

This application is for college students aged under 19 on 31st August 2017 who need to study away from home. Please note that funds are limited and that making an application does not guarantee that an award will be made.

Conditions of Support

Awards are subject to the following conditions

- Support is subject to funds being available
- Support in a previous year is no guarantee of support in any future years of study
- Continuing students must re-apply for support each year
- We expect you to attend all of your timetable sessions
- Payments are made directly to a landlord or agency and are subject to satisfactory attendance, conduct, and progress
- Eligibility for support is not an entitlement an award
- If you withdraw from the course any award will be terminated with immediate effect
- You must inform us of any change in circumstance while studying

You will not receive support if

- You do not meet the residency criteria set by the Education Funding Agency
- You have not completed your enrolment
- The Education Funding Agency state that your application does not meet eligibility criteria
- Your application is incomplete, contains false information, or is missing supporting evidence
- You are enrolling onto a higher education course
- You are undertaking an apprenticeship (e.g. Royal Academy of Culinary Arts apprenticeship)

Guidance Notes

Students must have a household income of £30,993 or less in the tax year 2016/2017. A household is defined as the student and the adults they live with who are financially responsible for them.

The amount of Residential Support Scheme awarded to an individual will be based upon an income assessment using the following thresholds;

| Gross income level | Up to £21,000 | £21,001 - £25,704 | £25,705 - £30,993 |
|------------------------------------|---------------|-------------------|-------------------|
| Maximum RSS award – outside London | £3,458 | £2,305 | £1,152 |

These amounts are the maximum available for each income brackets, however students may not receive the full amount.

Upon receipt of an application we will contact the Education Funding Agency who will confirm if there is a similar course available within reasonable daily travelling distance of your home address.

Reasonable daily travelling distance is defined as a daily return journey that takes 2 hours or less on public transport; or a distance of under 15 miles from the student's home address.

The full guide to the Residential Support Scheme is available at: www.gov.uk/residential-support-scheme

TO ENSURE WE ARE ABLE TO AWARD FUNDS FAIRLY AND PROPORTIONATELY WE MUST RECEIVE YOUR APPLICATION NO LATER THAN 28TH JULY 2017.

Completing Your Application Form

The application form must be completed in full by the student, and submitted to us at the address provided. The declaration also requires a signature from a responsible adult, and you must include all of the requested supporting evidence.

Providing Your Supporting Evidence

You must provide all of the requested supporting evidence. We are not able to consider your application unless it is accompanied by financial evidence. If you are unsure which evidence to provide please contact us on 0121 604 1000 ext. 2331 or 2605. Clear photocopies of documents are acceptable. The following types of evidence are acceptable:

Salary, wages, and earnings

- P60 (dated April 2017), or latest 3 months' payslips
- Self-assessment tax return if you are self-employed (dated 2016 to 2017)

Tax Credits

- Tax Credit Award Notice for the year 2016/2017 – if you are in receipt of Tax Credits you must provide this.

Benefits

- Full benefits award letter showing type and amount of benefits received (must be no more than 3 months old)

We may contact you to request further evidence of income or discuss your circumstances as part of the assessment process.

Further Assistance

If you have any questions or require assistance completing the application please contact our Student Services Department.

TEL: 0121 604 1000 ext. 2331 or 2605

EMAIL: s.services@ucb.ac.uk

ADDRESS: Student Services,
University College Birmingham
Summer Row
Birmingham
B3 1JB



16 – 18 Residential Support Scheme Application Form 2017/18

Please make sure you have read and understood all of the attached guidance notes before completing this form. You must complete all of the relevant sections in full using BLOCK CAPITALS, and you must supply all of the requested supporting evidence. All of the information you provide will remain private and confidential.

