

Student Funding Application How To Guide

Academic Year
2024-25

Student Funding Application | How to Guide (2024-25)

After having accepted an unconditional (or in certain cases a conditional offer) for a course at Forth Valley College you will receive an e-mail providing a link to the College's online student funding application system, when the funding applications are live. You must have set up your college IT account through the Student Journey portal before you will be able to access this application.

You will then be able to log-in via your college Office 365 login details.

Before completing the application form please ensure that you have read the College's Guide to Student Funding. This will enable you to understand the funding that is available and what type of funding you wish to apply for.

The application form has been kept as brief as possible. It is important that all questions are completed accurately and you have completed all relevant sections of this application form.

You are also required to submit all relevant evidence in support of your application. Your answers to the questions on the application form will determine the types of document you are required to submit.

This guide will take you through the form page by page. Please note that not all pages will be required to be completed by all applicants, depending on your circumstances.

If after going through this application guide, you have further questions or require advice please contact Student Funding on either **funding@forthvalley.ac.uk** or by calling the Falkirk Campus on **01324 403000**.

All information contained with this document is accurate at time of publication, however it may be subject to change at any time.



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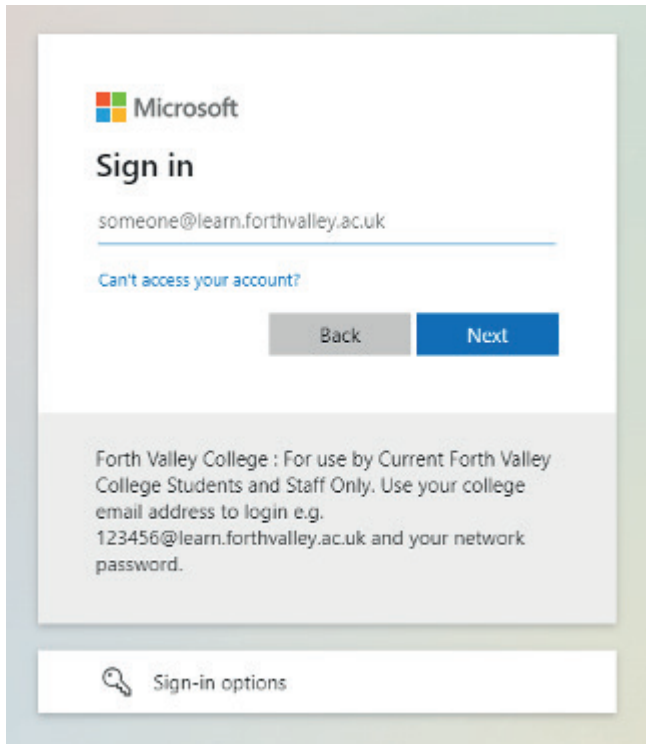
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LOG-IN SCREEN

When you visit the application site, you will be asked to login using your Microsoft 365 account. You should have set this up at the same time as when you set up your enrolment through the student journey portal. If you have not yet enrolled, you should contact the Student Admin team further for help on setting up your account.



If you are having issues with your password, please go to: <https://my.forthvalley.ac.uk/changeme/> to reset your password. Microsoft will not allow you to reset any details, only log in. Please ensure you follow the details displayed when prompted.

Once changed you need to wait around 15mins before logging back in to allow the change to process.

If you continue to encounter problems with your password, please contact the college IT Department. You should be able to find their contact details on the Student Portal.


Make sure that the password you choose is complex, with a mixture of upper and lower case letters, numbers and non-alpha characters like !*&^

HOME

Along the top of the page you will see a banner menu with the options for Home, Guides and Logout. When you click on the drop down menu for Guides, you will see our options for additional guidance documents. These will be available at all times from your application form. Please make sure you take the time to look through these before submitting your form.

You also have the option to **Logout** of your application at any time. The application form will save any progress you have made as you work through the form.

On the left-hand side of the screen you will see a menu that allows you to navigate the pages of your application. More or fewer pages will show depending on the answers you provide in your application. Please ensure you have completed all pages before submitting your application.

 MAKING LEARNING WORK	
Home	Guides ~
Bursary	
Home	✓
Funds	✓
Personal Details	✓
Residency	✓
Bank/Building Society Details	✓
Study History	✓
Student Circumstances	✓
Assessment Details	✓
Student Income	✓
Childcare	✓
Housing Funds	✓
Declaration	✓
Application Status & Evidence	✓
Childcare Award Letter	✓
Award Letter	✓
Award Calculation	✓

Once you have submitted your application, you will not be able to make any changes to it. So make sure your answers are accurate and complete.

INITIAL QUESTIONS

The answers shown for the first five questions (Date of Birth, Course Name, Start Date of Course, Age at Enrolment, Age at End of Course), come from your application to your course. Please check this information is correct. If the details are incorrect, please email funding@forthvalley.ac.uk with the correct details to have this amended.

Date of Birth:	<input type="text" value="01/01/2004"/>
Course Name:	<input type="text" value="Example Course"/>
Start Date of Course:	<input type="text" value="19/08/2024"/>
Age at Enrolment:	<input type="text" value="20"/>
Age at End of Course:	<input type="text" value="21"/>
Relationship Status	<input type="text" value="--please select--"/>
Who do you live with?	<input type="text" value="--please select--"/>
Are you care experienced?	<input type="text" value="--please select--"/> ?

[Click here to view a definition of Care Experienced.](#)

Ensure you answer all the other questions in full.

Relationship Status

If you are single or in a relationship but not living with your partner, choose **Single**.

If you were previously married or in a civil partnership and are now separated or divorced, then choose **Single and separated**.

If you are in a relationship and are living with your partner, then choose **Living with Spouse Partner**.

Who Do You Live With?

If you live alone, with no other adults or children then choose **I live alone**.

