



Guide to Completion of the

STUDENT FUNDING FORM

Session 2018-19

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All information was correct at time of publishing, but may be subject to change.
CM066

Guide to Completion of the Student Funding Form

Please read these instructions, and the Guide to Student Funding, before completing the application form

Apply For Funding

Get Financial Support while you study

i Notice: Please regularly log back into your application and check the Application Status page for notes from Student Funding.
We will also send reminder emails on a Monday so please check your email (including Junk folders).
Your application will not be processed until all the supporting evidence and any additional information requested is received by the college.

Initial Questions

Date of Birth:

Course Name:

Start Date of Course:

Age at Enrollment:

Relationship Status:

Who do you live with?:

Start »

Funds

What funds are you applying for?

FE Bursary: ?

Travel: ?

Study Materials: ?

Childcare: ?

Housing: ?

Next »

Please check your course details and date of birth are correct.

Select you circumstances from the drop-down boxes.

Tick the box, or boxes, for the fund(s) you wish to apply for.

Please refer to the 'Guide to Student Funding' for further information on each fund.

Personal Details

Surname:

Forename:

Title:

Maiden name:

Date of Birth:

Gender: Male Female

Email: [Update](#) 

Mobile Number: [Update](#) 

Home Address

Home Address: [Update](#) 

Home Postcode: [Update](#) 

Phone Number:

Term Time Address

Term Address: [Update](#) 

Term Postcode: [Update](#) 

Phone Number:

Are these details correct

I confirm the above details are correct 

Residency

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

What country were you born in?

Are you a UK resident? 

How long have you lived in Scotland?

Do you require a Visa to reside or study in the UK 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 5 years? Yes No 

Check all your details are correct. If any of your details are incorrect, or have changed, please click on 'update'.

Tick the box to confirm the details are correct before continuing.

Click on the drop-down boxes to select the answer relating to you.

Click Yes or No to the questions.

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) ?

Next »

Study History

Date of leaving school

Courses attended at Forth Valley College

Course Name

Tick box if you received funding for this course.

-
-
-
-
-
-
-
-
-
-

Have you attended any other College/University? Yes No

Next »

Complete all the fields required.

If you do not know your bank details you can submit these at a later date, via email (funding@forthvalley.ac.uk) or at reception.

Please note we will not be able to make any payments until your bank details are received. The bank account needs to be in your own name as we are unable to make payments to anyone else's bank account.

Input the date you left school. If you have attended any other college/university, tick Yes and input the relevant details requested.

Circumstances

For information on benefits please refer to our student Guide or Website to see if you are entitled to stay on this benefit. If you are in receipt of job seekers allowance you must sign off from this benefit when you enrol as a full time student.

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

- Unemployed - Jobseekers Allowance
- Unemployed - Income Support
- Unemployed - Other Benefits
- Unemployed - Supported by Parent(s)
- Unemployed - Supported by Partner
- Unemployed - Living off of savings
- Unemployed - Universal Credits
- Employed (Full or Part-Time)
- Self-Employed
- Retired - Receiving Pension

Next »

Assistance With Travel Costs

You may be eligible for travel costs if you live more than two miles from the Campus you will attend. Where this is payable, costs will cover the cheapest form of travel from home to College. You are advised to take advantage of all-day/day return/student weekly Zonal tickets where appropriate. Please see the Student Guide.

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 or Personal Independence 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.

Next »

Tick the box that best applies to your circumstances.

Tick Yes or No if you wish to claim travel expenses.

Select from the drop-down option. There is also a text box for any other travel information, if you require to notify us of any other requirements. Please use this to provide us with any information you would like us to take into account when assessing you for travel costs.

If you are eligible for travel expenses you will be awarded the cost of a student weekly zonal ticket. Further information is available in the 'Guide to Student Funding'.

