



ABERDEEN COLLEGE®



Funding Application Form

for Non-Advanced Full-time Courses

- Academic Year 2011-12

BURSARY/EMA HELPLINE

Need help to complete your application form?

Call us on **01224 612536**

- help available Monday to Friday
21st March 2011 to 12th August 2011 from
9.00am - 12.00noon

- **FEES AWARD (FEE WAIVER worth £1008 as per 2010-11 SFC Policy)**
- **BURSARY AWARD**
 - > Course Materials & Travel
 - > Course Materials, Travel & Maintenance
- **EDUCATION MAINTENANCE ALLOWANCE (EMA)**

If there are any future changes in National policy, we may have to contact you later requesting some more information. However, the details you have supplied now will help us begin to process your application.

Date Received:



Batch No.

TQ:

Student Ref:

OFFICE USE ONLY Name:

KEY

-  Items which **MUST** be filled in or hold important information
-  Items which **MAY** need to be filled in or be important to you depending on circumstance

BURSARY APPLICATION CLOSING DATES - see Guide pg 1, section (E)

Courses Starting in August 2011: **30th November 2011**

Courses Starting in November 2011/February 2012: **30th March 2012**

Exceptional Entrants (Winter Leavers): **29th February 2012**

1. If you have been sent an offer (either conditional offer or full offer) you need to return this form within **6 weeks** from the date we have sent this form to you and we will aim to get it processed within **6 weeks** from the date received by us.
2. Documents submitted for re-assessment will lead to another 4 weeks of processing.
3. Applications received after closing dates will be considered for fee waiver award only. If application is received after the closing dates, an invoice will be issued for course fees. In 2010/11 this was £1008 but is subject to change in 2011/12.

Bursary/EMA payments can only be backdated to the start of the course if the application is received within 6 weeks of the official start date of the course. Applications will be considered on a first-come first-served basis only. Students starting course at a later date will be assessed from that date and not from official start date of course.

SENDING THE FORM

You have three options to return the form along with **ORIGINAL** supporting documents to us at:
Student Funding, Aberdeen College, Gallowgate, Aberdeen, AB25 1BN

1. Either send in prepaid enclosed envelope sent to you which is without royal mail tracking and no claim for lost documents can be made.

OR

2. Send by recorded delivery and also enclose pre-paid self-addressed recorded delivery envelope for returning your original supporting documents.

OR

3. Please bring (in person) the original supporting documents to Learner Services reception and, if possible, photocopies so that original papers can be returned by hand.

AVAILABILITY & INCOME

The College receives a one-off bursary fund from the Scottish Funding Council. The funds are allocated on a first-come first-served basis. Bursary & EMA applications are means-tested and are assessed on your/your parents'/parent's partner or your spouse/partner's income. Even if you have submitted an application, you will not be awarded a bursary if all funds have already been allocated. Any award made can also be changed or monthly payments held for attendance below 90% at any time subject to availability of funds.

NOTES

- All information supplied will be treated confidentially.
- Receiving the bursary form is not confirmation of your place on the course or entitlement to bursary as this depends upon availability of places and funds.
- The information given on the application form is stored on a computer system by the College for the purposes of assessment and payment of the Bursary/EMA. The information given may be used in the prevention and detection of fraud and may be passed on to the SFC, Government Bodies and other colleges for audit and monitoring purposes. All data held about individual students will adhere to the principles of The Data Protection Act 1998 as detailed at: www.ico.gov.uk/what_we_cover/data_protection.aspx

PART 1 - COURSE DETAILS *(as it appears on your course offer letter)*

Title of Course *(please write this exactly as it appears on your course offer letter)*

Course Code

Student ref *(as noted on your course offer letter)*

On what date will you/did you start the course? / / *(DD/MM/YYYY)*

PART 2 - PERSONAL DETAILS

Surname

First Name

Previous Surname/Forename *(if any)*

Title *(please tick as appropriate)*

Mr

Mrs

Miss

Ms

Date of Birth

/

/

(DD/MM/YYYY)

You must submit your passport or birth certificate or photo card driving licence or GP registration card.