If you live with friends or any house/flatmates that you are not related to or in a relationship with then choose **I live with friends**.

If you live alone with dependent child/ren, and do not live with a spouse or partner then choose **I am a lone parent**.

If you live with your spouse/partner, with or without any dependent children, then choose **I live with my spouse/partner**. This will add the option later in the application to add in their details.

If you live with your parent(s) or guardian(s), then choose **I live with my parents or guardians**.

If you live in residential care, a residential school or a secure unit, then choose **I live in residential care**.

Are You Care Experienced?

You may be care experienced if you have ever been looked after by a Local Authority in the UK and you are beyond the statutory school leaving age.

Type of care experience include:

- Foster Care
- being the subject of a permanence order
- Kinship Care – Either formal or informal confirmed by the local authority.
- Residential Care
- Compulsory Supervision Order with no condition of residence (looked after at home)
- Compulsory Supervision Order with a condition of residence (looked after away from home)

If you are care experienced based on the definition above, choose **Yes**. Otherwise, choose **No**.

When you have answered all of the questions, click the **Start** button.

FUNDS

This page will allow you to select which funds you are applying for. Ensure you have read the Student Funding Guide before making your choice.

Depending on your circumstances and the type of course you are studying, you may see different options to the ones shown here.

Tick the box next to each fund you wish to apply for.

Funds

What funds are you applying for?

FE Bursary: ☐ [?](#)

Travel: ☐ [?](#)

Study Materials: ☐ [?](#)

Childcare: ☐ [?](#)

Housing: ☐ [?](#)

You can apply for as many as you wish, it has no effect on your likelihood to be funded. If you are unsure if you will be eligible for a certain fund, please apply for it regardless. We will award any and all funding that we find you are eligible for.

Once you have chosen the funds you wish to apply for, click the **Next** button.

HE Housing

This fund is available for HE students to apply for, however, we are unable to award this fund until we receive notification of funding for 24/25 from SAAS and guidance for the 2024/25 HE Discretionary Fund. As soon as we have this we will start to work our way through the applications that we have received. Please do not contact Student Funding for updates, you will be notified as soon as an award is made to you.

EMA

This fund is available for students under 18 to apply for, unfortunately we have not yet received the 2024/25 guidance from the Scottish Government to allow us to award this to you. As soon as we have this we will start to work our way through the applications that we have received. Please do not contact Student Funding for updates, you will be notified as soon as an award is made to you.

PERSONAL DETAILS

The information shown on this page comes from your application to your course. Please double check the details are correct. If your name or date of birth is incorrect, please email funding@forthvalley.ac.uk with the correct details to have them amended.

Personal Details

Surname:

Forename:

Title:

Maiden name:

Date of Birth:

Email: [Update](#) [?](#)

Mobile Number: [Update](#) [?](#)

Home Address

Home Address: [Update](#) [?](#)

Home Postcode: [Update](#) [?](#)

Phone Number:

Are these details correct

☐ [?](#) I confirm the above details are correct

If any of your contact details or your address has changed, click the **Update** button located next to it and enter the correct information in the box provided. Student Funding will then be able to contact Student Records to have your information updated.

Once you have checked your information is correct and have added any updates, please tick the box to confirm this.

When you have checked and made any updates required, click the **Next** button.

RESIDENCY

Ensure all questions are answered in full.

Are you a UK resident?

Answer **Yes** if your normal place of residence is anywhere within the United Kingdom, e.g. Scotland, England, Wales, Northern Ireland, Channel Islands or the Isle of Man.

Otherwise answer **No**.

Were you born in Scotland, England, Wales, Northern Ireland, Channel Islands of the Isle of Man?

If you answer **No**, this will add the evidence requirement for your Visa/Home Office documentation.

What country were you born in?

Type the name of the country you were born in, into the text box.

Do you have settled or pre-settled status?

If you have settled or pre-settled residency status in the UK, or are a UK resident, then answer **Yes**. If you do not have settled or pre-settled residency status and are not a UK resident then answer **No**.

How long have you lived in Scotland?

If you have lived in Scotland for fewer than 3 years, you may not be eligible for funding. In this instance you should contact us to discuss your options.

Residency

Are you a UK resident?

--Select-- ?

Were you born in Scotland, England, Wales, Northern Ireland, Channel Islands or the Isle of Man?

--Select--

What country were you born in?

Birth Country

How long have you lived in Scotland?

--Select--

Do you have settled or pre-settled status?

Yes ☐ No ☐ ?

Will you have permanent residence in Scotland on the start date of your course?

Yes ☐ No ☐ ?

Have you lived at your present address for longer than 3 years?

Yes ☐ No ☐ ?

Will you have a permanent residence in Scotland on the start date of your course?

This must be a permanent address in Scotland at the time of the start of your College course and excludes temporary addresses such as hotels or visiting friends and family in Scotland.

Have you lived at your present address for longer than 3 years?

If **No**, please provide your address history for the last 3 years.

Once you have answered all questions and entered all the correct information, click **Next**.

Add Previous Address

Add an address that you have lived in the last 3 years:

Address

Postcode

Date From: dd/mm/yyyy

Date To: dd/mm/yyyy

Note: Approximate dates are allowed i.e. if you know the date was in march 1995 then you can set the date to the 01/03/1995.

Close

Save Address

10 Student Funding Phone 01324 403000 | Email: funding@forthvalley.ac.uk

BANK/BUILDING SOCIETY DETAILS

Ensure you answer all questions and enter all information accurately.

Make sure that you are providing correct information. Student Funding cannot verify your details. Any payments made into incorrect accounts may be lost.

Do you have a bank/building society account in your name, or in joint names?

If **No**; we will be unable to make any awarded payments to you until you provide us with bank details in your name. Student Funding are unable to make any payments into any accounts that are not in the name of the awarded student.