Assessment Details

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

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
- Check here if you have dependant 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 leaver or currently in care
- Check here if you are estranged from your parents
- None of the above applies to me

Household Income

For Bursary application the term "parent" is defined as an adult upon whom you are dependant & living with. It also includes step parent(s), adoptive parents, legal guardian and partner of parent. Please enter annual income against each parent as appropriate. You can only have a maximum of **2 parents**. [?](#)

Lone Parent

Please identify if your parent/guardian is a lone parent Yes No

Parents:

[Add a Parent](#)

Parent Name	Relationship	Occupation	Address	Postcode		
					Edit	Remove

Income Jane Doe	Description
<input type="text" value="0"/>	Employment Income
<input type="text" value="0"/>	Self Employment Income
<input type="text" value="0"/>	Department of Work and Pensions Benefit (eg. income support, JSA, ESA)
<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"/>	Adoption/Fostering Allowance
<input type="text" value="0"/>	Rental Income from property owned
<input type="text" value="0"/>	Any other income
<input type="text" value="0"/>	Tax Credit Assessment for 2016-2017
£0	Total

Tick the relevant box that best applies to your circumstances.

Add your parent(s) details and income received.

If you are unsure of the amount of income received put a '1' in the relevant box, for the application to request the relevant documentation to be submitted. This will request the relevant evidence and we can update this with the correct income once we have received the evidence.

If your parent is a lone parent tick Yes. This will request lone parent proof. If your parent is not a lone parent please add both your parents'/guardians' details to the application. This must include your parent's partner if they live in the family home.

Other Children in the Family

To assess how much you are entitled to, we also need details of any child/children who is/are dependant and living with your parent(s)/legal guardian(s), and any grants or bursaries which they are receiving to support them
 Any other children under 16 or in full-time education in your family, please click below to add them

Add Dependant

Dependant's Name	Dependant's DOB	School/College/University Attending	Funding	Edit	Remove
			0	Edit	Remove
			0	Edit	Remove

Dependant ✕

Dependant's Name

Date of birth

School/College/University Attending

Funding

Student Income

Annual Student Income ?

Please include income for all sources for the previous tax year. Please round income to the nearest pound.

Income (£)	Description
<input type="text" value="0"/>	Employment Income
<input type="text" value="0"/>	Self Employment Income
<input type="checkbox"/>	No Income Received
<input type="text" value="0"/>	Department of Work and Pensions Benefit (eg. income support, JSA, ESA)
<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"/>	Adoption/Fostering Allowance
<input type="text" value="0"/>	Rental Income from property owned
<input type="text" value="0"/>	Any other income
<input type="text" value="0"/>	Tax Credit Assessment for 2017-2018
£0	Total

Please read note in the blue box before adding your child/children's details.

Click on 'Add Dependant' then input the requested details.

If the dependant does not receive any funding leave the box as '0'.

Add the income you receive in the relevant box(s).

If you have no income tick the 'No Income Received' box.

Partner's Income

About Your Partner

Your Partners Name

Income (£)	Description
<input type="text" value="0"/>	Employment Income
<input type="text" value="0"/>	Self Employment Income
<input type="checkbox"/>	No Income Received
<input type="text" value="0"/>	Department of Work and Pensions Benefit (eg. income support, JSA, ESA)
<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"/>	Adoption/Fostering Allowance
<input type="text" value="0"/>	Rental Income from property owned
<input type="text" value="0"/>	Any other income
<input type="text" value="0"/>	Tax Credit Assessment for 2016-2017
£0	Total

Lone Parent

Lone Parent

Please identify if you are a lone parent

Yes No

Children

To assess how much you are entitled to we also need details of children who are dependant on you or on your spouse/partner and any income grants or bursaries which they may be receiving. Please also identify any dependants you wish to claim childcare support for.

[Add Dependant Child](#)

Child's Name	Date of Birth	School, College or University	Funding	Childcare	Edit	Remove

[Next »](#)

If you live with a partner complete this section with their name and income.

If you are unsure of your partner's income put a '1' in the relevant box.

If your partner has no income tick the 'No Income Received' box.

Tick Yes or No to identify if you are a lone parent, or not.

Add Dependant Child

Children

To assess how much you are entitled to we also need details of children who are dependant on you or on your spouse/partner and any income grants or bursaries which they may be receiving. Please also identify any dependants you wish to claim childcare support for.