PERMANENT HOME ADDRESS *(where you usually live)*

Home Address

Postcode

Home Telephone

Mobile Phone

Email Address *(please write in capital letters only)*

TERM-TIME ADDRESS *(where you will be living while attending college - leave blank if same as above)*

Term Address

Postcode

Term-time Telephone

YOU MUST INFORM THE STUDENT FUNDING TEAM IF YOU CHANGE ADDRESS EITHER IN WRITING OR VIA YOUR STUDENT EMAIL AT studentfunding@abcol.ac.uk

PEOPLE WITH WHOM YOU LIVE *(please tick multiple boxes as applicable)*

People Living at your Home Address	Yes	No	Marital Status	Their Source of Income <i>Employed; Benefits/SAAS</i>
Mother				
Father				
Mother's Partner				
Father's Partner				
On my own <i>(2011-12 Council Tax bill may be required for verification)</i>				
Spouse / Partner				
Other(s) <i>(must specify relationship e.g. flat sharing or with grandparents or sisters etc.)</i>				

IF THERE ARE OTHER STUDENTS IN YOUR HOUSEHOLD WHO ARE DEPENDENT ON YOU OR YOUR PARENTS/GUARDIANS, PLEASE SUBMIT THEIR FUNDING (SAAS/SLC/BURSARY/EMA) AWARD LETTERS FOR 2011/12.

DEPENDANTS *(siblings)* **LIVING WITH YOUR PARENT(S) OR GUARDIAN(S) AND THEIR PARTNER OR YOURSELF**

Please give details of each person (other than you, the applicant) who is dependent on (supported by)

- your parents/legal guardians (if you are parentally supported) or
- your spouse/partner (if you are self-supporting)
- yourself.

Please include any dependants who don't live with you (e.g. because you live at a different address or because they are away due to studies). If none, write 'NONE'.

Name	Date of Birth	College/School which he/she is attending, or is to attend	Has application for Student Funding been made? If so, to whom? <i>(e.g. SAAS, Aberdeen College etc)</i>

If your parent/guardian or spouse/partner is paying or receiving maintenance in respect of any of the above dependants, a divorce document/separation agreement or Child Support Agency letter or recent bank statement showing receipt of payments should be submitted.

RESIDENCY

Have you always lived in Scotland (since birth)? Yes - go to **Part 3**

No - continue below

(NB: Based on the information given in this section, you may be required to provide further details or documentation relating to your residency status. Use separate sheet if necessary.)

Please list all the countries, with dates, that you have lived in before you last took up residence in Scotland:

Country	From	To	Reason for residence

Are there any restrictions on your right to remain in the UK? (Do you currently require a visa/entry clearance to be resident in the UK?)

No - go to **Part 3**

Yes - if yes, please provide details below

IF THERE ARE RESTRICTIONS ON YOUR RIGHT TO REMAIN IN THE UK, SUBMIT YOUR PASSPORT AND/OR HOME OFFICE DOCUMENTATION TO DEMONSTRATE YOUR CURRENT RESIDENCY STATUS, OR CONTACT THE INTERNATIONAL GUIDANCE TUTOR ON 01224 612635.

PART 3 - WHAT ARE YOU APPLYING FOR? (See guide pg 2, part H)

If you do not apply for Fee Waiver, you will receive an invoice for course fees. In 2010/11 this was £1008 and is subject to change in 2011/12.

Please indicate from the options below, depending on your circumstances, the type of award you wish to be considered for: (you can tick more than one as applicable)

- Course Fees (Fee Waiver Award) (Must Apply and complete pg 11 and submit either birth certificate or passport or photo card driving licence or GP registration card) N.B Income documents are not required if applying for Course Fees/Fee Waiver only)
- Course Materials
- Travel (if more than 2 mile from college)
- Maintenance Allowance
- Education Maintenance Allowance (EMA)

If you are under 18 years of age before the official start date of the course and applying only for course materials and/or travel award, please complete **Parts 6, 13 & 14**. There is no need to submit proof of parental income. If you will be over 18 years of age before the official start date of your course, we will require confirmation of your household income.

THE CONTINUATION OF THE EMA SCHEME IS SUBJECT TO CONFIRMATION FROM THE SCOTTISH GOVERNMENT IN 2011. EMA APPLIES ONLY IF YOU ARE MEETING BOTH CONDITIONS AS FOLLOWS:

1. DATE OF BIRTH BETWEEN 30/08/1993 & 29/02/1996

2. PARENT/GUARDIAN MAXIMUM GROSS INCOME IN 2010-2011

A. * £20,351pa - WITH NO DEPENDENT CHILDREN IN HOUSEHOLD

*** £22,403 pa - WITH DEPENDENT CHILDREN IN HOUSEHOLD**

(ABOVE CONDITIONS SUBJECT TO CHANGE AS PER SCOTTISH GOVERNMENT ANNOUNCEMENT ON EMA IN 2011)

EMA AWARD – applications which include a request for EMA must be submitted within 6 weeks of the official start date of the course. EMA will not be back-dated to the start of the course if your application is received late.

PART 4 - TRAVEL (Anyone applying for travel award in Part 3 MUST complete this section)

Do you receive free travel on Public Transport?

No (if no, please go to **Part 5**)

Yes (if yes, please continue below)

If Yes, please fill out the following:

Card Name _____

Card Number (if any) _____

Start Date / / (DD/MM/YYYY)

Expiry Date / / (DD/MM/YYYY)

Please indicate your proposed mode/s of transport and route to College*:

Mode/s of transport	From	To
<i>Example: Bus</i>	Inverurie	Aberdeen

* When assessing awards for travel allowance, we are required to award the cost of the most economical form of public transport. As such, travel by car is not included in award calculations. However, if travel by car is necessary due to a lack of public transport, you may be able to claim mileage expenses. If you wish to submit a claim for mileage allowance, please provide details of the journey and distance travelled in **Part 14 - Additional Information** (pg 12).

PART 5 - EDUCATION, PREVIOUS FUNDING & EMPLOYMENT

EDUCATION HISTORY

What is the name and address of the secondary school you last attended?

When did/will you leave? _____

Educational establishments attended since leaving school:

Name of Establishment	Title of Course <small>(state full/part-time)</small>	From <small>Month & Year</small>	To <small>Month & Year</small>	Qualification Obtained	Completed

continue pg 5

Name of Establishment	Title of Course <i>(state full/part-time)</i>	From <i>Month & Year</i>	To <i>Month & Year</i>	Qualification Obtained	Completed

If you did not complete your course/s, please submit reasons in the space provided below:

(Please submit medical evidence if you withdrew due to medical reasons or see a Student Adviser by contacting Learner Services reception on 01224 612284)

PREVIOUS FUNDING

Is this the first time you have applied for a Bursary? *(please tick)* Yes No

If you have had a Bursary before, when did you receive it and which college did you receive it from?

Dates From/To	College

Have you ever received an EMA? Yes No

If you have had an EMA before, when did you receive it and which school/college did you receive it from?

Dates From/To	School/College

Have you received a Student Loan or funding from SAAS before? Yes No

If you have had a Student Loan/SAAS funding before, when did you receive it and what is your Student Loan or SAAS number?

Date From/To	SLC/SAAS Number

PLEASE ENCLOSE YOUR BURSARY / EMA / SLC / SAAS AWARD LETTER(S) AS APPLICABLE.

EMPLOYMENT/UNEMPLOYMENT HISTORY

Please enter all periods of employment/unemployment for the last six years. If you require more space, please use **Part 14 – Additional Information** (pg12).

Employer & Place of Employment	Unemployed/Post Held <i>(State full-time or part-time)</i>	From	To
<i>Example:</i> Royal Scottish Hotel, 135 MacDonald Street, Aberdeen	Waitress (full-time)	July 2005	Present

PART 6 - BANK MANDATE

DETAILS OF YOUR BANK/BUILDING SOCIETY ACCOUNT *(Account must be in Student's own name)*

Your name as shown on your account

(e.g. John Smith)

Name of Your Bank or Building Society

(the branch where account is held - e.g. Lloyds, RBS etc)

Branch Name

(e.g. St Nicholas, Torry etc)

Branch Sort Code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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Your Account Number

(as in your cheque book or bank statement or on bank/building society card)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Your Building Society Account /Roll Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Signature _____

Date

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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(DD/MM/YYYY)

PLEASE SIGN ABOVE TO CONFIRM THAT THE ACCOUNT DETAILS ARE ACCURATE. THESE DETAILS CANNOT BE ACCEPTED WITHOUT YOUR SIGNATURE.

Bursary/EMA payments are paid by direct transfer into your bank/building society account. You must give us your bank details to allow the College to make payments to you. If you do not already have one, it will be necessary for you to open a bank or building society account in your own name. NOTE: WE CANNOT MAKE PAYMENTS INTO POST OFFICE ACCOUNTS.

If the information is not provided, or if it is incomplete, it will not be possible to make the payment. If you need help to complete the mandate, please contact your bank. Please note that, should you be awarded payments from Discretionary Funds, the above details will be used unless you advise otherwise.

IF YOU CHANGE YOUR BANK ACCOUNT AT ANY STAGE, PLEASE CONTACT THE STUDENT FUNDING TEAM IMMEDIATELY TO COMPLETE A NEW BANK MANDATE FORM.

If, for any reason, you do not have a bank account in your name, we may be able to pay bursary/EMA payments into the account of another person on a temporary basis, under exceptional circumstances. Should this be necessary, we would require letters from the account holder and yourself, giving permission to do this and no payments can be made without signed written permissions from both parties.

Bursary Application Closing Dates:

30th Nov 2011 for August 2011 Start; 31st March 2012 for Nov 2011/Feb 2012 Start & 29th Feb 2012 for Winter Leavers (Exceptional Entrants)

PART 9 - PARTNER/SPOUSE INCOME

If you do not have a partner/spouse, go to **Part 10 - Parent/Guardian Income**.

Your Spouse/Partner	
Name of spouse/partner	
Job title or unemployed during 2010/11 tax year	
Source of income	Amount (£) <i>(Annual gross received in tax year 2010-11)</i>
Employment	
Self-employment	
Benefits	
Working Tax Credits	
Pensions	
Source of the above Pension	
Income from any other source	
State the above source	
Total Gross Income:	£

Submit March 2011 payslip and/or a letter from employer/HM Revenue & Customs or Tax Credit Award Notices (2010/11 and 2011/12), HM Revenue & Customs Tax Computation or finalised accounts for tax year 2010/11 to show gross income.

If you are applying as the partner or spouse of a migrant worker, please also submit your partner/spouse's most recent payslip.

PART 10 - PARENT/GUARDIAN INCOME

To be completed if you will be/were aged 24 years or under on the start date of your course. Do not complete if you are estranged from your parents *(no contact with them for what ever reason)* or if you qualify as a self-supporting student.

	Your mother <i>(or stepmother or your father's partner)</i>	Your father <i>(or stepfather or your mother's partner)</i>
Name of mother/father or mother's/ father's partner		
Job title/s or unemployed during 2010/11 tax year		
Source of income	Amount (£) <i>(gross received in tax year 2010/11)</i>	Amount (£) <i>(gross received in tax year 2010/11)</i>
Employment		
Self employment		
Benefit <i>(please specify)</i>		
Working Tax Credits		
Pensions		
Source of the above Pension		
Income from any other source		
State the above source		
Total Gross Income:	£	£

Submit P60s or P45s, March 2011 payslip and/or a letter from employer/HM Revenue and Customs or Tax Credit Award Notices (2010/11 and 2011/12), HM Revenue & Customs Tax Computation or finalised accounts for tax year 2010/11 to show gross income. If you are applying as the child of a migrant worker, please also submit your parent's most recent payslip.

PART 11 - MAINTENANCE (INCOME OR EXPENDITURE)

Are you, or any member of your household, in receipt of maintenance payments?

Yes - please complete Section A *(pg 10)*

Section A should be completed and signed if the applicant or any of the people with whom the applicant lives (as indicated in **Part 8 - Your Income**) receive income from maintenance. If more than one person in the household receives income from maintenance, please supply details in **Part 14 - Additional Information**.

No - please complete Section B *(pg10)*

SECTION A

Full name of person receiving payment _____

Address _____

Postcode _____

Telephone _____

Relationship to Applicant _____

Applicant's Name _____

Amount Paid £ _____ per _____ (i.e. month/week)

Paid in respect of (give names) _____

Submit documents relevant to the above payments (e.g. Extract Decree of Divorce/Separation Agreement/Child Support Agency Letter or recent bank statement showing receipt of payments).

Any additional information in this respect should be given: _____

Please provide information if either you, or any member of your household, are paying towards maintenance payments?

I declare that the information provided in Section A is full and correct in every respect. I undertake to supply any additional information which may be required by Aberdeen College and to notify the College of any changes in the above which occur.

Signature _____ Date / / (DD/MM/YYYY)

SECTION B

Section B should be signed if neither the applicant, nor any of the people with whom the applicant lives, receive income from maintenance.

I verify that no maintenance is paid to me in respect of myself or any child. I undertake to inform Aberdeen College should any changes in this respect occur.

Signature _____ Date / / (DD/MM/YYYY)

PART 12 - APPLICANT'S DECLARATION

- I declare that all the information given in this form is true and complete to the best of my knowledge.
- I understand that if I give false information or withhold information my bursary application will be cancelled and, if necessary, action will be taken to recover any money paid to me by the College.
- I undertake to refund any sum arising from an overpayment of the bursary and/or EMA for any reason and pay any applicable administration charge. Any overpayment may be deducted from future bursary and/or EMA award.
- I acknowledge that, if I withdraw from my 2011/12 studies before the end of period covered by the first 25% of my course, my entitlement to Fee Waiver will be cancelled and that the College may seek payment from me for a proportion of the tuition fees based on the period of actual attendance on my part. I accept that I shall be responsible for payment of a proportion of the tuition fee in the event of my early withdrawal.
- I undertake to inform the Student Funding Office of any changes in my, or my family's, financial or other circumstances which may affect my bursary and/or EMA award.
- I understand that if I leave College (and in the case of EMA, if I do not complete the conditions of my Learning Agreement) I will not be eligible for any further payments.

Signature of Applicant _____ Date / / (DD/MM/YYYY)

I agree that you can make direct contact with my parent/guardian to request additional information or documentation in support of my Bursary/EMA application

Yes No

Signature of Applicant _____ Date / / (DD/MM/YYYY)

PART 13 - PARENT/LEGAL GUARDIAN DECLARATION

THIS PART MUST BE COMPLETED IF THE APPLICANT IS UNDER 18 YEARS OF AGE OR IF THE AWARD HAS BEEN ASSESSED AGAINST THE INCOME OF THE APPLICANT'S PARENTS OR LEGAL GUARDIANS.

- I declare that to the best of my knowledge and belief all the information which I have given in connection with this application is full and correct in every aspect.
- I undertake to provide any additional information which may be required by the College to verify the particulars given and also to inform the College immediately of any alteration in these particulars.
- I understand that the giving of false information or withholding of relevant information may lead to the cancellation of any bursary and or EMA awarded and to the recovery of any amounts paid by the College.
- I understand that if my son/daughter leaves College (or in the case of EMA does not complete the conditions of their Learning Agreement) he/she will not be eligible for any further payments.
- I understand that payment of a Bursary and or EMA award may be withheld for poor attendance.
- I consent to the undertaking signed by the applicant above.

Signature of parent/legal guardian _____ Date / / (DD/MM/YYYY)

PART 14 - ADDITIONAL INFORMATION

If you feel there is any information which is relevant to your application, but you have not included elsewhere, please use the space below to tell us. Please continue on a separate sheet if necessary.

PART 15 - APPLICATION FEEDBACK

Thank you for completing the Application Form. We should be grateful if you would take a few moments to complete this feedback questionnaire. Your responses will be used to help us to improve the quality of information and services that we provide.

1. Has the applicant completed the form him/her self? Yes No
2. If no, what is your relationship to the applicant? _____
3. How useful was the Application Guide in helping you to complete the Application Form?
Very useful Quite useful Not useful
4. Did you need to telephone or e-mail or visit the College for additional information to help you complete the form?
Yes No
5. Please use the space below to provide any other feedback on the Application Form or Application Guide.

Thank you for your time.



FOR OFFICIAL USE ONLY

No Documents Received			
Documents Returned			
By Hand			

App. Type	Award Type	
Category	Category	
Bursary	Bursary	
Fee Waiver	Fee Waiver	
Travel	Travel	
Ben Cl	B/M	
Indep	EMA	
EMA		

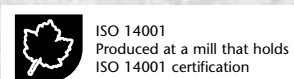
	By	Date		By	Date
Assessed			Authorised		
Re-assessed					
Re-assessed					
Re-assessed					
Re-assessed					

	Provisional	Finalised
Self-emp		
Current		
Other		

J/A with _____

**Please check the form carefully to ensure that it is completed fully and accurately (errors and omissions will cause delays).
Ensure that you have enclosed all the required supporting documents (originals only).**

Postal address for applications and documents:
**Student Funding
Aberdeen College
Gallowgate
ABERDEEN
AB25 1BN**



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