Name of the account holder as it appears on your card:

Enter your name and that of your spouse/partner if you have a joint account.

Bank Name

E.g. Bank of Scotland, Santander, Clydesdale, TSB etc.

Bank Address

The full address of the bank where your account is held.

Sort Code

This is the 6 digit number that can be found on either your bank card or statement. This number may have dashes but please enter them into this form **without** any dashes.

Account Number

This is the 8 digit number that can be found on your bank card or bank statement.

A Building Society account reference/roll number

This is the reference number specific to Building Societies only and can be found on your bank statement. If your bank account is not held with a Building society, leave it blank.

Bank Details

Payment can only be made into a bank/building society account which is in your name, or in joint names.

Do you have a bank/building society account in your name, or in joint names? ☐ Yes ☐ No ?

Name of the account holder as it appears on your card: ?

Bank Name: ?

Branch Address: ?

Sort code: ?

Account Number (No Spaces): ?

Building society account reference / roll number (if applicable): ?

When you have checked that the details you have entered are correct, click the **Next** button to move to the next page.

STUDY HISTORY

Ensure you answer all questions and enter all information accurately.

Date of leaving school

Enter the date on which you finished attending secondary school.

Have you attended any other College/ University?

If **No**, go to the next page.

If **Yes**, enter the details of all previous study. This should include any and all courses including ones which you enrolled on but did not complete or achieve.

College/Educational Establishment

Name of Institution

This is the name of the College or University you attended.

Course Studied

This is the name and level of course studied.

Type of Funding

FE Bursary – This is if you received funding directly from the institution

EMA – this is if you received EMA while studying

SAAS – this is if you received a bursary and/or Student Loan while studying

Local Authority – this is if your council funded you while studying (e.g. Employability courses)

Other – if you received funding from another source, please enter the details

Start Date/End Date – this is the start and end date of the course you studied.

Study History

Date of leaving school

23/01/2015

Have you attended any other College/University?

Yes ☐

No ☒

College/Educational Establishment

Name of Institution

Name of Institution

Course Studied

Course Studied

Type of Funding

If Other - please specify

Other Detail

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

Note: Approximate dates are allowed i.e. If you know the date was in March 1995 then you can set the date to the 01/03/1995.

Achieved

If no then please state the reasons and submit evidence eg medical or compassionate grounds (if you wish this information to be considered)

Reason

Achieved

If **No**; please provide the reason as to why as previous study history counts towards your eligibility for funding. Any information provided can help us to assess your application. Please note that we may check with SQA or request certificates/transcripts from previous institutions to support this.

When you have checked that the details you have entered are correct, click the Next button to move to the **Next** page.

CIRCUMSTANCES

Make sure that you tick **one** of the options below to describe what your circumstances were **immediately before beginning this course**.

When you have checked that the details you have entered are correct, click the **Next** button to move to the next page.

Student Circumstances

For information on benefits please refer to our Guide to Student Funding or Website to see if you are entitled to stay on this benefit.

Immediately before beginning this course were you (pick one):

- Unemployed - Universal Credits ☐
- Unemployed - Other Benefits ☐
- Unemployed - Supported by Parent(s) or Guardian(s) ☐
- Unemployed - Supported by Partner ☐
- Unemployed - Living off of savings ☐
- Employed (Full or Part-Time) ☐
- Self-Employed ☐
- Employed and on Universal Credit ☐
- Retired - Receiving Pension ☐

TRAVEL COSTS

If you are applying for travel funding, you will need to complete all sections of this page. Note that the option to apply for travel will only be available to those aged over 22 years old at the start of your course.

Do you wish to claim support for travel?

If you live farther than 2 miles away from your campus, please select **Yes**.

If you live 2 miles or closer to your campus, please select **No**.

If you are unsure of the exact distance, then please apply and Student Funding will verify this for you.

Do you have a free bus pass?


If you have a free bus pass, select **Yes**. This will mean you are not eligible for travel funding from the College and you can move on to the next section of your application. Otherwise, select **No**.

I will be travelling to College by:

Select from the dropdown list, the primary method you will use to travel to College. If you will use multiple methods, please choose the one you will use the most often.

Do you receive Disability Living Allowance or Personal Independence Payment or Adult Disability Payment?

Do you wish to claim support for travel?

☒ Yes ☐ No 

Do you have a free bus pass?

I will be travelling to College by:



Do you receive Disability Living Allowance, Personal Independence Payment or Adult Disability Payment?

Add any other travel information here e.g. taxi requirements, travel via childcare provider/drop-off also providing postcode or address of nursery or school.

Other Travel Information

If you receive DLA, PIP or ADP, please select **Yes**. This will generate an evidence requirement. We will need to see a copy of your entitlement letter to verify if you receive the travel element (or not) and how much you receive as this affects any travel award you may be eligible for.

If you do not receive DLA, PIP or ADP, select **No**.

Add any other travel information here e.g. taxi requirements, travel via childcare provider/drop-off also providing postcode or address of nursery or school.

Ensure you include any information that you wish to be taken into consideration when assessing your travel funding application. Any information provided may need to be supported by evidence. A note will be left on your application if this is the case.

When you have checked that the details you have entered are correct, click the **Next** button to move to the next page.

ASSESSMENT DETAILS

If you are 25 years old or younger on the start date of your course, then you will need to complete this page.

At the top of the page are links to the definitions of an **independent student** and having **care experienced** status. Ensure that you have read and understood these fully before selecting an option.

If you wish to be assessed as an independent student due to your circumstances, then choose the option which describes your situation.

Note that whichever option you choose will generate an appropriate evidence requirement to your application. It will also remove the **Household Income** and **Other Children in the Family** pages.