[Add Dependant Child](#)

Add Dependant Child ×

Child's Name	<input type="text" value="Child's Name"/>
Date of Birth	<input type="text" value="Date of Birth"/>
School, College or University attending (if applicable)	<input type="text" value="College"/>
Amount of funding awarded/applied for	<input type="text" value="0"/>
Do you wish to apply for Childcare support for this dependant?	<input type="text"/>

If you or your partner has a dependant child, click on 'Add Dependant Child' and complete the relevant details (You will be unable to apply for Childcare, if you do not add these details).

If you require Childcare for your child, please select Yes to Childcare.

Childcare Provider Details

Do you know who your childcare provider is?

Yes No

Please provide information on all childcare providers for your dependants.

[Add Carer Details](#)

You MUST list your childcare provider.

Provider

I understand that all childcare providers must be registered with the care commission

i I understand that if my child is entitled to free nursery hours I will make use of these hours before applying to the college child fund.
For info on free nursery hours see our [mini childcare guide](#).

Name of Child Care Provider

Are your childcare costs charged as:

Hourly Rate
 Session Rate
 Out of School Club

Daily/Hourly Rate:

Address

[Close](#)

[Save Carer Details](#)

Childcare Provider Details

Do you know who your childcare provider is?

Yes No

The college cannot finalise your childcare application until you provide childcare details. You must email funding@forthvalley.ac.uk as soon as you have the details.

As you have not identified any dependants that you wish to claim Childcare funding for, then you are not required to complete this section. If you wish to apply for Childcare funding then please return to the Student income section and identify dependants you wish to claim Childcare funding for.

Any further childcare notes:

If you ticked Yes, click 'Add Carer Details'

Please read the information within the blue box and tick the boxes to confirm you agree to both.

You should then add all of the details asked for regarding your Childcare which have been requested.

If you do not have your Childcare confirmed yet, please click No and continue with your funding application. Please ensure you take a note of the information in the yellow box which advises you to email funding@forthvalley.ac.uk to provide your Childcare details, as soon as you have them. We will also send you a reminder email when we check your application, to request the Childcare providers email details once you have them .

If you have any further information you wish to advise us of regarding your Childcare please add this in the box provided.

Childcare Terms and Conditions

I acknowledge and confirm that no contract exists between the College and my chosen childcare provider/s. I acknowledge that, if these costs are not paid in full by the College, I am liable for the additional costs. I am aware that payments will be made by the college to my childcare provider in arrears



I am aware that this allowance will only be paid if my attendance and progress on the course are satisfactory and payments will be withheld if unsatisfactory during any period. I accept that I must achieve 100% attendance as set out in the Student Guide in each of the claim periods. In the event that I cease to be eligible for payment of the allowance, I agree that no liability whatsoever attaches to the College in respect of the childcare costs, or related termination payments incurred by me after the date of termination of the allowance.



I accept that the college can cover costs for travel time to and from college however this must not exceed one hour before my first timetabled class or one hour after my last timetabled class. If I require additional time to travel I understand that I will be responsible for these costs which will be paid to my childcare provider directly.



I am aware that if my child/ren is/are eligible for the free nursery provision I will make use of this before applying for additional childcare from the College Funds. I am aware that any free provision that is available to my child/ren cannot be paid by from College Funds as this is already paid for by the Government. I understand that this applies to all children over 3 years of age and those whom are aged 2 and entitled based on my circumstances. I understand that if I do not make use of any free entitlement I may be eligible for then I will be responsible for paying any costs not paid by the College. I understand that I cannot receive assistance with childcare costs if I live with a partner who is unemployed.



I give my authorisation to the College to discuss and/or contact my childcare provider (s) regarding any period of unsatisfactory attendance. This may include specific absence dates or discussions that I have had with Student Funding. I also acknowledge that it is my sole responsibility to take the necessary steps to ensure the health and safety of my child/children whilst in the charge of the childcare provider selected by me, and that the College has no liability whatsoever for any act or omission of the childcare provider(s), or any injury caused thereby.



Next »

Housing Funding

Please note that you will be notified in October if you have been awarded anything from this fund.

What type of housing costs are you responsible for?



Next »

Please read and tick all the Childcare Terms & Conditions before continuing.

