Guide to

STUDENT FUNDING

Session 2020-21

Course Start Date	Closing Date
31 August 2020*	Friday 9 October 2020
18 January 2021	Friday 26 February 2021
22 February 2021	Friday 2 April 2021
Any Other Course	6 weeks from the start date (last Friday in the 6 week period)

How to contact us if you need help

As everyone's circumstances are different you may wish to contact us on **01324 403000** or at **funding@forthvalley.ac.uk** if you have any questions:

- about the online student funding applications system or form
- about your entitlement to student funds
- what documents you need to submit with your application or
- if you would like someone to help you complete the form

*To ensure your funding is in place for you starting your course, and so you are on the first payment run; applications and all evidence should be submitted by **Friday 21 August 2020**

For all other courses, applications should be finalised prior to your enrolment date.

Forth Valley College

Making Learning Work

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Section 1 – Application Process

1. Which programmes are eligible for Financial Support?

Financial support may be available from the College for certain courses.

Level of Course	Type of Funding	Funding Body	Funding Source
Full Time - HNC, HND, Degree	Maintenance	SAAS	Student Loan
	Travel	SAAS	Student Loan
	Rent/Mortgage	College	HE Discretionary
	Childcare	College	HE Childcare
Full Time – Non-Advanced Courses (eg. NC, City & Guilds etc)	Maintenance	College	Bursary/EMA
	Travel	College	Bursary
	Essential course materials	College	Bursary
	Rent/Mortgage	College	FE Discretionary
	Childcare	College	FE Childcare
Part Time – Non-Advanced Courses (eg. NC, City & Guilds etc)	Maintenance	College	N/A
	Travel	College	Bursary
	Essential course materials	College	Bursary
	Rent/Mortgage	College	N/A
	Childcare	College	FE Childcare

2. When should I apply?

You should apply as soon as you have been offered a conditional or unconditional place on a College course. A link to the online system will be sent to you by email and it is essential you check your emails regularly as this is how we will communicate with you.

If your application form and evidence is received after the course starts, your payments may be delayed due to the volume of applications. You should complete and submit your application with supporting documents as soon as possible.

3. Application Closing Dates

Bursary*, Childcare, EMA and Housing applications will be backdated from your start date if evidence is submitted by the closing date. If evidence is unavailable, you must notify Funding before the closing date (See the front page of this guide). This information may be used if you appeal for funding after the closing date.

*Bursary – Travel, maintenance and study material costs

Applications and evidence received after the closing date may not be funded or backdated. You can appeal against this decision if there are good reasons for the late submission of your application and/or evidence. The address to submit your appeal to, is in the next part.

Childcare – Late applications will be accepted from lone parents to the value of the Lone Parent Childcare Grant (£1,215) and from students whose circumstances have changed and who now require childcare.

4. What if my Funding Application is declined?

Each application is assessed against a clear set of criteria, most of which is set by bodies outside the College such as the Scottish Funding Council or the Scottish Government. If declined, you will receive a letter/email from the College outlining the reason(s).

If your application has been declined and you do not agree with this decision, you can make a formal appeal against this. This includes late applications.

If you have such an appeal, you should write* in the first instance to:

Student Funding Coordinator
Forth Valley College
Grangemouth Road
Falkirk
FK2 9AD

Please provide full information about your funding appeal and enclose any additional documentary evidence to support your claim for funding. This should be clearly marked as “Appeal”. All appeals are fully investigated and our aim is to reply within fourteen calendar days of receiving your letter.

If you are not satisfied with the outcome of your appeal, you can write directly to:

Head of Finance
Forth Valley College
Grangemouth Road
Falkirk
FK2 9AD

The Head of Finance, as an independent assessor will consider your appeal for funding. Their decision is final.

*Alternatively, you can email your appeal and supporting evidence to **funding@forthvalley.ac.uk** and mark it for the attention of the Student Funding Coordinator.

