

Student Funding | Application How To Guide



Academic Year 2026-27

After having accepted an unconditional (or in certain cases a conditional offer) and full enrolling in your 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 403041**.

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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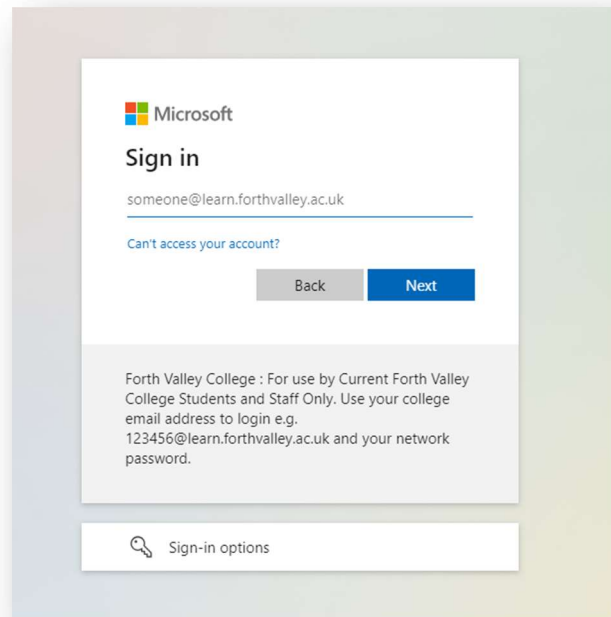
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Log-in Screen

When you visit the application site, you will be asked to log in 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 do not yet have a Microsoft 365 account and feel you should have, you should contact the Student Admin team for help.

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 15 mins 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 !*%^

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 in order. More or fewer pages will show depending on the answers you provide in your application. You can navigate back through the pages once completed to ensure the information you have entered is accurate before submitting your application.


Bursary	
Home	✓
Funds	
Personal Details	
Residency	
Bank/Building Society Details	
Study History	
Student Circumstances	
Assessment Details	
Household Income	
Other Children in the Family	
Student Income	
Declaration	
Application Status & Evidence	

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 course application.

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:	(Bursary Testing) C&G CERT IN HAIRDRESSING SVQ (Level 2) (YCQG2H1/FK)
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 or in a country outside of 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 **Guide to Student Funding** 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.

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.

Funds	
What funds are you applying for?	
FE Bursary:	<input type="checkbox"/> ?
Travel:	<input type="checkbox"/> ?
Study Materials:	<input type="checkbox"/> ?
Childcare:	<input type="checkbox"/> ?
Housing:	<input type="checkbox"/> ?

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

Personal Details

The information shown on this page comes from your course application. 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.

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.

The screenshot shows a web form titled "Personal Details" with a purple header. The form contains several input fields and buttons:

- Surname:
- Forename:
- Title:
- Maiden name:
- Date of Birth:
- Email:
- Mobile Number:

Below these fields is a section titled "Home Address" with the following fields:

- Home Address:
- Home Postcode:
- Phone Number:

At the bottom of the form, there is a section titled "Are these details correct" with a confirmation statement: "I confirm the above details are correct" followed by an unchecked checkbox and a question mark icon.


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.


Residency


Are you a UK resident? 


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

What country were you born in?

How long have you lived in Scotland?

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 

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.

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.

Add Previous Address

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

Address

Postcode:

Date From:

Date To:

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.

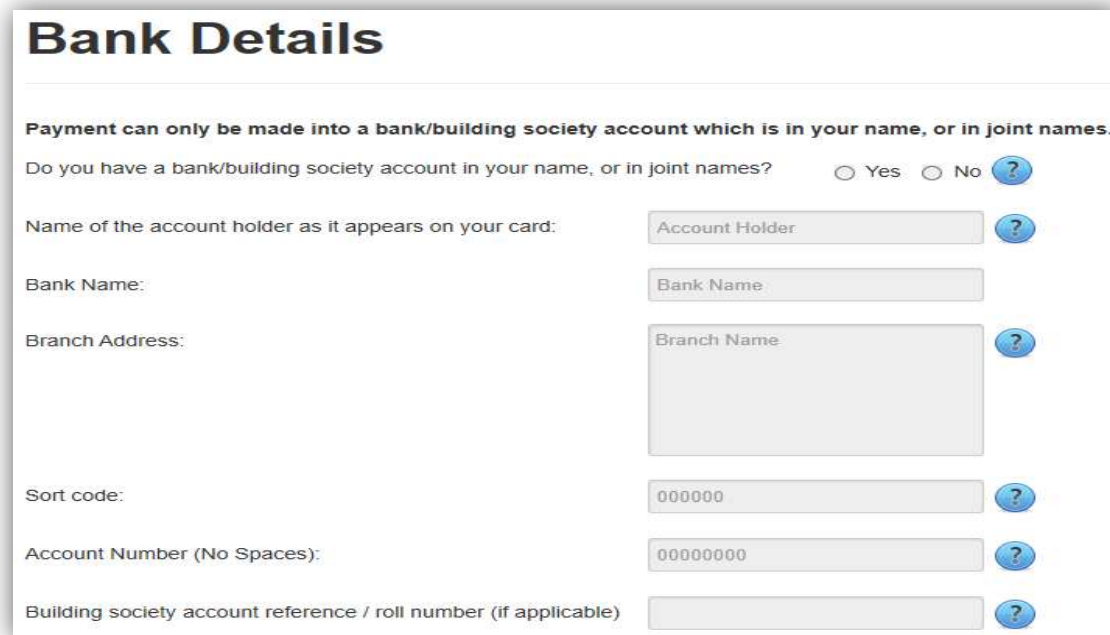
Have you lived at your present address for longer than 3 years?

