



# SRUC

## **Further Education Funding Application Form 2019-20**

**Campus you are studying at:**

***Funding Office Contact details:-***

Aberdeen & Elmwood Applications:- [elmwoodfunding@sruc.ac.uk](mailto:elmwoodfunding@sruc.ac.uk)

Barony and Oatridge Applications:- [oatridgefunding@sruc.ac.uk](mailto:oatridgefunding@sruc.ac.uk)

## Section 1: Application Summary

What type of Funding do you wish to apply for?

- Fees Only**  
Applies to students over 18 and is not means tested.
- Travel and materials**  
Applies to students under 18 and is not means tested
- Full Bursary**  
If applying for a full Bursary / EMA complete ALL sections of this form.
- Care Experienced Bursary**  
Complete ALL sections of this form

## Section 2: Student Details

Forename(s)  Surname:

Student Number

Type of Offer  Conditional /  Unconditional *(please circle)*

Date of Birth: 

D	D	M	M	Y	Y	Y	Y
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Telephone:

Email:

Home Address:

What was your status immediately before the start date of your course:-

<input type="checkbox"/> School leaver	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed (Benefits)
<input type="checkbox"/> Continuing Student	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Unemployed (Not rec Benefits)

Other (please state) \_\_\_\_\_

### Section 3: Residency Details

Have you lived at your current address for more than 3 years? YES / NO  
If no please provide details of your previous address:-

	Postcode:
From:	To:

How long have you lived in the UK?

Who lives with you at your current address?

Full Name	Relationship to you?

Are you Care Experienced / Living with guardians/ a Care leaver student?  
***(Please read the notes in the Student Guide before completing this)***  
YES/NO

If YES please provide a letter from your Social Worker.

Where do you intend to live during term time?

Own home  Parental Home  Student Accommodation

Other – Please specify:

How do you intend to travel to college? Please advise your expected travelling expenses? (Limited to a Maximum of £40 per week excluding holidays if copy tickets are provided as proof)

Bus	Ticket Cost	£
Car	Mileage (paid at 18.65 per mile)	£
Train	Ticket Cost (Proof required)	£
other	Cost (Proof required)	£

#### **Section 4: Course Details**

Name of course:

Campus:

Course Dates

Start:	End:
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#### **Section 5: Previous Education**

Please list the secondary schools attended and dates:-

School:	From:	To:

Is this the first time you have received Further Education Funding YES / NO  
If NO please provide further details:-

College Attended:		
Dates attended	Start:	End:
Course:		
Pass	YES / NO	
Details of Funding received		

## Section 6: Financial Status

On the day that your course begins will you be:

Under 18 years old and living at home <b>not</b> wishing to apply for an Education Maintenance Allowance	Go to section 11
Fees Only	Go to Section 11
Under 18 years old and living at home wishing to apply for bursary assistance and Education Maintenance Allowance	Go to Section 7
Under 18 years old and living away from home during term time	Go to Section 7
18-24 years old and financially supported by parents	Go to Section 7
Under 25 years old and financially supporting yourself	Go to Section 8.1
Over 25 years old	Go to Section 8.2
Under 25 Care experienced /Looked After / Adopted(previously in care system)	Speak to Funding for Best Advice

## Section 7: Parentally Supported Students

### Parentally Supported Students and Under 18 students wishing to apply for an EMA

Students who will be financially supported by their parents/guardians/carers/partners during their studies or students who wish to be considered for an EMA are required to provide the income details from the home where they stay at April 2019.

Details:	Parent / Guardian 1	Parent / Guardian 2
Full Name:		
Address:		
	Postcode:	Postcode:
Relationship to you:		
Occupation		

If there are any other dependants in your household please include details and also provide copies of their birth certificates. **Go to Section 9**

Full Name	Date of Birth	School/College/UNI/Ed Establishment

## **Section 8: Self- Supporting Students**

### **8.1 Under 25**

If you wish to apply for self-supporting status and you are under 25 you must meet certain criteria – please confirm which best describes your situation:-

- I have no living parents **Go to Section 8.2**
- I am Married or living in an established relationship **Go to Section 8.2**
- I have a child **Go to Section 8.2**
- I have been financially supporting myself for at least 3 years\*

\*You will have to provide evidence – please complete the table below and include the relevant documentation e.g. P45/P60's

Employer / Training Programme / Benefits received	From:	To:

***If you do not meet the criteria, or cannot provide the required evidence you will not be able to apply for self- supporting status and you should go back and complete section 7.***

## 8.2 Self-Supporting Students

Are you married /Living with a partner before the start of your course?

