Address
(if different from above)

Immediately before the beginning
of the course were you: (please tick)

Student Unemployed
 Employed School Leaver

Martial Status of applicant

Single Married Widowed
 Divorced Separated Remarried
 Civil Partnership Living with partner

How long have you lived in Scotland? All your Life or Since (mm/yy)

How long have you lived in the UK? All your Life or Since (mm/yy)

If you have not lived at the above
address for at least three years
please provide address(es) for the
last 3 years.

Date Received:	ID Number:
	Name of Student:
Date Due:	Date Processed:
YES <input type="checkbox"/>	Disclosure:
NO <input type="checkbox"/>	NO <input type="checkbox"/>
F <input type="checkbox"/>	CELCAT:
E <input type="checkbox"/>	E <input type="checkbox"/>

SECTION 2 - all applicants must complete

Bank/Building Society Account details

Your funding will be paid into a Current Account that you hold at a bank or building society by Bank Automated Credit System (BACS) on dates indicated on your Award Letter.



You will need to open an account if you do not already have one.

Please check with your bank/building society that your account can receive BACS payments.

Bank Name

Bank Address

Postcode

Sort Code

 - -

Account Number

This must be an eight digit number

Building Society Roll Number

if applicable

Signature

Date

SECTION 3 - all applicants must complete

Travel Arrangements

Is your permanent **HOME** address within 2 miles of Elgin? (please tick)

Yes

No

If you answered **YES** to the above please go to **PART 2**

If you answered **NO** please complete section below

Travel costs are payable at the rate of a Bluebird Unirider ticket for students whose **28 day travel ticket** would be £70 or more. For students whose **28 day travel ticket** is under £70 it shall be at the rate of a monthly ticket. For more information on bus tickets visit www.stagecoachbus.com/tickets.aspx

The Bluebird Unirider is valid on all Stagecoach Bluebird services throughout Aberdeen City and the North-East of Scotland, as far north as Inverness and as far south as Montrose. To travel using your Bluebird Unirider you must use your current NUS or Moray College UHI Student ID Card as Unirider is only valid and accepted on board when you show your Student ID.

For health or disability reasons do you require a taxi? (please tick)

Yes

No

Home to College

(please include a stage for transporting children to a childcare provider if necessary)

Stage 1 of your journey

From	To	Method of Transport	Number of Miles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Stage 2 of your journey

From	To	Method of Transport	Number of Miles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If you are to stay in lodgings while at college, you are expected to live in Elgin.

Your Travel Allowance will normally be the cost of **eight single fares** between your home and your term-time address. If you do not live in Elgin because of reasons beyond your control, you must give the reason why in **Part 2 Section 4.1 - Additional Details** (page 37).

Home to Term-time Address

Stage 1 of your journey

From	To	Method of Transport	Number of Miles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Stage 2 of your journey

From	To	Method of Transport	Number of Miles
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 2

Student Funding Application



If you were born between 29th August 1993 and 28th February 1996 please complete BOTH

Section 1 - EMA Application

AND

Section 4 - Additional Information & Declarations

Eligibility depends on your official school leaving date.

*Applicants with a partner/spouse and claiming
Childcare or Hardship must ALSO complete*

Section 3 - Additional Information & Declarations



All other applicants should complete BOTH

Section 2 - Bursary Application

AND

Section 4 - Additional Information & Declarations

*Applicants with a partner/spouse and claiming
Childcare or Hardship must ALSO complete*

Section 3 - Additional Information & Declarations

ALL Applications

Students applying for August/September start courses **will not** have payments backdated to the start of the course **if the application is received more than six weeks** after they start the course.

Section I

EMA Application



If you were born between 29th August 1993 and 28th February 1996 please complete ALL of this Section.

Eligibility depends on your official school leaving date.

Right of Appeal

If you are refused an award you may request the decision to be reviewed within 14 days of the date of the reject letter.

Please submit the appeal in writing to the Student Finance Officer. The reason for the appeal should be stated and any relevant evidence enclosed.

If the Student Finance Officer then decides not to overturn the decision a further appeal can be made to the Assistant Principal, Student Services and this decision is final.