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**.

Bank/Building Society Details

Ensure you answer all questions and enter all information accurately.



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) ?

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.

Branch 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.

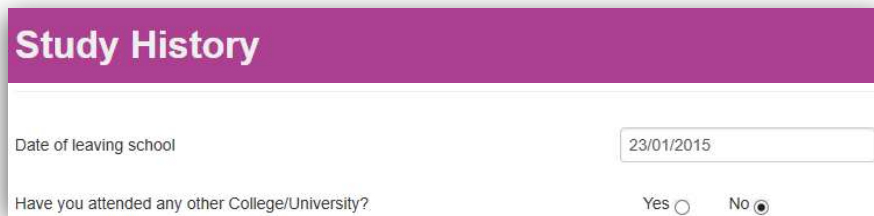
Building society account reference/roll number

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

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.



Study History

Date of leaving school

Have you attended any other College/University? Yes No

Date of leaving school

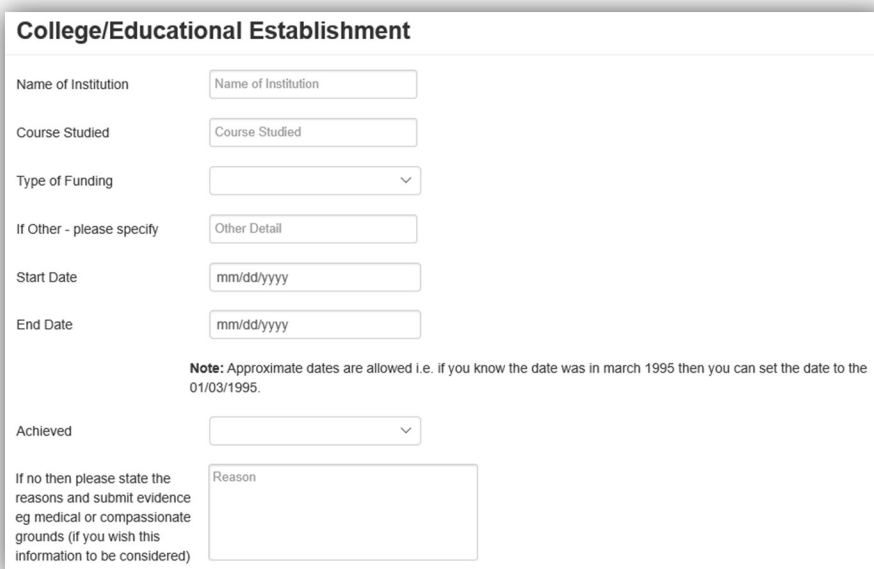
Enter the date on which you finished attending secondary school. Approximate dates are allowed, for example if you know that you left in May 1999 you can enter 31/05/1999.

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



College/Educational Establishment

Name of Institution

Course Studied

Type of Funding

If Other - please specify

Start Date

End Date

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)

- **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

- **HE 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.
- **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 Qualifications Scotland 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
 - Self-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 or who turn 22 during their course.

The screenshot shows a form with the following sections:

- Do you wish to claim support for travel?** with radio buttons for **Yes** (selected) and **No**, and a help icon.
- Do you have a free bus pass?** with a dropdown menu.
- I will be travelling to College by:** with a dropdown menu and a help icon.
- Do you receive Disability Living Allowance, Personal Independence Payment or Adult Disability Payment?** with a dropdown menu.
- 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.** with a text area labeled "Other Travel Information" and a small icon in the bottom right corner.

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 **National Entitlement Card (NEC)** (Under 22 or over 60s) or ADP/CDP, 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?