If you require assistance with help towards your rent or mortgage costs please select, from the drop-down box, the type of housing costs you are responsible for.

Declaration

Terms and Conditions

I accept an award in respect of the course specified in this Funding Application Form and this award is subject to the following conditions:

- 1. I declare that all the information given in this form is true.
- 2. I/We understand that if I/we give false information, or withhold relevant information, my funding application will be cancelled and, if necessary, action will be taken against me to recover any money paid to me by the College.
- 3. I undertake to inform Student Funding immediately of any changes in financial or personal circumstances (including change of address) which may affect the award entitlement.
- 4. I certify that I have been accepted as a student for the course shown in this application (this includes conditional/unconditional offers as well as waiting list applications). I understand that no payment will be authorised and released until I have completed this application, submitted ALL requested evidence and completed all enrolment procedures.
- 5. I understand that instalments can only be released if I achieve satisfactory attendance, conduct and progress during each reporting period. Attendance information and guidance is available via moodle and in Student Guide.
- 6. I undertake to inform Student Funding immediately, if through any circumstances, it is impossible for me to continue my attendance and studies. I understand that withdrawal from a course may result in an over-payment and I am responsible for re-paying this.
- 7. I undertake to provide the College with such information and documents as required to enable the College to finalise provisional awards where applicable.
- 8. I understand that any books/study materials/equipment issued to me in cash or in kind to undertake the course, remain the property of the College and I may be asked to pay for any items that are not returnable (i.e. clothing, PPE etc.) if I withdraw before the end of the course.
- 9. I understand that if I have been in receipt of Jobseekers Allowance/and certain claims of Universal Credit, then all claims for this benefit will cease for the duration of my course (unless I am eligible to receive this benefit whilst still attending college). My P45 from the Department of Work & Pensions or letter showing the benefit end date will be submitted to Student Funding as soon as this is received by me. I understand a delay in submitting my P45 may result in my payments being stopped and my award being cancelled.
- 10. I understand that the College may suspend or terminate the bursary if the conditions of award are not complied with. If the College is not satisfied with my attendance, conduct or progress, my award may be cancelled and I may be required to repay the whole or part of the award as determined by the College.
- 11. I/We understand that if for any reason there has been an overpayment of bursary, the College will request repayment and I will be obliged to repay the amount requested.
- 12. Before submitting this application I can confirm that I have made myself familiar with the Student Guide that is available and have accessed the links within the "Invitation to Apply for Funding Email and I am familiar with attendance, funds and all other aspects of my expectations of my award.
- 13. I understand that the college will NOT discuss ANY details relating to this application, award and continuing circumstances with my parent(s), spouse or partner.

Additional Information

Please use the space below for additional information .e.g. for details of previous study, irretrievable family breakdown, special travel arrangements including dropping off children at nursery or school. Please provide any additional information if you are under 25 but claiming "self supporting" status. [?](#)

Please read and tick all the Terms & Conditions before submitting your application.

If you have any additional information that you think may be relevant to your application please add this to the 'Additional Information' box.

Application Summary

Please read the summary below.

i Notice: Please regularly log back into your application and check the Additional Notes from Student Funding. We will also send reminder emails on a Monday so please check your email (including junk folders). Your application will not be processed by the college until all the supporting evidence is received by the college.

Application Status



Award Status

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

FE Bursary



Evidence Required

From the information you have given us we will require the following evidence to process your application

Please bring all appropriate documents to the reception area of any of our campuses (Open Monday to Friday from 8:45 to 4:45)

Please regularly check the "Additional Notes from Funding" box below for any additional notes or evidence required

Failure to submit relevant documents will delay the assessment and payment of your funding award. Your documents will be photocopied and handed back to you.

Email us with any document queries at funding@forthvalley.ac.uk

From the Applicant

- Original Birth Certificate or Passport or Full Driving Licence

When you log back into your application to review the status you will see this image. This gives you a clear guide to the status of your application.

There is an 'Additional Notes from Funding' box that we may leave notes for you to request further information, or evidence. It is important that you log into your application form on a regular basis to keep track of the progress.

Each time we make an update to the status of your application form, you should receive an email letting you know.