SECTION 1.1

EMA Application

Please tick the box:

If you are the only child in full time education your total household income is **more than £20,351** gross per annum

or

If you (the student) are **not** the only child in full time education between the age of 0 and 25 years and your total household income is **more than £22,403** gross per annum

If **YES to any of the above**, you are **not** eligible for Education Maintenance Allowance.

- You will get help towards your travel expenses if you live out with the town from the campus where you will be studying.
- Please go to the declarations in **Sections 4.2 to 4.4** (pages 38 & 39), which **must** be signed by you and a parent.
- Enclose your birth certificate.

If you have **not** been able to tick any of the above boxes, you may be eligible for an EMA award and should

- Please complete **all** the questions in this Section
- Enclose proof of all household income – see the checklist
- Enclose proof of single parent status where applicable
- Enclose your birth certificate
- Provide evidence of your receipt of EMA at secondary school or college.
- Make sure **you** and a **parent** have signed the declarations in **Sections 4.2 to 4.4** (pages 38 & 39).

SECTION 1.2

Details of Your Family Circumstances

Who do you live with at your current home address?

(Please tick all boxes that apply and state name and occupation)

	✓	Name	Occupation
Mother/Step-mother	<input type="checkbox"/>		
Father/Step-father	<input type="checkbox"/>		
Mother's Partner	<input type="checkbox"/>		
Father's Partner	<input type="checkbox"/>		
In Care/Foster Parents	<input type="checkbox"/>		
In supported lodgings	<input type="checkbox"/>		

SECTION 1.3

Secondary Education

What school did you attend?

What date did you leave school?

--	--	--

 (dd/mm/yy)

Section 2

Bursary Application

SECTION 2.1

Details of Parent(s)/Spouse/Partner

Please complete Parental* Details (if you are under 25), or Spouse/Partner Details as appropriate

* Parental details includes partner of mother or father if they are living in your household

Parental* Details	Father/Step-father/ Legal Guardian/Mother's Partner	Mother/Step-mother Legal Guardian/Father's Partner
Please give your parent(s)/ legal guardian(s) full names		
Please state their relationship to you eg. father/mother/step-parent		
Marital status of parent(s)/guardian eg. single/married/divorced / living with partner/widowed		
Please state their occupation(s)		
If they are unemployed, please give dates		
If they are retired, please give dates		

Please give your parent(s)/legal guardian's full postal address if different from your home address

Father/Legal Guardian	Mother/Legal Guardian
Postcode	Postcode
Tel. (inc. STD code)	Tel. (inc. STD code)

Your spouse/partner's details

Please give your spouse/partner's full name	
Your spouse/partner's occupation	
If they are unemployed, please state date your spouse/partner became unemployed	

SECTION 2.2

Details of Your Previous Financial Support

Have you attended College/University before? (please tick)

Yes

No

College or other education establishments attended and course title (if none write NONE)	Period of attendance		Subjects passed/qualifications gained with grades	Dates
	From	To		

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

Yes

No

If **YES**:

- Please state the name of the awarding body (ie. College Bursary, Local Education Authority Award, Student Grant from the Student Awards Agency for Scotland, Student Loan from the Student Loan Company, EMA-Education Maintenance Award)

- Please state session(s) (eg. 2009/10, 2010/11)

- If course not completed, state reasons (*continue in Section 4.1 (page 37) if required*). Please provide as much detail as possible to help us decide if further funding can be approved.

SECTION 2.3

Employment/Unemployment Details (past three years)

Name and Address of Employer or Job centre (continue on separate sheet)	Post Held (if applicable)	From		To	
		Month	Year	Month	Year

SECTION 2.4

Income While on the Course

Details of student income whilst you are studying

If you, the student, will have any income other than student funding whilst you are attending college, give details, eg. Tax Credits, maintenance payments, trust income, gross income from pensions, benefits, etc.

Type of Income	Weekly Amount



Please read this page carefully and select the category that applies to you.

SECTION 2.5

The Award

Students Entitled to Claim Benefits

If you fall into any of these categories you may remain on your benefits and your award will be for help with travel if you live in a different town to the Campus you are mainly attending, and study costs only.

Please tick the box that applies to you and enclose proof of your benefits

- Are you a single parent entitled to claim Income Support?
- Are you under 19 and receiving Income Support for reason of hardship or estrangement from parents?
- Are you receiving Income Support or Incapacity benefit for health reasons?
- Is your spouse/partner in receipt of a benefit and claiming for you as you are not required to be available for work?