- 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 by Student Funding 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 studying at FE level and 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.

[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

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.

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

Household Income

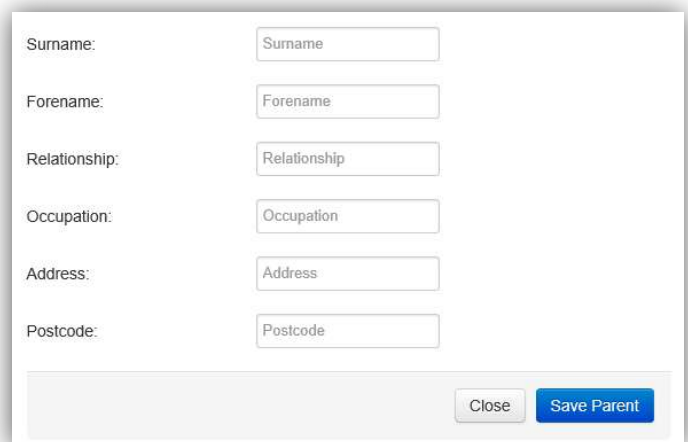
On this page you should include the details for your parent(s)/guardian(s). Ensure that you complete all applicable sections. If you live with guardian(s) only, we will require additional evidence to confirm the guardianship.

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



The screenshot shows a form with the following fields and buttons:

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"/>

At the bottom right of the form are two buttons: a grey 'Close' button and a blue 'Save Parent' button.

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 partners of parents) then check **No**.

Parent Income

For each parent you have added, enter their income for the **financial year 2025-26**. 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 replacement benefits received (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 the parent pays out in child maintenance, or receives 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 your parent received from source(s) not mentioned above
No Income Received	If your parent had no source of income for the financial year 2025-26, check this box. This will request 3 months bank statements from the parent.

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

Income Parent 1	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. 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 2025-2026
<input type="checkbox"/>	No Income Received
£0	Total

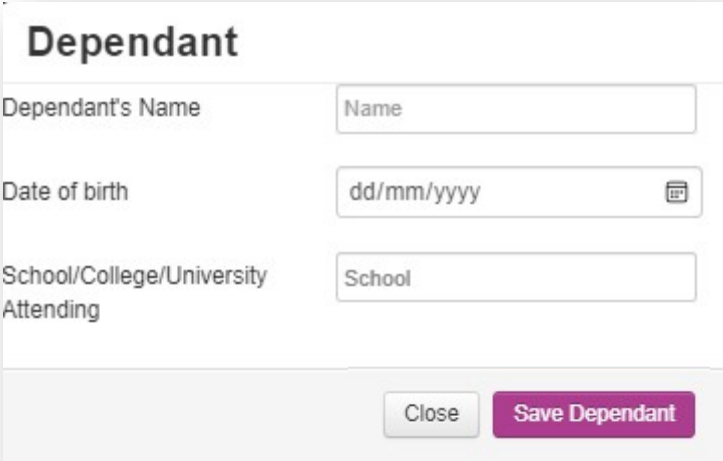
If at the time of completing the form, you do not have the exact figure for the source of income, enter a 1 into the box so that it generates a request for the evidence. We can update the figure once we have reviewed the evidence.

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 dependant who is in full-time education then complete this page. Otherwise, you can continue to the next page.

- **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)



The screenshot shows a form titled "Dependant" with three input fields: "Dependant's Name" (with a placeholder "Name"), "Date of birth" (with a placeholder "dd/mm/yyyy" and a calendar icon), and "School/College/University Attending" (with a placeholder "School"). At the bottom right, there are two buttons: "Close" and "Save Dependant".

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 2025-26.

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
No Income Received	If you had no source of income for the financial year 2025-26, 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

Like the above section, for each source of income listed, enter the amount they received in the financial year 2025-26. 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.) including any joint-claims
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 your partner received from source(s) not mentioned above
No Income Received	If your partner had no source of income for the financial year 2025-26 check this box

Lone Parent

If you are single and have 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 or Stirling University). If they are under school age enter N/A here.
- **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.

- **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.

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(ren), you may be entitled to government-funded childcare hours. These **must** be used to cover your childcare costs before applying for any additional funding from the college. If you are eligible for free hours based on your child's age but are not using them, the value of these hours will be deducted from your childcare provider's claim.

You must provide full details of any free childcare hours you receive or are entitled to in the box provided.

If you answer **Yes** to the previous question, you need to let us know where you are using your free hours, and what days/times they are being used.