YES / NO If yes please provide your partners details below

Partners Name:-

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Status:

	Employed		Self-Employed		Full Time Student
	Unemployed and receiving benefits		Unemployed not Receiving benefits		Other – (detail)

Please complete the following section applicable to your partner:-

Occupation:	
Place of Study:	
Awards, Loans or Bursaries Received:	

If you and your partner have children please complete their details below  
(Please provide copies of their birth certificates):

Name of Child:	Date of Birth:

## Section 9: Bank/Building Society Details

Any Funds will be paid directly into **your** bank society account.

Please notify the College if you change your bank account.

Name on your bank account: \_\_\_\_\_

Name of Bank/Building  
Society and Location of  
Branch:

Sort Code (6 digits): \_\_\_\_\_

Account No (8 digits): \_\_\_\_\_

***Please ensure your bank account can take BACS payments as payments returned can incur charges.***

Authorisation signature\* \_\_\_\_\_

*Students signature*

Dated \_\_\_\_\_

***\*No payment will be made without authorised signature***



## Section 10: Income Details

Have you included your own or your parent / Tax Credit Award Notice (TCAN) for 2018/19 with your application? YES / NO

If yes you can go to section 11. If no complete the following table entering income from all sources for the year ending 5 April 2019.

Income	Evidence Provided	Student	Partner	Parent or Guardian 1	Parent or Guardian 2
Earnings from Employment	P60 (2018/19) or TCAN (2018/19)	£	£	£	£
Earnings from self-Employment	SA302 or Accountants Certificate (Page 13/14)	£	£	£	£
Pension	P60 (2018/19)	£	£	£	£
Maintenance Payments	Court Order or CSA Notification	£	£	£	£
Working Tax Credit	TCAN (2018/19)	£	£	£	£
Carers Allowance	Entitlement Letter *	£	£	£	£
Income Support, JSA, ESA/Universal Credits	Entitlement Letter *	£	£	£	£
Bank Interest or Trust Fund Income	Bank Statement	£	£	£	£
Income from property/Tenants	Tenancy Agreement	£	£	£	£
Other Taxable Income	Please Specify	£	£	£	£
<b>Total Income</b>		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>

*\*If you do not have a letter from DWP which is dated within the last 6 months then complete the benefits certificate on Pages 15/16. This can be taken to the job centre for confirmation that you are receiving benefits before returning to us.*

## Section 11: Declarations

I declare that all information given in this form is true and that I have not applied for financial assistance from any other college, or support from any other agency that would invalidate my eligibility for a Bursary/EMA award.

I understand that if I give false information or withhold relevant information my Bursary/EMA will be cancelled and, if necessary, action will be taken against me to recover any money paid to me by the SRUC.

I undertake to repay SRUC on demand any overpayment made, whatever the reasons for the overpayment may be. I understand the information given may be used in the detection and prevention of fraud. I also understand that SRUC may be required by statute to inform the Department of Work and Pensions of any award made.

I will inform SRUC of any changes in my financial circumstances which may affect my award.

I understand that should I fail to comply with the Colleges Code of Conduct my award may be suspended or terminated.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note the College cannot discuss this application with anyone other than the applicant. Please tick this box if you wish to allow us to discuss this form with your guardian/parents/nominated adult.**

**Please advise the name of the person:-** \_\_\_\_\_

If you are under 25 years of age and not considered self-supporting on the day the course begins, the signature of a parent/legal guardian is required.

Signature of  
Parent/Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Calculation of your award may be delayed if you do not submit the correct documentary evidence with your award application.**

## Section 12: Checklist

Please ensure you have provided all the relevant documentation required to allow us to complete your application. Your award may be delayed if you do not enclose the correct documentary evidence.