SECTION 2.6

The Self Supporting Student

If you are **under 25** years of age and you have been in full time employment/receiving JSA/receiving benefits for a complete 3 years prior to the start of the course you may be considered as a self supporting student.

If this applies to you please tick here

Please provide proof of the above, eg. P60s, Inland Revenue letter, Job Centre print out, proof of other benefits.

If you do not provide suitable evidence, you will be assessed on parental income and awarded at parentally supported rate.

SECTION 2.7

Students 25 Years Old and Over

I am **over 25** and applying for full bursary award

If this applies to you please tick here

Please complete all other sections and provide proof of household income.

SECTION 2.8

Details of Other Children Dependent on You or Your Parent(s)/ Legal Guardian(s)

To assess how much you are entitled to, we also need details of children who are dependent on you **or** your parents and any grants or bursaries which they may be receiving.

Name of child or dependant	Date of Birth	College/School which he/she will be attending during Session 2010/11 (if appropriate)	Amount of grant/bursary awarded or applied for (if known)

Please state the amount of any maintenance payments made by you, your parents per year for any persons who do not live in the home.



DOCUMENTATION REQUIRED

- Each child's birth certificate
- If any child is in receipt of a discretionary award from an Education authority, College or a mandatory award from the Student Awards Agency for Scotland, please supply award letter.
- Documentary evidence of maintenance payments made

SECTION 2.9

Parents or Spouse /Partners Income Details



You do not have to complete this section if you have entitlement to remain on benefits or if you are single and eligible for exemption from parental contribution, ie. Self-supporting student.

All other applicants must complete this section

Please enter total income of the student's parent(s)*, step-parent, spouse or partner from all sources for the complete year ended 5 April 2011. Write "**NONE**" where there is no income under a particular heading.

*Assessable income includes the income of a parent's partner.

Income From:	Spouse/Partner/ Father/Mother's Partner/ Legal Guardian	Mother/Father's Partner/ Legal Guardian
EMPLOYMENT Total earned income <i>before tax</i> from salary, wages, commission, bonus and overtime. Also redundancy payments and compensation for loss of income. Enclose P60 for tax year April 2011 or relevant Certification forms (pages 41 - 44)		
SELF EMPLOYMENT Total taxable income. Enclose your most recent SA302 from Inland Revenue or accountants certificate (page 42)		
TAX CREDITS Enclose your tax credit award notice (all pages) for 2010/11		
MAINTENANCE RECEIVED Enclose documentary evidence eg. CSA assessment, solicitor/s letter, bank statements.		
PENSIONS Income from private or employment or retirement pensions. State source and enclose 2011 P60 or other proof.		
BENEFITS Income from unemployment/DSS benefits including pensions/allowances eg. Disability, Widowed Parent's Allowance, etc. State source and enclose Certification of Benefits form (page 43) or letter from Benefits Agency		
SAVINGS Statements of Gross amount of interest received on National Savings Accounts/Bonds and from Bank or Building Society		
OTHER INCOME eg. lodgers, income from property, land etc, fostering fees (part two income) Give details and state gross annual amount		
TOTAL GROSS ANNUAL INCOME	£	£

Section 2.10 - all applicants must complete

Hardship Fund: Accommodation Support

If you are over 21 years of age*, pay rent or a mortgage for a property which you are a sole/joint tenant/owner do you want to apply for help with your accommodation costs (please tick) Yes No

If you answered **YES** please complete this section

If you have a partner/spouse please **ALSO** complete **Section 3 - Monthly Income and Expenditure**

How much is your rent/mortgage and when is it payable? (please tick and enter amount)

Weekly 4 Weekly Calendar month

Evidence Required: Rent Agreement /Mortgage Statement AND Council Tax statement.

Please note that the fund for supporting accommodation costs is limited and support will be awarded on a "first come, first served" basis

Section 2.11 - all applicants must complete

Childcare Fund (Registered/Formal Child Care Support)

Do you want to apply for assistance with formal or registered Childcare costs? (please tick) Yes No

If you answered **YES** please complete this section
(and the *Childcare Providers Certificate on page 44 if required*)

If you have a partner/spouse please **ALSO** complete **Section 3 - Monthly Income and Expenditure**

Child's Name	Age at start of course		Cost per Week
	years	months	

Carer Organisation

Contact Person

Address

Postcode

Contact Telephone Number (inc. code)

Evidence Required: Childcare Contract (you do NOT need if Moray College UHI Nursery.)



If you are not successful in receiving an award for your childcare and you have placed your child in either the College Nursery or with another provider, YOU are responsible for the cost and NOT the College.

Section 3

Monthly Income and Expenditure



***All applicants with a partner/spouse AND claiming
Childcare or Hardship must complete this section***

MONTHLY INCOME

Please use Bank Statements, Payslips and Award Letters to give a full account of your income, as any award will be based on the information submitted.

FOR COLLEGE USE ONLY

Moray College Bursary/SAAS Grant/Allowances	AWARD AMOUNT	or	MONTHLY
Yours	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>
Did you apply for the maximum entitlement	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Your Spouse/Partner	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>
Did they apply for the maximum entitlement	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Dependants or other family member in household	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>
Did they apply for the maximum entitlement	Yes <input type="checkbox"/> No <input type="checkbox"/>		

SAAS Grant/Allowances			
Young Student Bursary	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>
Your Spouse/Partner's	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>
Dependants or other family member in household	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>
Lone Parent's Grant	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>
Lone Parent's Childcare Grant	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>
Vaccation Grant for Care Leavers	£ <input style="width: 60px;" type="text"/>	or	£ <input style="width: 60px;" type="text"/>

Full Time/Part Time Employment income			
Yours			£ <input style="width: 60px;" type="text"/>
Your Spouse/Partner			£ <input style="width: 60px;" type="text"/>
Other household member(s)			£ <input style="width: 60px;" type="text"/>

Household Income (partner, spouse, parents, dependants)			
Maintenance & Child Support Payments			£ <input style="width: 60px;" type="text"/>
Pension - State/Works/Widow(ers)			£ <input style="width: 60px;" type="text"/>
Job Seekers Allowance			£ <input style="width: 60px;" type="text"/>
Sickness Benefit/Statutory Sick Pay			£ <input style="width: 60px;" type="text"/>
Incapacity Benefit/Employment and Support Allowance			£ <input style="width: 60px;" type="text"/>
Income Support			£ <input style="width: 60px;" type="text"/>
Working Tax Credit			£ <input style="width: 60px;" type="text"/>
Child Tax Credit			£ <input style="width: 60px;" type="text"/>
Child Benefit			£ <input style="width: 60px;" type="text"/>
Pension Credit			£ <input style="width: 60px;" type="text"/>
Carers Allowance			£ <input style="width: 60px;" type="text"/>
Any Other Income (eg. from lets and rentals)			£ <input style="width: 60px;" type="text"/>
Please state: _____			£ <input style="width: 60px;" type="text"/>
Please state: _____			£ <input style="width: 60px;" type="text"/>

Continue on a separate sheet if necessary.
Please tick if you have done so.

TOTAL £

MONTHLY INCOME & EXPENDITURE DECLARATION AND DOCUMENTATION REQUIRED

Photocopies of the following documents MUST be submitted to support your application:

SAAS Award Letter and Student Loan Payment Schedule

Council Tax Letter/Book

Mortgage Statement/Tenancy/Lease Agreement (*showing your name and address*)

Childcare details/contract (*where applicable*)

Tax Credit Award Notice (*where applicable*)

Loans and Credit Card Statement(s)

Estimate of materials (*for part-time course only*)

Timetable (*for part-time course only*)

Two recent and consecutive months Bank Statements

Three months Payslips for you and Spouse/Partner (*where applicable*)

Additionally

Have you answered all questions applicable to you?

Please sign and date this Section below

**Signature of
Applicant**

Date

Section 4

Additional Information & Declarations



All applicants must complete this part where appropriate

SECTION 4.1

Additional Information

Please use this space for any other relevant information which you think may be helpful to us eg. if you have been funded previously please use this page to detail clearly why you are requesting further funding.

Please note, further funding will have to be approved.