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

The screenshot shows a form titled "Provider" with a blue confirmation box at the top. The box contains the text: "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." Below this are several input fields: "Name of childcare provider" (text box labeled "Provider Name"), "Address" (text box with a small icon at the bottom right), "Telephone" (text box labeled "Telephone"), "Email Address" (text box labeled "Email Address"), and "Child 1" (dropdown menu).

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 Funding

What type of housing costs are you responsible for?

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

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 request 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.

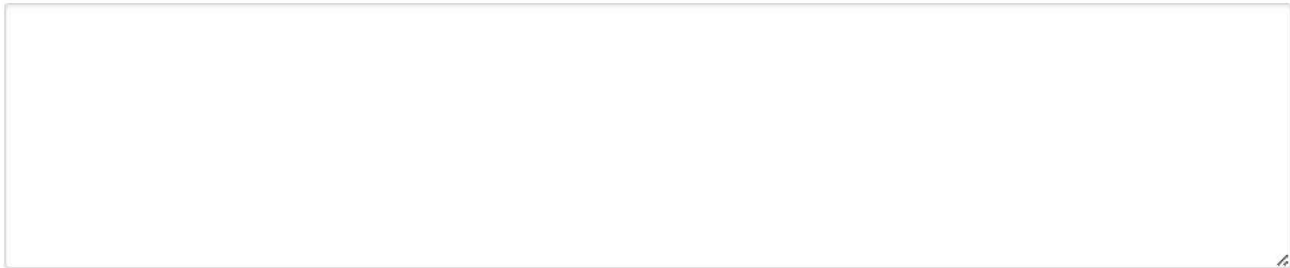
Once you are ready, check the box next to every section to show your understanding, agreement and acceptance.

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 by email

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 still need to upload evidence. This may be because you have not uploaded all required files, or we need different or more evidence.
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			
Travel Expenses			
Study Materials Allowance			
Childcare Support			
Housing Support			

Applied

The first column will have a 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

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.

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

Evidence Required for...

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 **checked and accepted** by Student Funding, a green tick will be shown next to it.

Birth Certificate or Driving License or Passport 

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.

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 must wait for the page to reload after uploading each piece of evidence to avoid any technical issues.

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, up to a maximum of 5 files. 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've uploaded a file to the wrong evidence section or uploaded the wrong file, you won't be able to delete it yourself. Please contact Student Funding at funding@forthvalley.ac.uk, including your **Student ID** and details of the file(s) to be moved or removed.


















Note: We cannot accept evidence by email - all documents must be uploaded directly to your application unless advised otherwise.

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 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:

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

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	£				£
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 2026-27**.

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** next to the relevant fund. You will also see that the award letter will have childcare start and end dates. This is 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 a different day – see award letter for details.

Period From, Period To

The first two columns show the attendance and engagement periods. Funding payments are made on the basis that you are complying with the college Attendance and Absence Policy 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 your 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.

Declaration

I accept the offer and value of the Student Support Funding award(s) made by the College and I understand that my award(s) may be stopped at any time if I fail to meet any of the award requirements as set out in the application.

If I do not accept the Student Support Funding award(s) made by the College I will contact them immediately by emailing funding@forthvalley.ac.uk.

I understand that if, for any reason, there has been an overpayment of funds the College will request repayment and I will be obliged to repay the amount requested.

Student ID: 555555	Student Name: Test Student
Course: (YCABC/FK) Test Course Name	
I agree to the terms above	<input type="checkbox"/> 

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 during the academic year should you need to refer to it. If you require a copy of your award letter at a later date you will have to contact student funding.

EMA Agreement

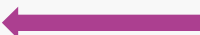
If you have been awarded EMA Funding, you will need to agree to the terms and conditions of this fund. You will not be eligible to receive any EMA payments until you have done so.

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

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	<input type="checkbox"/> 

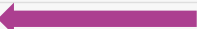
You 'sign' your declaration by ticking the box where it says **I agree to the terms above**.

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.

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: throughout the year, changes may occur that result in multiple award letters being issued to you. Each additional award letter will reflect the additional costs associated with these changes, rather than providing a single, updated award letter.

- Adhocs will be shown on a separate award letter.

If there is an **increase** or **decrease** in costs:

- The original award letter will be updated to show an end date, indicating when the previous rate stopped.
- A new award letter will then be issued to show the updated award amount, including the revised start and end dates.

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

Student Funding Contact Information

Email

funding@forthvalley.ac.uk

Telephone

01324 403041 (Mon-Fri 9am to 1pm)

Address

Student Funding
Forth Valley College
Grangemouth Road
Falkirk
FK2 9AD

In-Person Appointments

Student Hub, Falkirk Campus (Mon-Fri 9am to 1pm Term-time only, or by appointment)