| Personal Details | |
|------------------|--|
| FIRST NAME | |
| SURNAME | |
| HOME ADDRESS | |
| POSTCODE | |
| DATE OF BIRTH | |
| TELEPHONE | |
| EMAIL ADDRESS | |

| Residency Details |
|-------------------|
|-------------------|

Are you a British Citizen, or a national of the EU/EEA? Yes No

Have you lived within the UK, or the EU/EEA for the last 3 years? Yes No

Are you an Asylum Seeker? Yes No

Course Details

| | |
|------------------|--|
| FULL COURSE NAME | |
| COURSE LEVEL | |

We will confirm with the Education Funding Agency that the course you are studying is not already available locally to your home address. Please confirm below which qualifications you have already gained;

| | |
|---|--|
| Number of GCSEs you have achieved at grade A* to C | |
| Number of A levels and/or AS Levels you have achieved | |
| Any other Level 2 or Level 3 qualifications (BTEC, NVQ, Diploma or Certificate Please specify: | |

Accommodation Details

| | |
|---------------------------------|-------------------|
| Start date of Accommodation | Term Time Address |
| Cost of rent per week/month | |
| Date of payment each month/term | |

| | |
|-------------------------|----------------------------|
| Landlord or Agency Name | Landlord or Agency Address |
| Telephone | |
| Email | |

Please provide a signed copy of your tenancy agreement if you have one.

Please note – your landlord cannot be related to you.

5. Income Details

Please tick the amount of annual income that your household receives. This includes any earnings from salaries or wages (including self-employment), tax credits, and any other benefits that you receive:

Less than £21,000
 £21,001 to £25,704
 £25,704 to £30,993

Do you receive Housing Benefit? Yes No

Please indicate all income that your household receives. You must provide evidence of these. Please refer to the attached guidance notes for information on what types of evidence is sufficient.

| Income (Please Circle) | Who receives it? (Please Circle) | Evidence submitted (Please specify – P60, Payslip, etc) |
|-----------------------------------|---|--|
| Wages | Student / Parent / Guardian/ Partner | |
| Earnings from Self Employment | Student / Parent / Guardian/ Partner | |
| Tax Credits | Student / Parent / Guardian/ Partner | |
| Job Seekers Allowance | Student / Parent / Guardian/ Partner | |
| Employment & Support Allowance | Student / Parent / Guardian/ Partner | |
| Income Support | Student / Parent / Guardian/ Partner | |
| Carer's Allowance | Student / Parent / Guardian/ Partner | |
| Pension / Pension Credit | Student / Parent / Guardian/ Partner | |
| Universal Credit | Student / Parent / Guardian/ Partner | |
| Other: | Student / Parent / Guardian/ Partner | |

Declaration

This declaration must be signed by the student and a responsible adult. Please ensure you have read and understood the attached guidance notes and conditions of support.

1. I declare that the information and evidence I have provided is complete and accurate
2. I have read and understood the attached guidance notes and conditions of support
3. I understand that funds are limited and subject to availability
4. I understand that my application and supporting evidence must be submitted in full in order to be assessed
5. I will inform UCB of any change in circumstance, and understand that this may affect my eligibility
6. I understand that this award is for this academic year only, and that I must re-apply in subsequent years
7. I understand that payments are conditional and that I must maintain satisfactory attendance, conduct, and progress
8. I understand that if I withdraw from the course, support will be withdrawn
9. I understand that if I use fraudulent methods, or submit any false or inaccurate information to access these funds, support will be withdrawn, and I may face disciplinary action.
10. I agree to UCB processing the personal information that I have provided for assessment, and understand that the information may be used for monitoring and statistical purposes, and may also be used for the detection of fraud.

I agree to the terms & conditions stated in this document:

| | |
|--------------------|-------------|
| Student signature: | Print name: |
| | Date: |
| Adult signature: | Print name: |
| | Date: |

Checklist

Funds are limited, and we are unable to fully assess if an incomplete application is received. This will cause a delay in your assessment and may mean we will be unable to provide you with any support. Please use this checklist to ensure that you have completed your application in full, and help to prevent any delays in your assessment for support.

- Have you read and understood the attached Guidance Notes and Conditions of Support?
- Have you completed every section of the application form in full using BLOCK CAPITALS?
- Have you enclosed all of the supporting household income evidence that is required?
- Have you checked that the supporting household income evidence is correctly named, dated and contains all pages?
- Have you included your signed tenancy agreement? (If you have one)
- Have you and a responsible adult both signed and dated the declaration?