5. Will receipt of my Application be acknowledged?

When applying through the College's online Student Funding Application System (**https://bursary.forthvalley.ac.uk/bursary**) you will receive acknowledgement by email immediately. If applying through a paper copy, notification will be sent to the email address provided within 2 weeks. This may be longer during busy periods.

6. Previous Study and Funding

If you have been a full-time student or received funding within the last six years whether at Forth Valley College or at any other college/university, please contact a Learner Advisor or a member of Student Funding to find out if there are any restrictions on your eligibility for funding.

7. Progression

If you have received a previous funding award, the College may make an additional award to you if your current course is a direct progression from your previous course and is in the same subject of study. If your course does not follow a natural progression you may not receive funding and should speak to a Learner Advisor for further advice.

8. Documents required

Once you submit your online funding application you will be provided with a list of documents that you are required to submit so that we can assess you for any funding entitlement. The documents requested are based on the information you provide on your application therefore, it is important that the details you enter are full and accurate. You can check which documents are required at any time by logging back into your funding application.

You can upload digital copies of your evidence directly to your application for us to review. For more information on how this works, you can read the Student Funding Application Guide.

If you are submitting a paper application form you should refer to the boxes at the end of each section you complete and this will advise you of the supporting documentation we require to assess you for funding. If we require additional documentation from you we will email you on the email address you provide.

If you are having difficulty collecting the necessary documents or are unsure of which circumstances apply to you, you may find it helpful to speak to a member of Student Funding where they can look into your situation in more detail. You can contact funding in the following ways:

Email: funding@forthvalley.ac.uk

Telephone: 01324 403000 - Student Funding are available via telephone between 8.45am and 1pm each weekday.

Drop In: Falkirk Campus (Student Hub) - you can drop into the Falkirk Campus any weekday between 8.45am and 1pm to discuss any queries you may have. You do not require an appointment to speak with the team.

If you are unable to get to the Falkirk Campus and you feel it would be beneficial to speak to a team member at the Alloa or Stirling Campus, please call us and we can advise if we are available to meet with you.

9. Residency

In order to qualify for Student Funding, you must meet the residency requirements. These generally require that you have been ordinarily resident in the United Kingdom and Islands or the European Economic Area (EES) for the three years immediately before the course start date and that you must have been ordinarily resident in Scotland on the course start date. You would not normally be considered as being ordinarily resident if your main reason for being in Scotland, the UK and Islands or in the EEA was, for example, only because you were studying there. As the legislation relating to residence is very complex and is dependent on an individual's circumstances, you are advised to contact Student Funding if you are unsure about whether or not you meet the residency requirements.

10. Students from Orkney, Shetland, England, Wales & Northern Ireland

If you are coming from Orkney or Shetland to attend a course at Forth Valley College you are not eligible for a bursary from the College. However, if you are eligible for EMA, you should apply to the College for EMA only. If you want to be considered for Bursary funding, you should apply to your local Islands Authority. Please note that as Orkney and Shetland Councils do not operate within the same national policy as Forth Valley College you should be aware that much of the information within this guide may not apply to you.

Students from England and Wales should apply to their own Local Education Authority and those from Northern Ireland, to the Education Authority.

Section 1 – Types of Funding Available

1. Education Maintenance Allowance

EMA applies only if you meet both conditions below;

- Students, who are aged sixteen or seventeen years of age on the date the course starts (some 18 year olds, depending on circumstances); and
- Parent(s) / Guardian(s) maximum gross income is below the Scottish Governments' threshold of:
  - £24,421 with no other dependent children in the household
  - £26,884 with other dependent children in the household
- EMA can sometimes be assessed without parental support.

EMA funding is available to both full-time and part-time students and if granted, no allowance is payable for holiday periods. Your award letter will contain further information regarding payment dates etc.

Students under eighteen years of age who have a permanent home of their own may be considered for an 'Away from Parental Home Maintenance Allowance' subject to specific criteria. This funding is in addition to your EMA. The 'Away from Parental Home Allowance' is also subject to a financial assessment against your own and your parents' income.

You will be notified of the allowance payable to you after the financial assessment is completed. This is paid in arrears directly into your bank account and is dependent on your satisfactory attendance, conduct and progress. You must achieve the attendance level of 100% each week to be eligible for your EMA payment.

An Individual Learning Agreement will be drawn up which will outline the attendance, progress and conduct requirements and any targets/objectives you must achieve to receive this allowance. Full-time EMA students will also be assessed for a Further Education Bursary award for assistance with travel costs and study materials where applicable.

2. Further Education Bursary Fund

The Further Education Bursary Fund is the most heavily accessed fund within the College. There are eligibility rules which are set out by the Scottish Funding Council that the College has to abide by.

A student should only be deemed eligible for an award if all of the following criteria apply:

- They are residentially eligible
- They are beyond their statutory school leaving date and have left school
- They do not currently receive Income Replacement Benefits or alternative funds and are not eligible to receive these during the course
- They have not previously received bursary or SAAS support or equivalent towards their maintenance, study or travel costs. Students who are ineligible due to this reason may still be eligible to receive bursary support.
- They are not adding to or improving an existing advanced level qualification – this is regardless of whether or not the student has received funding for their previous course and if the student possesses a qualification equivalent to SCQF Level 7 (HNC) or above.

Your award may include some or all of the following elements:

Maintenance Allowance

This is a means tested allowance to cover daily living costs while you are at College. If you are likely to be in receipt of an Income Replacement Benefit while you are at College, you will not be awarded a Bursary Maintenance Allowance. Students who are under the age of eighteen are not usually entitled to a Bursary Maintenance Allowance but may be depending on circumstances. This is available to all students who are eighteen years of age or over, dependent on the eligibility rules shown above, and is means tested.

If you are unable to live in your parental home while attending College because your home is considered too far for you to travel to and from College on a daily basis or, if you are able to provide evidence to show that you already have an established permanent home of your own before coming to College, you may be considered for the Away from Parental Home Maintenance Allowance.

Maintenance Weekly Allowances (rate per week)

	Standard	Higher
Students aged 18-24	£84.30	£106.53
Students aged over 25 (or awarded independent status)	N/A	£106.53
Students eligible to remain on Universal Credit while at College	N/A	£28.00
Care Experienced Students	N/A	£202.50

The higher rate may be paid to students aged 18 to 24 who have their own permanent established accommodation or can be deemed in another way to be independent. It cannot be paid to non-independent students even if they live away from home with friends or with family members.

If you are currently a Universal Credit claimant, you may be eligible to remain on your Universal Credits while you are a student. If this applies to you, we will award you a £28.00 per week for bursary maintenance, which is the maximum you can receive that will not affect your Universal Credits claim. For more information regarding this, please refer to our leaflet, 'A Student's Guide to Universal Credits' or contact our team to discuss this.

If you are currently in care or are a care leaver, you can apply for our Care Experienced Bursary of £202.50 per week. Please refer to our Care Experienced leaflet for further details regarding your eligibility for this award and how you can apply for this.

Travel Allowance

This allowance is to pay for your travel costs to attend College/Work Placement. You will only be eligible for this allowance if you live more than two miles away from the campus you attend.

The allowance is subject to a financial assessment with the exception of students aged 16 or 17 years who will receive travelling expenses irrespective of parental income but you must submit an Application for Student Funding to be considered for this allowance.

Please note that the Scottish government intends to introduce free bus passes for those under the age of 19 in 2021. Should this happen, the College will need to revisit the eligibility for travel funding for those students who can receive this bus pass. Any changes will be communicated at the time.

The amount you receive is calculated on the cheapest form of public transport available (usually student zonal bus tickets) and on the number of days that you are in College or in a mandatory Work Placement. When you purchase a student weekly bus ticket, please ensure you carry your Student ID card to show to the driver this each time you travel. Please check the First Bus website for more information: **https://www.firstgroup.com/south-east-and-central-scotland/tickets/ticket-prices**.

	1 Zone	2 Zones	3+ Zones
Student Zonal Ticket Weekly Price	£19.40	£22.20	£23.20

Where there is no public transport available in your area you must show your travel arrangements on the Funding Application form. The following website gives information on transport links to Forth Valley College Campuses: **https://www.forthvalley.ac.uk/about-us/getting-here/**

You will be notified of the allowance payable to you after the financial assessment is completed. This is paid in arrears directly into your bank account and is dependent on your satisfactory attendance, conduct and progress.

You must achieve the attendance level as set out in Section 4, for each period to be eligible for your Bursary payment.

Study Materials Allowance

This is a sum of money (paid in one instalment once receipts have been received) to cover the cost of the essential clothing, equipment etc. for certain courses that you need to purchase. Only those items notified to you by the Department will be eligible for funding which cannot be paid in advance of your course and you may be required to buy materials yourself before the course starts.

This allowance is subject to a financial assessment with the exception of students aged sixteen or seventeen years of age who will receive all materials necessary for their course irrespective of parental income but you must submit an application for Student Funding to be considered for this allowance. If you are in receipt of an Income Replacement Benefit you will be assessed for this allowance but it will be means-tested if your award is assessed against parental or spouse/partner income.

3. Childcare

Financial assistance may be available towards the cost of registered childcare for days when you are timetabled to be in College or in a mandatory work placement as part of your course.

The Childcare Fund is cash limited and the College gives no assistance with costs incurred during College holiday periods and dates you are not in College not on placement. You should seek clarification from your childcare provider on the fees which you will be required to pay before you finalise your childcare arrangements.

The College will pay a percentage of your daily cost, up to a maximum amount per day per child, as shown below. The amount payable is calculated based on household income. You will not be granted assistance with childcare costs if you have a spouse/partner who is unemployed/at home during your timetabled class/ placement time.

Children aged two years of age or over may be eligible for free childcare sessions in local Council or private nurseries depending on their parent's circumstances. You must make use of this free provision before requesting additional childcare assistance from the College. Please discuss this with your chosen nursery staff.

Please note that certain childcare providers will ask for payment during College holiday periods and for days when you are not timetabled to be in College. The College **will not** pay for these days.

If you wish to claim for assistance please complete the childcare section of the funding application and submit your childcare contract and child(ren)'s birth certificate(s).

For more information, see our Childcare Mini Guide.

Childcare Rates

Household Assessable Income	Percentage of eligible childcare paid
Lone Parent	100%
£0 - 24,999	100%
£24,999 - 29,999	75%
£30,000 - 39,999	50%
£40,000 +	25

Maximum Rates Payable		
Type of Provider	**Provider Charge Rate**	**Maximum Amount Payable**
Childminder	Hourly Day Rate	£5.50/hr
	Hourly OOSC* Rate	£6.50/hr
Nursery Pre-School	Hourly	£5.50/hr
	Daily	£50.00/day
	Half Day	£27.50/half day
Before and After School Care (Non-Childminder)	Hourly	£6.50/hr
	AM Session	£7.00/session
	PM Session	£15.00/session

*OOSC – Out of School Care

You will be notified of the allowance payable to you after the financial assessment is completed. This is paid in arrears directly to your childcare provider's bank account and payment is dependent on your engagement, attendance, conduct and progress.

4. Housing Fund

Students who experience financial difficulties with their rent or mortgage while they are at College may be eligible for regular assistance from our Housing Fund. Please tick the appropriate box of the application form and provide your current rent/mortgage statement.

If you live alone, you must also provide your 2020-21 Council Tax Notice showing lone person discount (or any other documentary evidence confirming your lone person status). If you live with a partner, you will only be given assistance towards your share of the housing costs and your name must be shown on the 2020-21 Council Tax Notice if it is not on your partners rent/mortgage statement.