None of the above applies to me

If you are not applying as an independent student, select this option and you will then be assessed based on parental income.

[Click here to view a definition of independent student status.](#)

[Click here to view a definition of Care Experienced.](#)

If yes please select one of the following options (supporting evidence must be provided): ?

- ☐ Check here if you are able to provide evidence that you have supported yourself from employment and/or benefit for a total of 36 months. You can retrieve your work history from [Gov.uk](#) (registration required).
- ☐ Check here if you have dependent children
- ☐ Check here if you are married or living in an established relationship
- ☐ Check here if you are able to supply evidence that you have no living parents
- ☐ Check here if you are a Care Experienced
- ☐ Check here if you are estranged from your parents
- ☐ None of the above applies to me

When you have checked that the details you have entered are correct, click the **Next** button to move to the next page.

HOUSEHOLD INCOME

On this page you should include the details for your parent(s)/guardian(s). Ensure that you complete all applicable sections. If you live with guardian(s) only, we will require additional evidence to confirm the guardianship.

Make sure you have read the definition of 'Parent' at the top of the page, and provide the details for all those in your household who meet this definition.

Add a Parent

Enter in the parent's details into the boxes shown.

Surname – your parent's surname

Forename – your parent's forename

Relationship – the relation the parent is to you

(e.g. Mum, Step-Parent, Dad's Partner, Grandparent, Guardian, etc.)

Occupation – your parent's job title, or if they are not working then please enter Unemployed

Address & Postcode – the address and postcode of the property where your parent lives

Surname:	<input type="text" value="Surname"/>
Forename:	<input type="text" value="Forename"/>
Relationship:	<input type="text" value="Relationship"/>
Occupation:	<input type="text" value="Occupation"/>
Address:	<input type="text" value="Address"/>
Postcode:	<input type="text" value="Postcode"/>
<input type="button" value="Close"/> <input type="button" value="Save Parent"/>	

If you have more than one parent in the household, then repeat the process.

Please identify if your parent/guardian is a lone parent

If your parent/guardian is a lone parent, check **Yes**. This will add the evidence requirement to show this.

If there is more than one parent/guardian in your household (including step parents and a partner of a parent) then check **No**.

Parent Income

For each parent you have added, enter in their income for the **financial year 2023-24**. The figures entered should be to the nearest whole pound. Make sure you include all sources of income. If your parent does not receive a particular source of income, then leave the figure as 0.

Income	Description
Employment Income	All income from employment should be included and the figure should be the amount before any tax deductions etc.
Self-Employment Income	All income from self-employment
Department of Work and Pensions Benefit	All income received in the form of Benefits (e.g. Universal Credit, Income Support, Employment and Support Allowance, etc.)
Pensions	This includes state and private pensions
Child maintenance payments received or paid out	This is either the amount paid out in child maintenance, or received in child maintenance
Bank/building society interest, trust funds or dividends if over £250	All income from unearned sources such as capital, savings interest, trusts, shares or income from let properties. A figure should only be entered if the gross income is over £250 per year
Any other income	All income you received from source(s) not mentioned above
Tax Credit Assessment for 2024-2025	All income received by you in the form of Tax Credits
No Income Received	If you had no source of income for the financial year 2023-24, check this box

If you have more than one parent in the household, repeat the process for the other parent.

If at the time of completing the form, you do not have the exact figure for the source of income, enter a 1 into the box so that it generates a request for the evidence. We can update the figure once we have reviewed the evidence.

Income Parent 1	Description
<input type="text" value="1"/>	Employment Income
<input type="text" value="0"/>	Self Employment Income
<input type="text" value="1"/>	Department of Work and Pensions Benefit (eg. Universal Credit, Income Support, Employment and Support Allowance)
<input type="text" value="0"/>	Pensions
<input type="text" value="0"/>	Child maintenance payments received or paid out
<input type="text" value="0"/>	Bank/building society interest, trust funds or dividends if over £250
<input type="text" value="0"/>	Any other income
<input type="text" value="0"/>	Tax Credit Assessment for 2023-2024
<input type="checkbox"/>	No Income Received
£2	Total

When you have checked that the details you have entered are correct, click the **Next** button to move to the next page.

OTHER CHILDREN IN THE FAMILY

If your household includes any other children under 16 or a dependent who is in full-time education then complete this page. Otherwise, you can continue to the next page.

Dependant

Dependant's Name

Name

Date of birth

dd/mm/yyyy

School/College/University Attending

School

Close

Save Dependant

Dependant's Name – this is the dependant's full name (forename and surname)

Date of birth – this is the dependant's date of birth

School/College/University Attending – this is the name of the dependant's educational institution if they are in full time education. If they are not in full time education, leave it blank. (e.g. Falkirk High School, Forth Valley College, Stirling University)

Repeat this process for every dependent child in your household.

When you have checked that the details you have entered are correct, click the **Next** button to move to the next page.

STUDENT INCOME

For each source of income listed, enter the amount you have received in the financial year 2023-24.

The figures entered should be to the **nearest whole pound**.

Make sure you include all source(s) of income you have received in the last year, even if you have since stopped receiving it.

For any source of income, where you have not been in receipt of it in the last financial year, leave the value as 0.

For each type of income where you provide an amount received, a corresponding evidence requirement will be added.

If you check the box to state that no income has been received, an evidence requirement will be added for 3 months' bank statements to show this.

Annual Student Income

Income	Description
Employment Income	All income from employment should be included and the figure should be the amount before any tax deductions etc.
Self-Employment Income	All income from self-employment
Department of Work and Pensions Benefit	All income received in the form of Benefits (e.g. Universal Credit, Income Support, Employment and Support Allowance, etc.)
Pensions	This includes state and private pensions
Child maintenance payments received or paid out	This is either the amount paid out in child maintenance, or received in child maintenance
Bank/building society interest, trust funds or dividends if over £250	All income from unearned sources such as capital, savings interest, trusts, shares or income from let properties. A figure should only be entered if the gross income is over £250 per year
Any other income	All income you received from source(s) not mentioned above
Tax Credit Assessment for 2024-2025	All income received by you in the form of Tax Credits
No Income Received	If you had no source of income for the financial year 2023-24, check this box

If you are living with a spouse/partner, you will need to add their details next. If you do not, you can move onto the next section of the form.

ABOUT YOUR PARTNER

Your Partner's Name

Enter in your partner's full name here.

Partner's Income

Similar to the above section, for each source of income listed, enter the amount they received in the financial year 2023-24. The figures entered should be to the nearest whole pound. Make sure you include all source(s) of income they have received in the last year, even if they have since stopped receiving it. For any source of income, where they have not been in receipt of it in the last financial year, leave the value as 0.

For each type of income where you provide an amount received, a corresponding evidence requirement will be added. If you check the box to state that no income has been received, an evidence requirement will be added for 3 months' bank statements to show this.

Income	Description
Employment Income	All income from employment should be included and the figure should be the amount before any tax deductions etc.
Self-Employment Income	All income from self-employment
Department of Work and Pensions Benefit	All income received in the form of Benefits (e.g. Universal Credit, Income Support, Employment and Support Allowance, etc.)
Pensions	This includes state and private pensions
Child maintenance payments received or paid out	This is either the amount paid out in child maintenance, or received in child maintenance
Bank/building society interest, trust funds or dividends if over £250	All income from unearned sources such as capital, savings interest, trusts, shares or income from let properties. A figure should only be entered if the gross income is over £250 per year
Any other income	All income you received from source(s) not mentioned above

Tax Credit Assessment for 2024-2025

All income received by you in the form of Tax Credits

No Income Received

If you had no source of income for the financial year 2023-24, check this box

Lone Parent

If you are single and have dependent a dependent child/ children, then check **Yes**. Otherwise check **No**.

If you have children or your spouse/partner has children, complete the next section. If you do not, move on to the next page.

Children

Child's Name – this is your child's full name

Date of Birth – this is your child's date of birth

School, College or University attending (if applicable) – if your child is in full time education, enter the name of the institution here (e.g. Falkirk High School, Forth Valley College, Stirling University)

Amount of funding awarded/applied for – if your child is in full time education and is receiving any grants or bursaries then enter the annual amount they have been awarded or have applied for.

Add Dependant Child

Child's Name

Date of Birth

School, College or University attending (if applicable)

Amount of funding awarded/applied for

Do you wish to apply for Childcare support for this dependent?

Close

Add Child Details

Do you wish to apply for Childcare support for this dependent?

If you intend to apply for childcare support from the College for this dependent, then choose **Yes**. Once you have added a child/ren that you wish to apply for childcare, you will be able to complete the Childcare funding page.

Otherwise choose **No**.

Even if you do not intend to apply for childcare funding, we still need the details of any dependent children as we take this into consideration when assessing your award.

Repeat these steps for every child who is dependent on you and/or your partner.

When you have checked that the details you have entered are correct, click the **Next** button to move to the next page.

CHILDCARE

If you are applying for, or intend to apply for childcare funding from the college, you must complete this page.

Do you know who your childcare provider is?

If, at the time of applying, you know who your childcare provider(s) will be then check **Yes**.

Otherwise check **No** and move on to the Childcare Terms and Conditions. Please note that no award for childcare funding will be made until you provide these details.

For children between 2 and 5 who have not yet started school, have you made arrangements to use free council entitlement hours before applying for college childcare funding?

Depending on your circumstances and the age of your child/children, you may be entitled to government funded childcare hours. You **must** use these to cover your childcare costs first before applying for additional funding from the college. If you are not using the free hours but would be entitled to, based on the child's age, the cost of this will be deducted from your providers claim. **You must detail in the box provided, any information in regards to your free hours in place.**

Add Provider Details

Make sure you read and agree to the condition detailed in the blue box before you give us your chosen provider's details. If you do not agree to and meet them, the college will not accept your application for childcare funding.

Name of Child Care Provider – This is either the business name or individual's name.

Address – this is the address that your provider has registered with the Care Commission

Telephone – your provider's contact telephone number

Email – your provider's email address

Provider

I confirm that all the details I've given about my childcare provider(s) are correct. I understand that the college will use this information to manage my childcare award. I know that if there are any mistakes or things I've not mentioned, it could affect my childcare award.

Name of childcare provider

Provider Name

Address

Address

Telephone

Telephone

Email Address

Email Address

Child 1

We need to have your provider's email address in order to send them the funding paperwork. If they do not use email, you need to let us know as soon as possible.

Child 1, 2, etc. – select from the drop-down menu, which child/children will be attending this childcare provider.

If you have more than one provider that you will be using, repeat the process for each.

Childcare Terms and Conditions

Make sure that you read these terms and conditions carefully and check each section to show you have read, understood and accept them.

When you have checked that the details you have entered are correct and agreed to all terms and conditions, click the **Next** button to move to the next page.

HOUSING FUNDS

If you are applying for housing funds, make sure you answer this question.

Housing Funding

What type of housing costs are you responsible for? ?

Please note that the College will only pay housing funding for costs related to the property you are living in while attending college. See the Student Funding Guide for more information.

What type of housing costs are you responsible for?

Mortgage – this is if you are either a named person on the mortgage for the property. Or if you are named on the Council Tax and the residence is subject to a Mortgage Agreement.

Private Rental – this is if you are either a named person on the rental agreement for the property. Or if you are named on the Council Tax and the residence is subject to a Rental Agreement.

Council/Housing Association - this is if you are either a named person on the agreement for the Council or Housing Association. Or if you are named on the Council Tax and the residence is a Council or Housing Association property.

Paying Digs/No formal rent agreement – this is if you are living in a property but have no formal rental agreement. Any formal rental agreement must be between you and a registered Landlord. If you are paying digs/have no formal rent agreement, you will not be eligible to apply for housing funding from the college. If you live at home and are paying 'digs', this is also something we won't pay out for. Selecting this option will mean that the evidence will not be generated on the application.

If you are submitting a private tenancy agreement, we will check the landlord's registration against the Scottish Landlord Register. We cannot make any payment towards properties that are not registered.

When you have checked that the details you have entered are correct, click the **Next** button to move to the next page.

DECLARATION

Terms and Conditions

Make sure that you read through all of the terms and conditions on this page carefully. You must also make sure you are familiar with all the referred to documents before agreeing.

You must agree to all terms and conditions before you can submit your application.

Once you are ready, check the box next to every section to show your understanding, agreement and acceptance.

Additional Information

Use the additional information section to detail anything else you think is relevant to your application for funding. This can be in addition to information provided, context for information provided, or other further details.

Additional Information

Please use the space below for any additional information that you feel is relevant to your application .e.g. special travel arrangements including dropping off children at nursery or school, specific modes of transport required. Please also provide any additional information that you can if you are under 25 but claiming "self-supporting" status.

Submit

By clicking **Next** you will submit your application form. You will still be able to view your application, but you will not be able to update your application.

Submit

Once you click **Next**, your application will be submitted. After this point, you will not be able to make any changes to your form. Make sure you have checked over the form and all information is accurate and complete.

You will be able to view your application at any time after submitting it, but any changes will have to be submitted to Student Funding in writing.

APPLICATION STATUS & EVIDENCE

On this page you will be able to:

- See the **overall status** of your application
- Check the status of your **individual fund applications**
- **Upload and view your evidence**
- Read **notes and updates from Student Funding** about your application

Make sure you are checking back on a regular basis and are following any instructions left for you.

Application Summary

Application Status

This section shows you the overall status of your application for funding. The table below explains what each of the statuses means.

Your application may change between statuses as your application and evidence is processed by Student Funding.

Please note that during peak times, such as near the beginning of a term, this process may take some time. When your application has been updated, you will be notified by email and prompted to check your application.

Status	Description
Evidence Outstanding	You have not uploaded evidence for all evidence requirements, and/or the evidence you have provided has been checked by Student Funding and more or different evidence is required.
Evidence Received	You have uploaded at least one piece of evidence to every evidence requirement.
All Awards Complete	Your application has been assessed and you have been awarded all funds that you are eligible for.
Not Applying	You are not applying for any type of funding from the college.
No Award	Your application has been assessed and you are not eligible for funding from the college.

AWARD STATUS

The next section breaks down the status of your application for each fund. This is because the information and evidence requirements can vary between each fund and we may be able to assess and award some funds while your application is still in progress.

Award Status

Below is the different areas you have applied for funding and their status

Award	Applied	Eligible	Awarded
Bursary	✓	i	i
Travel Expenses	✓	i	i
Study Materials Allowance	✓	i	i
Childcare Support	✓	i	i
Housing Support	✓	i	i

Applied

The first column will have green tick next to each fund you have applied for.

Eligible

Green Tick – your application for that fund has been completed and you are eligible to be awarded that type of funding.

Red Cross – your application for that fund has been completed and you are not eligible to be awarded that type of funding.

Blue i - your application for that fund is not fully completed or has not yet been assessed by Student Funding.

Once you have been assessed as eligible to receive support from a fund, we will then calculate how much funding you are eligible to receive.

Awarded

The final column will show the status of your award for each fund.

Green Tick – your award for that fund has been calculated.

Red Cross – your award for that fund has been calculated and your circumstances mean that no award is payable. (This is usually due to your household income amount.)

Blue i - your award for that fund has not yet been assessed by Student Funding or is pending further information.

EVIDENCE REQUIRED

Birth Certificate or Driving License or Passport

In this section, you will see the evidence we require, listed by the subject of the evidence (e.g. the applicant, parent(s) and/or spouse/partner). It is then categorised by which type of means assessment or eligibility your evidence falls under.

For each evidence requirement, you will be able to upload a digital copy of your evidence.

Evidence

In this column, you will see the evidence which needs to be submitted. The evidence listed is based on the information you have entered into your application. If there is an evidence requirement that you think shouldn't be listed, please contact Student Funding so it can be reviewed.

Once an evidence requirement has been submitted to Student Funding, a green tick will be shown next to it.













Student Funding may also request additional evidence that is custom to what you have entered into the form. If additional evidence is added, you will be notified of what this is and the notes on the application will be updated to advise why this has been requested.

Sample

If you click the Sample button next to an evidence requirement listing, you will be able to view examples of the type(s) of evidence we can submit. Please note that these are not exhaustive examples, and your copy of documents may look slightly different.

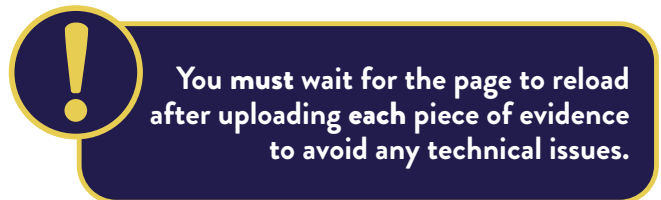
If you are having difficulty accessing or providing evidence for your application, you can contact Student Funding for more information.

From the Applicant

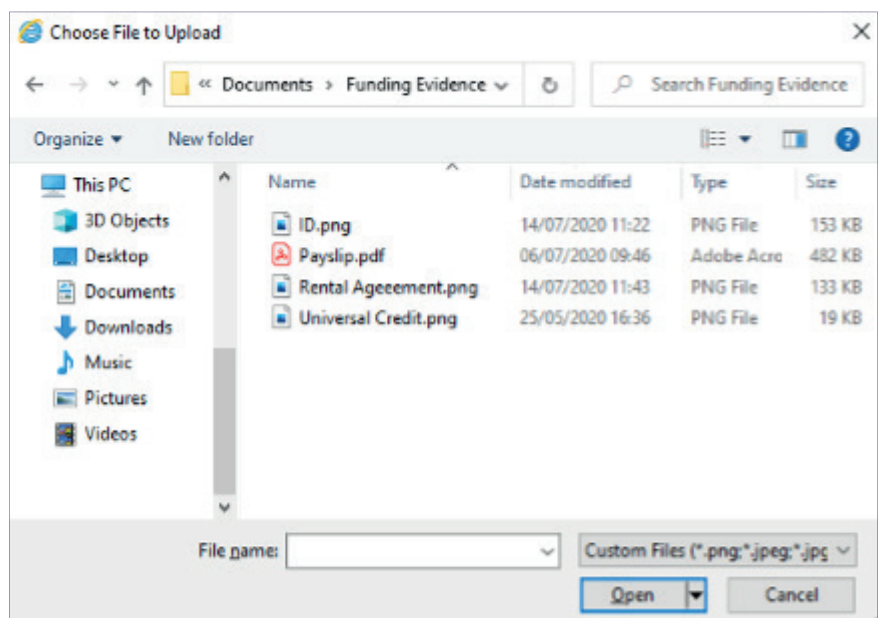
Evidence Required for Eligibility Assessment - Residency	Sample	Upload
Birth Certificate or Driving License or Passport	Sample 	Upload 
Proof of Residency Status	Sample 	Upload 
Evidence Required for Eligibility Assessment - Childcare Fund	Sample	Upload
Birth certificates of children requiring childcare funding	Sample 	Upload 
Evidence Required for Eligibility Assessment - Housing Fund	Sample	Upload
Current Council Tax Notice for 2024-2025	Sample 	Upload 
Current housing benefit award letter	Sample 	Upload 
Current rent/mortgage statement or tenancy agreement showing housing costs	Sample 	Upload 

Upload

If you click the **Upload** button next to an evidence requirement listing, a window will open which will allow you to upload a document.

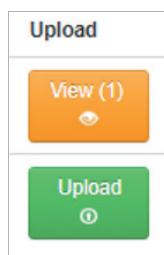


You can either upload an original document, a clear photo of a document or a screenshot. The application will only allow you to upload specific types of files: images (.jpg, .png or .gif) or PDFs.



If you have multiple files to upload for one piece of evidence, you can do so by clicking the **Page 2 +** button. You will be able to follow the above process to include additional files, there is a maximum number of files for each evidence type. If you require to submit additional documents or files, please email Student Funding to ask for space with your additional evidence.

To view a file you have uploaded, click on the **View (1)**, **View (2)** etc. button(s). This will open your file in another tab on your browser.



If you have uploaded a file to either the wrong evidence requirement or if the file you have uploaded is incorrect **you will Not be able to delete it**. You will need to contact Student Funding to have it removed. You can do so by emailing us at funding@forthvalley.ac.uk and making sure you include your Student ID in the email and the details of which file(s) needs to be moved or removed. Please note that we are unable to accept any evidence via email and should be directly uploaded to the application unless otherwise advised.

Once you have submitted all of your evidence your application status will be updated to show that Evidence has been received.

Once you have submitted your evidence, it will go into a queue to be reviewed. Once it has been checked and verified, it will either be accepted or it will be removed. If there any issues with evidence, your application status will remain at **Evidence Outstanding** and a note will be left on your application with further information and any requests for you to action.

Depending on the application, additional evidence may

Award Status			
Below is the different areas you have applied for funding and their status			
Award	Applied	Eligible	Awarded
Bursary	✓	✓	i
Travel Expenses	✓	✗	i
Study Materials Allowance	✓	✓	i
Childcare Support	✓	✓	i
Housing Support	✓	✗	i

be requested that is outside of the categories listed on the application. Student Funding will advise on the notes of the application of such additional requirements and provide additional space to upload these documents.

Once all evidence has been verified and accepted, your application status will be updated to show which funds you are eligible for:

At this point, your application will be complete and will progress to the award stage.

If you have any questions or queries, please contact Student Funding at funding@forthvalley.ac.uk. Please ensure you include your Student ID number in any emails, so we can assist you.

AWARD LETTER

Once your application and evidence has been checked by the Student Funding team, it will then be sent to the Senior Student Funding Officer. It will then be double-checked and your award will be calculated.

Once your award has been calculated, you will receive an email prompting you to log back into your application. When you do so you will notice that there is a new page: **Award Letter**. When you click onto this page, you will be able to view your award letter and payment schedule.



You must log into your application and accept your offer of award and conditions of payment. Failure to do so will result in your funding not being released until you do so.

STUDENT DETAILS

At the top of your award letter you will see your name, student ID number, address and the course you are currently studying.

If your personal details change or if you transfer to another course during the year you will need to notify Student Funding so we can review if there are any changes to your funding eligibility. Failure to do so can lead to overpayments which will be recovered by the college.

CONTRIBUTIONS

The next section shows the amount of funding you will receive on a weekly basis. It is split up by the type of funding.

Contributions					
Fund	Weekly Payment	Student	Parental	Spouse/Partner	Net Weekly Payment
Bursary	£	-£0.00	-£0.00	-£0.00	£0.00
Travel	£19.00	-£0.00	-£0.00	-£0.00	£19.00
Housing	£0.00				£0.00
Dependant Allowance	£				£
Award					
Fund	Award				
Childcare					
Study Material	Yes				

Weekly Payment

The first column shows the maximum weekly funding available to you for that particular fund. If you are not eligible for, or have not applied for a particular fund, it will show as either £0.00 or blank.

Student, Parental, Spouse/Partner

The next 3 columns show any deductions that are made to your total award due to means-testing contributions. This can be due to either:

- Specific types of income received by you (the student)
- Household/Parental income
- Spouse/Partner income

For further information on means-assessment and how it is calculated, you can read the **Student Funding Guide 2024-25**.

Net Weekly Payment

The final column shows the amount(s) you will be eligible to receive weekly after the deductions have been made.

Fund/Award

The section under this shows funds that are not allocated as monetary amounts to be paid to you. If you have been awarded **Childcare** and/or **Study Materials** funding, it will state **Yes**. You will also see that the award letter will have childcare start and end dates. This the duration for which you are awarded Childcare Funding. We will only be able to pay providers for the time they claim for within these dates.

Fund	Award	Start Date	End Date	Weeks
Childcare	No	19/08/2024	06/06/2025	42

PAYMENT SCHEDULE

The next section of your award letter is your payment schedule. This shows the dates you will be due to receive payments and the details of each payment.

Payment Date

This is the date that any payments due to you will be paid into your bank account. All payments are made on a Friday, unless there is a Bank Holiday when it will be paid on the Thursday.

Period From, Period To

Funding payments are made on the basis that you are complying with the college Attendance and Absence policies and that you are engaging with your course. For each payment, there is a period that the college checks.

For further information on this, please see the college Absence and Attendance Policy and Engagement Policy documents.

Bursary, Travel, Housing, Total

The next columns show the breakdown of payment(s) due on each date by the type of fund. Please note that some payments are for 1 week and others are for 2. This depends on how many academic weeks are in each period.

Notes

This column details any college holidays which will affect you're funding. Please note that for some funds you are not eligible to receive payments for weeks where the college is closed due to a holiday.

Total

At the bottom of your payment schedule you will see a total amount awarded for each fund you are eligible for.

Declaration

At the bottom of your award letter are a few pieces of important information. Ensure you read through this and access any links for further information. You will also find a declaration that you must read and agree to by checking the "I agree to the terms above" box located at the bottom of the award letter. Please ensure you do this as soon as possible.

There is also an option to print and/or save your letter should you require a copy. Your award letter will be viewable on this page of your bursary application at any time should you need to refer to it.

EMA AGREEMENT

If you have been awarded EMA Funding you will need to agree to the terms and conditions of this fund. You will not be eligible to receive any EMA payments until you have done so.

Once you have read through the agreement you will see the Declaration section.

You 'sign' your declaration by ticking the box where it says **I agree to the terms above**.

Once you have signed your agreement, it will be added to a queue for a member of the Student Funding Team to check and verify. Only once this is complete will you be eligible to receive EMA payments. You should therefore sign your agreement as soon as it becomes available and you have read through it carefully.

DECLARATION BY STUDENT

I accept the offer of the Education Maintenance Allowance (EMA) made by the College and I understand that my award may be stopped at any time if I fail to meet any of the EMA requirements.

I understand that if, for any reason, there has been an overpayment of Education Maintenance Allowance (EMA), the College will request repayment and I will be obliged to repay the amount requested.

555555

Student Name

RTA2021/FK

Test Course Name

I agree to the terms above

☐

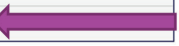
CHILDCARE AWARD LETTER

Once your application for childcare funding has been awarded, your provider has submitted their claim form and we have reviewed and awarded the claim - your funding application will show a new '**Childcare Award**' Tab.

This will show you exactly what your childcare provider(s) have been awarded for your child/ren and when they will receive payments. This has been added to our application

to show transparency between your provider and the college.

To generate your childcare award letter, please select **View Award Letter**. You can download your award letter by clicking '**Save/Print**' further down the page. If you have more than one provider and/or more than one child, select the award letter that you would like to view one at a time.

Award Details			
Child Name	Provider Name	Net Weekly Award (£)	
Child 1	Childcare Provider A	50.00	View Award Letter 

Please note: that any changes to childcare arrangements after the initial award will not be shown on the award letter. Amendments will be written up on a manual award letter and provided to you and your childcare provider. Your provider will receive a copy on the award letter by email.

Child:	Child 1			
Provider Name:	Childcare Provider A			
Net Weekly Award (£)	50.00			
Payment Schedule				
Payment Date	Period From	Period To	Payment Amount	Note
06/09/2024	19/08/2024	25/08/2024	£50.00	
20/09/2024	26/08/2024	08/09/2024	£100.00	
04/10/2024	09/09/2024	22/09/2024	£100.00	
18/10/2024	23/09/2024	06/10/2024	£100.00	
01/11/2024	07/10/2024	20/10/2024	£50.00	October Week
15/11/2024	21/10/2024	03/11/2024	£100.00	
29/11/2024	04/11/2024	17/11/2024	£100.00	
13/12/2024	18/11/2024	01/12/2024	£100.00	
27/12/2024	02/12/2024	15/12/2024	£100.00	
10/01/2025	16/12/2024	29/12/2024	£50.00	Christmas Break

At the bottom of the page you will find a reminder of conditions of payments and information in regards to free hours and ad hoc claims.

STUDENT FUNDING CONTACT INFORMATION

Email: funding@forthvalley.ac.uk

Phone: 01324 403000 (ask to speak to Student Funding)

Address: Student Funding
Forth Valley College | Grangemouth Road | Falkirk | FK2 9AD

In-person Appointments*: Falkirk Campus Student Hub

* Mon - Fri Term-time only, please contact us to make an appointment outside of term-time.





MAKING LEARNING WORK



www.forthvalley.ac.uk

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