Section 4.2 - all applicants must complete

Student's Declaration



Please read carefully:

- I understand the College may be required, by statute, to inform the Department of Work and Pensions (DWP) of any award made.
- I have fully **completed** the Bursary/EMA Application Form (*please tick*) YES
- I have submitted **all the** documents required (*please tick*) YES
- I understand that if I give false information my application will be cancelled and further action may be taken by the College.
- I understand that the College's Bursary monies are fixed and there may be insufficient funds to award every eligible applicant.
- I understand that my application may be **withdrawn** if I do not respond within **four weeks** of the date of any letter from the College requesting further information/documents.
- I accept the Bursary, EMA, Childcare and/or Discretionary Fund awarded to me and I will comply with the conditions of award relating to satisfactory and punctual attendance, progression and behaviour for the full length of the course in respect of which the Bursary, EMA, Childcare and/or Discretionary is awarded and I undertake to inform the College of any change in circumstances that may affect my award. I authorise the Student Finance department to credit the bank account detailed in this application.
- I undertake to repay on demand any overpayments of my Bursary, EMA, Childcare and/or Discretionary that may arise due to miscalculation, re-evaluation of eligibility, unsatisfactory attendance progress, or any other reason. Moray College UHI reserves the right to re-assess a student's entitlement to the Bursary support.
- I understand recovery of overpayments in respect of a Bursary, EMA, Childcare and/or Discretionary may be made from future payments.
- Additionally, where funds are payable for third party services such as rent or childcare, whether paid directly to the third party or not, the College may need to discuss with that third party information relevant to your eligibility for continued payment of the award.

Signature

Date

Section 4.3 - all applicants must complete

Disclosure of Award Information

The College is legally obliged to disclose information about your award to Government Agencies for the avoidance of fraud. However, once you are 16 years old, we do need your permission to discuss your award and payment of the award with someone other than you or a Government Agency.

I agree to information about my award and its payment being disclosed to my parent(s)/guardian(s)/spouse/partner? (please delete as appropriate and tick) Yes No

If there is anyone else who is not your parent(s)/guardian(s)/spouse/partner named in this application who you would like to be able to discuss your award and its payments with you in your absence, please give their name below

Name

Signature of Applicant

Date

PLEASE NOTE that if you want to change whether you do or do not want your information disclosed, you must notify the Student Finance Section immediately in writing.

Section 4.4

Parent/Guardian/Spouse/Partner Declaration



This must be signed by your parent/guardian/spouse/partner if household income details have been submitted.

- I believe the information I have given on this form is correct.
- I/We have declared all our income.
- I agree to give you any more information that may be required to process this application.
- I will tell you immediately if my circumstances change in any way that might affect this award.

Signature

Date

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CERTIFICATION OF EMPLOYMENT INCOME

This form may be used to confirm employment income of the student or the student's family, and must be completed by the employer.

Name of Student **Date of Birth**
(DD/MM/YY)

Name of Employee
(if not the Student)

Employee Number

National Insurance Number (if not the Student)

Address

Relationship to Student
(if not the Student)

If not employed for the full tax year please confirm employment start date (DD/MM/YY)

Gross Salary/Wages (ie. before any deductions for Superannuation and Income Tax) £

Bonus/Overtime £

Tax Credits £

Other payments (please specify) £

Pay in respect of previous employment(s) £

Total Gross for year to 05 April last £

Name of Employer

Signature of Employer/ authorised staff **Date**

Contact Telephone Number

Employers Stamp

***This page may be copied if more than one is required.
 (Copies are also available from Moray College UHI - Student Finance Section)***

CERTIFICATION OF SELF EMPLOYMENT INCOME

This form may be used to confirm Self-Employment income of the student or the student's family, and must be completed by their Accountant

Name of Student Date of Birth
(DD/MM/YY)

Name of person who is self-employed
(if not the Student)

National Insurance Number (if not the Student)

Address

Postcode

Relationship to Student
(if not the Student)

Total taxable income submitted to HMRC on the annual tax return,
derived from Trade, Business or Profession for the most recent tax year £

Which financial year's income is this (ending 5th April)

I certify that the figures given above have been submitted to Her Majesty's Revenue and Customs as accurately reflecting the financial position for the year stated.

I undertake to inform Moray College UHI of any changes made to this assessment

I understand that Moray College UHI may ask for further information.

Name of Accountant

Signature of Accountant Date

Contact Telephone Number

Official Stamp

If you do not have an accountant,
please obtain SA302 confirmation from your HMRC Office.

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(Copies are also available from Moray College UHI - Student Finance Section)*

BENEFITS CERTIFICATE

This form may be used to confirm Benefit entitlement of the student or the student's family, from the start of last tax year to present day, and must be completed by Benefits Staff. Where the claimant is the student, please give details of benefits for the past three tax years.

Name of Student

Student's Date of Birth (DD/MM/YY)

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Name of Claimant
(if not the Student)

National Insurance Number
(if not the Student)

--	--	--	--	--	--	--	--	--	--

Address

Postcode									

Relationship to Student
(if not the Student)

Benefit type	Paid From	Paid To	Amount per Week	Taxable/ Non-taxable	Will the Benefit continue if in full-time education?

Name of Benefits Staff

Signature of Benefits Staff

Date

Benefits Staff Contact Telephone Number

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Benefits Agency/DWP Office Stamp

*This page may be copied if more than one is required.
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CHILDCARE PROVIDERS CERTIFICATE (if no Contract available)

Carer Organisation

Contact Person

Address

 Postcode

Contact Telephone Number

Name of Child **Cost per week** £

Name of Child **Cost per week** £

Name of Child **Cost per week** £

Name of Child **Cost per week** £

If any of the above Child(ren) are not entitled to an assisted place from the start of the Contract, will they qualify for an assisted place from the local authority between now and next June? (please tick) **Yes** **No**

If you answered **YES** please specify WHO and WHEN

Name of Child **From** (DD/MM/YY)

Cost per week BEFORE change £ **Cost per week AFTER change** £

Name of Child **From** (DD/MM/YY)

Cost per week BEFORE change £ **Cost per week AFTER change** £

Name of Child **From** (DD/MM/YY)

Cost per week BEFORE change £ **Cost per week AFTER change** £

I acknowledge that the information provided is confirmation of a contract between the applicant and myself, the Child Care Provider/Childcare Providers Authorised Representative*, and in no way constitutes a contract with Moray College UHI. (*delete as applicable)

Signature of Childcare Provider **Date**

*This page may be copied if more than one is required.
 (Copies are also available from Moray College UHI - Student Finance Section)*

Before Sending in Your Application



Have you fully completed and signed the application and enclosed your original birth certificate, and all other documents required? [As stated in each Section and on pages 1, 2 and 33]

Please enclose an A4 stamped self-addressed envelope for the return of your documents.

Where To Send Your Completed Application:

The Student Finance Section
Moray College UHI
Moray Street
Elgin
IV30 1JJ

When submitting the form, please check the postage. Our applications are large and may weigh more with your documents. We recommend that you go to the Post Office to have your sealed application weighed and send it by Recorded Delivery if you wish for security of your documents. Alternatively you can hand in the form to the Student Finance Section in the main College campus (open throughout the summer holidays).

If you wish to submit your application in person, please visit the Student Finance Section between **11am and 2pm**, where you will be able to speak with Student Finance staff. Outwith these hours, you may give your application to staff in "The Space", who will then ensure that it is passed to Student Finance on your behalf.

Contacting Us

If you would like to talk to us in person, please come into the Student Finance Section between **11am and 2pm**, or telephone 01343 576214.

Additionally you can e-mail: **Student.Finance@moray.uhi.ac.uk**

WE ARE OPEN ALL SUMMER.

Closing Dates

Bursary Applications received by the Student Finance Section **after these dates may not be considered** for funding:

- 7th October 2011** - **for courses starting in August/September 2011**
- 2nd March 2012** - **for courses starting in January 2012**

ALL Applications

Students applying for August/September start courses **will not** have payments backdated to the start of the course **if the application is received more than six weeks** after they start the course.

Right of Appeal

If you are refused an award you may request the decision to be reviewed within 14 days of the date of the reject letter. Please submit the appeal in writing to the Student Finance Officer. The reason for the appeal should be stated and any relevant evidence enclosed.

If the Student Finance Officer then decides not to overturn the decision a further appeal can be made to the Assistant Principal, Student Services and this decision is final.



Moray College UHI
Moray Street
Elgin
IV30 1JJ

All information in this form correct at time of publication. E&OE