### All Students

Birth Certificate or Passport

All students must provide one form of identification.

### **Care Experienced Students**

Care experienced students must provide a letter from their social worker or proof they have been in care.

### **Parentally Supported Students**

#### **Proof of Student Income**

Evidence of any unearned income

#### **Proof of Parental Income**

If Employed: P60 (2018/19) or Tax Credit Award Notice (TCAN) (2018/19)

If Unemployed: DWP letter of Entitlement (dated within the last 6 months) or Benefits Certificate (Page 15/16)

If Single Parent: TCAN Notice (2018/19) or Council Tax Notice showing discount

#### **Proof of Other Dependents**

Birth Certificates of any other dependent children in household

Evidence of any maintenance payments e.g. CSA Letter

### **Applying for Self-Supporting Status**

#### **Proof of Income:**

P60's and / or DWP entitlement letters covering 3 full tax years.

## Self-Supporting Students

### **Proof of Student Income:**

Evidence of any unearned income

### **If Married or living with partner:**

Marriage Certificate or proof of co-habitation e.g. Council Tax Notice

### **Proof of Spouse / Partners Income:**

If Employed: P60 (2018/19) or Tax Credit Award Notice (2018/19)

If Self Employed: SA302 or Accountant Certificate (Page 13/14)

If Unemployed DWP letter of Entitlement (dated within the last 6 months) or Benefits Certificate (Page 15/16)

### **Proof of Other Dependents**

Birth Certificates of any other dependent children in household

Evidence of any maintenance payments e.g. CSA Letter

Additional Information
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Please use this space for any other relevant information which you think may be helpful to us e.g. if you have been funded previously please use this page to detail clearly why you are requesting further funding.
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Please continue on a separate sheet if necessary.
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## Accountant Certificate for Self Employed (To be used by Parent/Guardian 1)

Name of Student	
Name of Claimant (if not the student)	
Relationship to Student (if not the student)	
Trading Name:	
Business Address:	
Postcode	

Estimated profits for trading year 2018/19:	£
Add charges not allowable for tax purposes:	£
Total of non-allowable charges:	£
Deduct capital allowances:	£
Taxable profits:	£
Any other income received in year:	£

<b>Accountants Name:</b>
<b>Office Address:</b>
<b>Accountants Stamp:</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Accountant Certificate for Self Employed (To be used by Parent/Guardian 2)

Name of Student	
Name of Claimant (if not the student)	
Relationship to Student (if not the student)	
Trading Name:	
Business Address:	
Postcode	

Estimated profits for trading year 2018/19:	£
Add charges not allowable for tax purposes:	£
Total of non-allowable charges:	£
Deduct capital allowances:	£
Taxable profits:	£
Any other income received in year:	£

<b>Accountants Name:</b>
<b>Office Address:</b>
<b>Accountants Stamp:</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Benefits Certificate**  
**(To be used by Parent/Guardian 1)**

Name of Student	
Parent/Carer/Partners Name	
Relationships to Student (if not the student)	
National Insurance Number	
Home Address:	
Postcode	

I authorise the Department of Work and Pensions to give information relating to my benefits:

Signature: \_\_\_\_\_

**Please take this form along to your local Job Centre before submitting your Funding Application.**

**To be completed by Benefits Agency**

Name of Benefit	From	To	Weekly Amount	Will Benefits continue?	Date Benefit Ceased
			£		
			£		
			£		
			£		
			£		

Signed on behalf of DWP:

Print Name:

Date:

Official Stamp

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Benefits Certificate (To be used by Parent/Guardian 2)

Name of Student	
Parent/Carer/Partners Name	
Relationships to Student (if not the student)	
National Insurance Number	
Home Address:	
Postcode	

I authorise the Department of Work and Pensions to give information relating to my benefits:

Signature: \_\_\_\_\_

**Please take this form along to your local Job Centre before submitting your Funding Application.**

### To be completed by Benefits Agency

Name of Benefit	From	To	Weekly Amount	Will Benefits continue?	Date Benefit Ceased
			£		
			£		
			£		
			£		
			£		

Signed on behalf of DWP: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp