

## Child care Application Form 2011 / 2012

You must be enrolled on a course to apply for funding. Child care must not commence before College approval has been confirmed. Please complete in BLOCK CAPITALS



**Title of course** \_\_\_\_\_ **Full time**  **Part time**   
**Course start date** / / **End date** / / **Location** \_\_\_\_\_  
**Title** (Ms, Miss, Mrs, Mr) \_\_\_\_\_ **Surname** (family name) \_\_\_\_\_ **Name(s)** \_\_\_\_\_  
**Address** \_\_\_\_\_ **Postcode** \_\_\_\_\_  
**Date of Birth** / / **Telephone** \_\_\_\_\_ **Mobile** \_\_\_\_\_  
**Email** \_\_\_\_\_ **Student Number** \_\_\_\_\_

### Are you in receipt of any of the following? (please tick all that apply)

College Bursary  EMA  SAAS / Student Loan   
 SAAS / Lone Parent Grant  Young Student Bursary  ILA

**Are you self-financing?** Yes  No  **Have you completed a Fee Waiver?** Yes  No

**Are you in receipt of any State Benefits?** Yes  No

**If yes, please state the benefit you receive** (e.g. Income Support) \_\_\_\_\_

**Are you receiving help from the European Social Fund (ESF)?** Yes  No  **ESF Cost Centre** \_\_\_\_\_

**ESF Trainee Code** \_\_\_\_\_

**Are you a lone parent?** Yes  No

### Please tick the child care options you require help to fund

Nursery  Child Minder  After School Care

### Child / Children's Details

Name \_\_\_\_\_ Date of Birth / /  
 Name \_\_\_\_\_ Date of Birth / /

Copy of Child / Children's birth certificate attached  or; Copy of Tax Credit Award Notice attached

### Emergency Contact Details

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

### Nursery / Registered Childminder / After School Care Details

1. Name of Proposed Provider \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Cost per session £ \_\_\_\_\_ Proposed Start Date \_\_\_\_\_

2. Name of Proposed Provider \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Cost per session £ \_\_\_\_\_ Proposed Start Date \_\_\_\_\_

Annesland College will only pay child care for the sessions that you are timetabled in College (please attach timetable). The college will only pay for registered child care providers. Funds are limited and a student with less than 100% attendance may have their child care withdrawn. I agree to the terms and conditions of the child care fund.

Signed \_\_\_\_\_ Date / /

## Help with Child care

Annesland College encourages parents to return to study, as for those with children the absence of child care can be a barrier. You must investigate the range of child care support available through other agencies prior to applying to the college for child care support. This includes:

- Day care nurseries
- Working tax Credit
- Free or subsidised after school care
- Lone parents grant

The college manages a range of child care funds which provide support to students with young children. Lone parents will be given priority. Children must attend whenever possible, if attendance at nursery falls below 100% in a four week period you will be asked to attend an interview. If attendance continues to be unsatisfactory funding may be withdrawn. Absences for you and or your child must be covered by a self/medical certificate or appointment card, as appropriate.

The college can make a contribution towards the cost of:

- nursery care in the college or a college funded creche
- a registered childminder

The college normally assists by providing child care provision at its own Treasure Trove Nursery.

Payment is only made for the days that you actually attend college classes (term time only). Normally full time students may receive up to £5,500, ESF and ESOL students may receive up to £3,600 and part time students may receive up to £2,750 toward their child care costs. The contract is between the provider and the student, any fees outwith the student's attendance are the responsibility of the student. Child care is also available to students on flexible learning courses, 13 half days per unit. Part time HNC / HND students may receive up to a maximum of £2,750 towards child care costs.

Once you are offered a place on a course, you must apply to Learner Services for help with child care.

## Child care application

If you are applying for help with Child care the following photocopied documents must be submitted with your application.

- **Student Loan / Bursary / Education Maintenance Allowance award letter** (Please submit your application for child care assistance even if you are still waiting for your award to be processed. A copy of the appropriate award letter must be submitted to Learner Services as soon as you receive it.)
- **SAAS Award letter for 2011 / 20112**
- **Course acceptance letter**
- **College timetable (provided when you start your course)**
- **Child / Children's birth certificate(s)**
- **Child Tax Credit Award Notice for 2011 / 2012**
- **Council Tax Notice for 2011 / 2012**

## Notes for applicants

When you have completed your application form please submit to Learner Services.

All students are interviewed to establish their requirements. Do not place your child into any form of child care until you have received confirmation from the college.

All sections of the application form must be completed in full. All the relevant documents (as listed above) must be submitted in order that your application can be processed.

**Please note that as funding is not guaranteed you must ensure that you have enough money to pay for child care costs if your application is unsuccessful.**

**You must maintain 100% attendance throughout your course to be eligible for child care assistance.**

### Contact Details

**For more information on Child care funding contact Learner Services on 0141 357 6086**

# Guide to Student Finance 2011-2012



This leaflet is designed to help you understand how you can fund the payment of your course fees and how you can access additional funds to help support your studies.

Further details about each type of funding can be found by speaking to Learner Services staff, or Student Finance.

Different types of funding are available to you depending on your age, the level you are studying at and whether you study full time or part time.

Before you start your course you should find out what support is available.

**Please note that funding is not guaranteed as funds are limited so you may not receive the support you request.** You must ensure that you have enough money to maintain yourself until you receive your first bursary/ EMA/ SAAS payment.

This table provides a guide to the funding options available to Scottish and European Students. Please note that conditions apply to each method of funding.



	Studying Full time	Funding Available
<b>NQ / NC / Highers / ESOL / C&amp;G</b> (non advanced)		<ul style="list-style-type: none"> <li>• Bursary / EMA to cover maintenance and travel</li> <li>• Child care Fund</li> <li>• Discretionary Fund</li> </ul>
	<b>Studying Part time*</b>	<ul style="list-style-type: none"> <li>• If you are in receipt of certain means tested benefits, apply for a Fee Waiver</li> <li>• Apply to ILA Scotland for an ILA account to help pay your fees</li> <li>• Help with travel costs</li> <li>• Child care Fund</li> </ul>
<b>HNC / HND</b> (advanced)		<ul style="list-style-type: none"> <li>• Apply to SAAS to cover course fees &amp; travel</li> <li>• Apply to Student Loans Company for a Student Loan</li> <li>• Apply for Young Person Bursary (if under 25)</li> <li>• Apply for Independent Student Bursary</li> <li>• Child care Fund</li> <li>• Discretionary Fund</li> </ul>
	<b>Studying Part time*</b>	<ul style="list-style-type: none"> <li>• If you are in receipt of certain means tested benefits, apply for a Fee Waiver</li> <li>• Apply to SASS for part time fee grant</li> <li>• Child care Fund</li> </ul>

\* Less than 16 hours per week

## Studying a NC / Highers / ESOL / C&G course (Non-Advanced)

### Full time

Application forms and a guidance booklet about Bursaries and the Education Maintenance Allowance (EMA) will be posted to you once you have accepted a place on a full time non-advanced course. We must receive your application by 31st August 2011, but you should apply as early as possible. Learner Services or Student Finance staff can help you to complete your form.

### Full time and under 18

If you are under 18 you should apply for an EMA. This is means tested and supports your maintenance. You may be entitled to a maximum of £30 per week depending on the total taxable income of your household. You must apply for the EMA by 31st August 2011. You must also apply to the college for a Bursary to pay for study expenses and travel allowance.

### Full time and over 18

If you are over 18 you should apply to the college for a Bursary. If you are under 25 and living in the parental home you may be eligible for up to £70.48 per week. If you don't live at your parental home, are over 25 or are self supporting, you may be eligible for up to £89.07 per week.

### Payment of Bursary and EMA

Once your application has been processed you will be sent a letter detailing what funds you have been awarded. The Bursary office will aim to make bursary payments every 4 weeks 2 weeks in advance, 2 weeks arrears and EMA payments every 3rd week in arrears. Payment is dependent on 100% attendance and progress being satisfactory and these criteria are applied very strictly.

### Part time

If you are in receipt of certain means tested benefits (e.g. Income support, Job seekers allowance, Housing Allowance) you may be eligible for a fee waiver. You must bring evidence of the benefit you receive to the college when you enrol in order for the fee waiver to be granted or you will be invoiced for the cost of the course.

In 2011-2012, if you earn £22,000 or less you should apply to ILA Scotland for an ILA Scotland account. You may get up to £200 towards learning. You must have your account in place before you start a course at the college and only certain courses are eligible. Contact ILA Scotland on **0808 100 1090** for full details.

You may also apply for help with travel costs. You must live 2 miles or more from the college. Contact Learner Services or Student Finance for further details on 0141 357 6114.

### Asylum Seekers

All students who are asylum seekers can apply for travel expenses. Students must live 2 miles or more from the college.

## Studying HNC / HND (Advanced)

### Full time

Once you have been offered a place on a course you must apply to the Student Awards Agency for Scotland (SAAS). SAAS will arrange for your fees to be paid, provided that you meet their criteria. If you are not eligible to have your fees paid by SAAS the college will invoice you for the amount due.

You must apply to SAAS as early as possible once you have been offered a place. You can apply online at [www.saas.gov.uk](http://www.saas.gov.uk) or telephone 0300 555 0505. Learner Services staff can help you to complete your form and workshops are also held in the college during the Spring Term.

You should also apply to SAAS for a student loan to support you during your studies. The maximum levels available are £5,417 if you live outwith the parental home, or are over 25 and self supporting, and £4,457 if you live at the parental home. You will repay the loan once you're earning over approximately £15,000, a year.

### Part time

If you are in receipt of certain means tested benefits (e.g. Income support, Job seekers allowance) you may be eligible for a fee waiver. You must bring evidence of the current benefit you receive to the college when you enrol in order for the fee waiver to be granted or you will be invoiced for the full cost of the course. If you are granted a fee waiver you may also be able to access funding for travel expenses.

In 2011-2012, if you are over 16 and earn £22,000 or less you should apply to SAAS for a part time fee grant. There are two types of account available when studying HNC / HND. You must have your ILA account in place before you start a course at the college and only certain courses are eligible. If you are studying a full-time course on a part-time basis, you may be able to get up to £500 as long as you are studying for at least 50% of the time needed to complete the full-time course. You can only have one type of account open at a time. Contact SAAS for part time fee grant.

## Discretionary Fund

Limited funds are available for students who have used their full loan entitlement or who have been awarded a Bursary or EMA. Please note that funding is not guaranteed and you should apply as early as possible.

The fund can be used to purchase items such as;

- Essential books / equipment
- Child care
- Travel Expenses
- Accommodation (Full Time only)

You must complete the application form attached as fully as possible. You will be required to bring a copy of your letter of award from SAAS as well as evidence to support your request, e.g. tenancy agreement. You will be informed of the result of your application within 10 working days, in writing.

## Discretionary Fund Application

If you are applying for the Discretionary Fund the following photocopied documents must be submitted with your application:

### • SAAS Award letter for 2011/2012

### • Evidence of payment of rent / mortgage, i.e. rent book / letter from bank or building society / landlord / or parent. (Evidence of paying by direct debit or standing order i.e. bank statement)

### • College Timetable

## Notes for applicants

When you have completed your application form please submit to Learner Services at Hatfield Drive.

All sections of the application form must be completed in full. All the relevant documents (as listed above) must be submitted in order that your application can be processed.

**Please note that as funding is not guaranteed you must ensure that you have enough money to maintain yourself if your application is unsuccessful.**

**You must maintain 100% attendance throughout your course to be eligible for the discretionary fund.**

## Other sources of funding available

**Additional Support Needs (Bursary / EMA, SAAS: DSA):** Additional support may be available to a student, who by virtue of their disability, may require additional resources and support to attend college. Documentary evidence is required. For more information contact Learner Development on 0141 357 6115.

**Part time work:** Many students need to work part time whilst studying. Any income will not affect your loan or bursary. If you earn less than £7,475 per year, you may be eligible for a tax refund. Ask your employer for a student tax exemption form, P38.

### Contact Details

**For more information on sources of funding contact Learner Services on 0141 357 6114.**

Information in this leaflet is correct as of May 2011.

## Discretionary Fund Application Form 2011 / 2012

**You must be enrolled on a course to apply for funding. Please complete in BLOCK CAPITALS**

**Title of course** \_\_\_\_\_ **Full time**  **Part time**

### Personal Details

**Title** \_\_\_\_\_ **Surname** (family name) \_\_\_\_\_ **First Name(s)** \_\_\_\_\_  
(Ms, Miss, Mrs, Mr)

**Address** \_\_\_\_\_  
\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_ **Telephone** \_\_\_\_\_ **Mobile** \_\_\_\_\_

**Email** \_\_\_\_\_ **Student Number** \_\_\_\_\_

**Please indicate what you are applying to the Discretionary fund for assistance with:**

**Travel**

**Accommodation**

**Other**  (If other please state) \_\_\_\_\_

**Have you been resident in the UK for the last 3 years?** Yes  No

**Are you in receipt of any of the following?** (please tick all that apply)

College Bursary  EMA  SAAS / Student Loan

SAAS / Lone Parent Grant  Young Student Bursary  ILA

**Are you self-financing?** Yes  No

**Have you completed a Fee Waiver?** Yes  No

**Are you in receipt of any State Benefits?** Yes  No

**If yes, please state the benefit you receive** (e.g. Income Support) \_\_\_\_\_

**Are you receiving help from the European Social Fund (ESF)?** Yes  No

**Are you a lone parent?** Yes  No

**Do you have any dependant children?** Yes  No

**Further Information to support your application**

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

### Applicant's Declaration

I certify that, to the best of my knowledge, the foregoing statements are full and correct in every respect. I undertake to notify the College, immediately of any change(s) in my circumstances. I agree that information supplied be subject to verification by the College. I agree to maintain 100% attendance at college.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Additional information or evidence may be requested, if necessary, in order to proceed with your application.