Full-time students who have children, are in receipt of certain benefits or are single and under twenty two years of age without parental support, may be eligible to claim for help with their housing costs through Universal Credit during their attendance at College. If you are in this situation, you should contact your local

DWP office in the first instance before submitting a claim to the College for assistance. Your letter from the DWP will be required before any award can be assessed.

If you are renting a privately owned property, either from a private landlord or letting agency, the College will check that both your property and landlord (or his/her agent) are registered with the local Council. If your landlord has failed to comply with this legislation, the College will not give assistance with rent costs.

You will be notified of the allowance payable to you after the financial assessment is completed. This is paid in arrears directly into your bank account and is dependent on your attendance, conduct and progress. You must achieve the attendance level as set out in Section 4, for each period to be eligible for your housing payment.

5. Student Assistance Fund

Students who experience unexpected financial difficulties due to unforeseen circumstances while they are at college may be eligible for assistance from our Student Assistance Fund.

This fund is open all year, to apply speak to a Learner Adviser, a member of the Student Funding Team or a Learner Development Worker.

6. Additional Support Needs to Learning Allowance

Additional support towards study and travel related expenses may be offered to a student who, by virtue of their disability/long term illness, is obliged to incur additional personal expenditure arising from their attendance at College.

Students who cannot travel independently and who request taxi transport will be required to submit medical evidence of need for this assistance but it will not be granted to students who have a Motability Car for their transport needs regardless of who is using this transport. Your letter for Disability Living Allowance/Personal Independence Payment must also be submitted with the Funding application.

Section 3. Assessment of Award

1. How will I be told what my award is?

Once your application has been formally assessed, the College will notify you of the details. If the award is provisional you will have to bring in additional information. Please retain your award so that you know when your payments will be paid and how much you will receive. Also the Department of Work & Pensions will require this information if you submit a claim to them at a later date.

Once your award has been calculated, it will be available for viewing and to download from your application form.

2. Means-Testing

Bursary, Childcare, EMA and Housing awards are means-tested awards; as such your income and/or the income of your parent(s) or your partner/spouse will be taken into consideration when assessing your award. If their income is above the EMA figures or in the tables below, your award may be declined or reduced.

When assessing parental or spouse/partner income, we use gross income (earned and unearned) received in the previous tax year. This means that for applications relating to courses in the 2020-21 academic year, you would need to submit income details for tax year 2019-20 (6/4/19 to 5/4/20).

However, when means-testing your income, we look at the income you will receive while you are at College (this does not include income from employment but would include for example, income from Working Tax Credits, bank interest, rental income etc). If you receive income but are not sure whether or not it is taken into account, please supply evidence of this with your application and we will review this.

Exemption from Parental Contribution

A financial assessment based on gross parental income is undertaken for all students under twenty-five years of age unless you can provide evidence of independent student status to show you are a self-supporting student.

If you are estranged [no contact (for whatever reason) with parents] or in Local Authority Care, you will be required to submit official documentation to support your claim for exemption from a parental assessment. This documentary evidence must be from a reputable source such as a Social Worker, Key Worker or Homeless Persons Unit who can confirm your estrangement. If you are unable to obtain this documentation or have no contact with any sources mentioned you must speak to a Learner Adviser who will discuss your situation. If you are estranged from your parents you may be eligible for Department of Work & Pensions benefit payments.

If you are Care Experienced, a Care Leaver or a Looked After Young Person you will be exempt from a parental assessment. You will be required to submit supporting documentation to evidence this and this should be from a relevant person such as a Social Worker or Key Worker. If you are currently in receipt of any benefit income, we will take this into consideration when assessing you for your funding award.

3. Financial Assessment

Your assessed award will be reduced by the amount that you and your parents/partner are considered to be able to provide towards your expenses. Students who are married or Living with a Partner Your award will be assessed against your own income and the gross income of your partner/spouse. The income used in the assessment is that for the previous income tax or financial year.

Examples of a partner's income and the deduction from your award are shown below.

Partner/Spouse's Annual Income (2019-20)	Deduction from total award
Less than £20,643	NIL
£20,643	£45
£27,933	£855
£35,538	£1,700
£50,568	£3,370

After the contribution has been assessed, it will be reduced by £152 in respect of each child less than 16 years of age or in relevant education living with and dependent on your partner/spouse.

If your partner/spouse makes maintenance payments to a former partner or child(ren) who do not live in your household, this will be taken into consideration when assessing your award but you must submit relevant documentary evidence from the Child Support Agency or a Notice of Agreement drawn up by a legal practice.

If there is another student in your family who is attending college or university and who is also entitled to student support funding, only one contribution is assessed for the family and this is divided among the students and deducted from each individual award. We would require to receive the other student(s) award letter from their college or SAAS for 2020-21.

Parentally Supported Students (aged 18-24 years old)

Your award will be assessed against your own income and the gross income (earned and unearned) of your parents. The income used in the assessment is that for the previous income tax or financial year.

Examples of parental income and the deduction from your award are shown below.

Parent(s)' Annual Income (2019-20)	Deduction from total award
Less than £24,275	NIL
£24,275	£45
£31,745	£875
£41,735	£1,985
£49,664	£2,866

After the contribution has been assessed, it will be reduced by £152 in respect of each child less than 16 years of age or between 16-18 that is still in full-time school education living with and dependent on your parents.

If your parent makes maintenance payments to a former partner or child(ren) who do not live in your household, this will be taken into consideration when assessing your award but you must submit relevant documentary evidence from the Child Support Agency or Notice of Agreement drawn up by a legal practice.

If there is another student in your family who is attending College or University and is also entitled to student support funding, only one contribution is assessed for the family and this is divided among the students and deducted from each individual award. We would require to receive the other student(s) award letter from their College or SAAS for 2020-21.

4. Joint-Assessment

If another member of your immediate family (e.g. parent, brother/sister or your partner/spouse) is also attending college or university and both of your awards are being means-tested against the same income, you both may be considered for a joint assessment.

This means that the contribution is divided by the number of eligible students. The outcome of this will be that the contribution amount affecting your award will be smaller than if you are the only student in the assessment. Note: this does not apply to students who are in receipt of EMA or those eligible for Travel and Materials awards only (e.g. those who are under 18 or those who are in receipt of Benefits).

5. Independent Student

Single students aged twenty five years or over on the official start date of the course are exempt from parental contribution. If you have a partner/spouse, the award will be assessed against your partner's income.

If you have not yet reached the age of twenty five years, you will be awarded independent student status only if you meet the criteria as described in Section 5. If you do not meet the criteria, you must provide your parent(s) income.

6. Student Income

A financial assessment is also undertaken against your income and your contribution is assessed on the personal income that you receive during the period of your course. Your award will be reduced on a pound for pound basis for unearned income in excess of £20.52 per week.

You must provide documentary evidence of all your income.

Supplementary grants or scholarships received for educational purposes from an award-making body will not be taken into account.

Section 4 – After Funding is awarded and Course has started

1. Change of Circumstances

If during your programme, your income or personal circumstances change for any reason, you must inform Student Funding immediately to enable a reassessment of your award to be undertaken. This also includes a change of address.

Failure to do so may result in your application for support being cancelled and action will be taken to recover any money paid to you to which you are no longer entitled.

2. Payments

Payments for all student funds excluding Childcare are paid into your own or joint bank accounts (not your parents) and are dependent on your engagement, attendance, conduct and progress. Your payments will be made according to your award letter. Please note this includes a mixture of 1 and 2 week payments.

3. What are my Responsibilities?

You must ensure that you complete all College enrolment procedures. No payment will be authorised until this is done, and your entitlement to support will only start from the date of your enrolment.

Bursary awards are made on the basis that you are continuing to engage appropriately with your studies. You are expected to, normally, attend all of your classes however it is recognised that you may need to have periods of absence. For further information on the types of absences which may be authorised, please read the Absence & Attendance Policy.

Ways in which you can be appropriately engaging with your studies may include (but are not limited to) situations where you have:

- maintained contact with relevant college staff and have explained the reasons for your absence and are taking steps to continue to engage in your classes
- kept up-to-date with learning by obtaining lecture notes, online resources or other learning materials from college staff
- demonstrated that you are engaging in independent study to keep up-to-date with your learning
- handed in assignments or class work
- continued to meet your learning objectives
- engaged with the college in any other way which demonstrates that you are continuing to participate in your studies

4. Engagement, Attendance, Conduct and Progress

Students must engage in their studies (both on-campus and online where required) in order to receive funding payments.

If you fail to engage in your studies, then your payment may be affected. Additionally, if the college finds your conduct and/or progress to be unsatisfactory then this may also affect your payments. You will be notified via email, via your payment slip if payments are being withheld, with a brief description of the reason. You should contact Student Funding directly if you wish to query a payment. Student Funding will review regular feedback from your Curriculum Manager and teaching department who will determine if your engagement, attendance, conduct and progress is satisfactory and should result in a funding payment being paid or withheld.

5. Absences

If you are absent from a class for whatever reason please refer to the Student Attendance and Absence Guidance for further information. This is available on Moodle and the College website.

6. Jobseekers and Universal Credits

As a general rule, full-time students do not qualify for benefits and you must cancel your claim for Jobseeker's Allowance/Universal Credits when you enrol on your course. You are required to submit your P45/Claim Closed letter from the DWP confirming the benefit end date. Your college payments will stop if you do not submit evidence of benefit end date, if you are no longer entitled to stay on this benefit.

However, some students are eligible to continue to claim benefits while attending College. You must check with the Department of Work & Pensions (DWP) whether you will be allowed to remain on your benefit. If your benefit is to continue, you can apply for assistance with study materials, travel costs and childcare, but will not be granted any living expenses. Students who can remain on Universal Credits while on their course are eligible for Universal Credit top up bursary.

If you require to speak to the DWP please contact them at any of these offices

Alloa - 17 Mar Street, Alloa, FK10 1LX
Falkirk - Heron House, 10b Wellside Place, Falkirk, FK1 5SE
Grangemouth - 13-15 Charlotte Dundas Court, Grangemouth, FK3 9EA
Stirling - South Lodge, 2 St Ninians Road, Stirling, FK8 2HF

7. Council Tax Benefit / Exemptions

Council Tax exemptions or discounts may apply to certain courses and categories of students. Council regulations and conditions will apply to your attendance at College and application forms are available from your local Council Office / One-Stop Shop. Students who enrol on courses that are timetabled from January to June only, are not usually eligible for this assistance as these are classed as short courses.

8. Overpayment of Award

Your award may be revised or withdrawn by the College at any time if:

- you withdraw from your course or transfer to a course which is not fundable
- you fail to comply with the conditions of the award;
- you have failed to submit any relevant documentation;
- you have made a false declaration in your funding application; and/or
- an error has been made in the computation of your award

If this does occur, our Student Funding Team will contact you to discuss this matter and any repayments if applicable.

Section 5 – Information and Glossary

Care Experienced

You may be classes as Care Experienced if you have ever been looked after by a Local Authority in the UK; and you are beyond the statutory school leaving date

Types of Care Experience include Adoption, Foster Care, Kinship Care, Residential Care, Compulsory Supervision Order with no condition of residence (looked after at home) and Compulsory Supervision Order with a condition of residence (looked after away from home).

For further information, see the Care Experienced Bursary leaflet.

Dependant/Child Dependant

In the context of student support funding, a dependant is someone who is dependent financially on the student, their parent(s)/ guardian(s) or partner/spouse. There is no allowance paid in respect of dependent children but they are taken into account in the means-test.

A dependent child would be a child of sixteen years or under, or is less than 25 years of age and who is in full-time education and who is parentally supported (either by the student, the student's parent(s)/guardian(s) or partner/spouse).

Earned Income

All income received from employment or self- employment, such as wages, salary, overtime, bonuses or income from trade.

Income Replacement Benefits

These are benefits that are usually claimed through Jobcentre Plus and are paid to replace or to top up income if you are unable to work or because you are on a very low income which can include Income Support, Carers Allowance or Maternity Allowance

If you are in receipt of an Income Replacement Benefit while you are at college you will not be eligible to receive a Bursary Maintenance Allowance (but may still be eligible for a Travel Allowance, Childcare and/ or a Study Materials Allowance). If your benefits stop or change while you are at college, you must contact a member of Student Funding as a claim for student funding could be re-assessed.

Independent Student Status

You will automatically qualify as an independent student if you are twenty five years of age or over on the start date of your course.

If you are under twenty five years of age, you may qualify for independent student status if one or more of the following applies on the start date of the course and you must provide documentary evidence otherwise you will be assessed in one of the other student categories:

- You look after a child dependent on you
- You are married or living, as if married, in an established relationship
- You have no parents living
- You have supported yourself for a total of three years (156 weeks) since leaving school. This can be any period(s) totalling three years but must not include any time when you were in full-time education. This three year period can include a combination of the following:
    - In employment and earning equal to or more than current benefit income levels;
    - Supported by a partner with earnings equal to or more than current benefit income levels;
    - On a training programme operated by or on behalf of the Employment Service, Scottish Government (or formerly the Scottish Office), Scottish Enterprise or Highlands and Islands Enterprise;
    - In receipt of unemployment benefit/jobseeker's allowance and/or can provide confirmation that you were available or registered for employment or actively seeking employment;
    - In receipt of sickness benefit, invalidity pension, incapacity benefit, maternity allowance, severe disablement allowance, statutory sick pay or statutory maternity pay;
    - In receipt of income support payments; or
    - Caring for a person (adult or child) dependent on you and receiving an allowance for this.

Maintenance Award

The Bursary Maintenance Award is an allowance paid to cover your day-to-day living costs. You may be eligible if you are eighteen years or over. If you are in receipt of income replacement benefits such as Income Support or other benefit, you will NOT be eligible for a Maintenance Award.

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A document given to you by your former employer or by Jobcentre Plus when you leave a job or when you stop claiming benefits. The document is required for taxation purposes and should include the date when your employment or benefit claim ended. It also shows the amount of taxable income you received during the tax year while you were in that job or in receipt of benefits.

Parent/Parental

The Scottish Funding Council FE Bursary Policy defines a parent as: ‘A parent is an adult on whom the student is, in practice, dependent. It therefore includes step-parents, partners of parents and guardians.’ For the purpose of assessing entitlement to funding, in the case of Students Under 18 or Parentally Supported students, we take account of the income of the parent(s)/guardian(s) (including partners of your parent/guardian) with whom the student currently lives or with whom they last lived (e.g. the parent/s or guardian/s who last claimed Child Benefit for the student).

Parental Home

This is the permanent address of your parent(s)/ guardian(s). If you are a Parentally Supported student, your award will usually be calculated from your parent(s)’ address, if it is considered to be within daily travelling distance.

Parentally Supported

Students who are aged between eighteen and twenty four years on the start date of their course are categorised as Parentally Supported students (unless they qualify as Independent Student Status). This means that their application will be assessed on their parent(s)’/guardian(s)’ income and travel will usually be assessed from the parental home address (if within daily travelling distance). If the student’s parent lives with a partner, the partner’s income will also be taken into account.

Partner/Spouse

The Scottish Funding Council FE Bursary Policy defines a partner as: ‘someone the student or parent has legally married, is in a legally recognised civil partnership with, or is living with in an established relationship at the start date of the course.’ The income details of a partner must be submitted and will be considered when entitlement to means-tested funding is assessed.

To prove that you are in an established relationship we require some of the following documents, a bank statement for a joint bank account, a utility bill, your joint tenancy agreement or mortgage agreement. The document submitted must be in both names and must be dated before the course start date.

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