

Student Application & Adult Declaration

To be eligible:

- you must be aged 16 to 18 years old. You must have started your course before you turn 19
- you must satisfy the residency criteria set out in the 2016 to 2017 academic year EFA Funding Regulations. We will verify this as part of your enrolment
- you must have been offered a place on a full-time course at Bath College.
- the Substantial qualification that is part of your course must **not** be available locally i.e. within reasonable daily travelling distance.
'Reasonable daily travelling distance' means:
 - a daily return journey which takes a maximum of two hours on public transport; or
 - a distance of under 15 miles from your home to the institution
- you must be about to study for your first full Level 2 or first full Level 3 substantial qualification (in exceptional circumstances, RSS may support study for a second Level 2 or second Level 3 substantial qualification, or a Level qualification)
- your household income for the 15-16 tax year must be £30,993 or less. Your application for RSS will be assessed on your household income. This is your income and the income of the adult(s) who are mainly responsible for you e.g. your parent(s) or your main carer(s)
- you must not be in receipt of Housing Benefit.

If you received RSS in the 2015 to 2016 academic year but will be aged 19 before 31 August 2016 you will not be eligible for RSS support in 2016 to 2017 even though your course may be continuing in this year.

Additional Help

If you need help to complete this form you should speak to the Student Advice Centre.
Further information about RSS can be found at www.gov.uk/residential-support-scheme

Student Details (Part A)

Part A - to be filled in by the student

IMPORTANT: Backdating payments

You should apply for RSS before your course starts where possible. To apply you must have an unconditional offer of a place. Applications may be made after the course has started but payments will only be backdated to the beginning of the term in which you apply.

A1 - Your name

Surname / Family Name:

First Name(s):

A2 - Your date of birth

Date of Birth:

You must be aged 16 to 18 years old. You must have started your course before you turn 19.

A3 - Your permanent home address

House No. / Flat No. /

Name: Street / Road:

Town / City:

County:

Postcode:

A4 - Your term time address

Please enter your term time address, where you will be lodging during your course, below. You must provide a rental agreement or landlord's letter with your application form. This must show your name, your term time address, the dates of your tenancy, the cost of the rent and your landlord's name, address and signature. Your landlord cannot be related to you.

House No. / Flat No. /

Name: Street / Road:

Town / City:

County:

Postcode:

You must enter the postcode.

Is your term time address 15 miles or less from campus you will be attending?

Yes **Go to A5**

No If your term time address is more than 15 miles from campus you are not eligible for help from the RSS

A5- Your landlord's address or the agency to which you have to pay rent during your course.

Landlord / Agency

Name: Address:

Postcode:

You must enter the postcode.

A6 - Your rent

Enter the amount of rent you will be paying per week:

£ .

Or

Enter the amount of rent you will be paying per month:

£ .

What date did/ will you take up your term time accommodation?

Yes

Enter the date here and go to A7

You will need to confirm this before payments can be made.

A7 - What qualification do you already have (mark the boxes below)

Do not tell us about qualifications that you are due to start or are part way through. Only tell us about qualifications that you have fully completed.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Access to HE | <input checked="" type="checkbox"/> BTEC Level 3 National Certificate / National Diploma |
| <input checked="" type="checkbox"/> NVQ Level 3 | <input checked="" type="checkbox"/> BTEC Level 2 First Diploma |
| <input checked="" type="checkbox"/> NVQ Level 2 | <input checked="" type="checkbox"/> BTEC Level 1 Introductory Diploma |
| <input checked="" type="checkbox"/> NVQ Level 1 | <input checked="" type="checkbox"/> Vocational-Related Qualification Level 3 |
| <input checked="" type="checkbox"/> International Baccalaureate | <input checked="" type="checkbox"/> Vocational-Related Qualification Level 2 |

For the following qualifications, tell us if you have them and how many you have fully completed.

A Level How many? GCSE at grade A* to C How many?

AS Level How many? GCSE at grade D to G How many?

Overseas qualifications. If you have an overseas qualification, you must enclose a National Recognition Information Centre (NARIC) certificate with your application. Your educational institution may be able to help you obtain one.

Other qualifications (for example OCR / Cambridge Nationals/City and Guilds).

You must provide a photocopy of your certificate(s) with your application.

Income Details (Part B)

Part B - to be filled in by the adult(s) and the student

IMPORTANT: We need the income details for your household for the tax year 6 April 2015 to 5 April 2016 to assess your application. We need the income for you and the adult(s) who are mainly responsible for you. Before you complete this section, make sure you read pages 5-11 of the Guidance Notes.

B1 - Does the student normally live with you at the address shown in question A3?

Yes

Go to B2

B2 - Your relationship to the student

Enter the details below if you are the adult(s) responsible for the student and they live with you (when they are not studying away from home) at the address shown in question A3.

	Adult 1	Adult 2
Surname / Family Name:	<input type="text"/>	<input type="text"/>
First Name:	<input type="text"/>	<input type="text"/>
Relationship to Student:	<input checked="" type="checkbox"/> Mother <input checked="" type="checkbox"/> Father <input checked="" type="checkbox"/> Aunt <input checked="" type="checkbox"/> Uncle	<input checked="" type="checkbox"/> Grandparent <input checked="" type="checkbox"/> Step-parent <input checked="" type="checkbox"/> Partner of parent <input checked="" type="checkbox"/> Uncle
Other (please state):	<input type="text"/>	<input type="text"/>

Questions B3 to B11 are about Income Details - these must be for the 2015-16 tax year (6 April 2015 to 5 April 2016).

The easiest way to tell us about your income is to give us your latest Tax Credit Award Notice (form TC602) that correctly states your total household income for the tax year 2015-16. You should give us a photocopy but this must be clear and complete.

A Tax Credit Award Notice is sent to you if you receive Working Tax Credit or Child Tax Credit.

The figure you need to give us is your total income shown on the inside pages of your notice, as shown in the picture - not the amount of tax credits you receive.

Do not give us your Review Notice (form TC603R) or a Tax Credit Award

Notice that does not state your correct income for the tax year 2015-16.

If you do not have a Tax Credit Award Notice that correctly states your income for the tax year 2015-16, you can apply using a P60, benefits information, or other evidence.

Front page

Inside page

If you are the adult(s) mainly responsible for the Student go to question B3.
If you are the Student go to question B5. You must tell us about any income you received in the 15-16 tax year.

B3 - Do you have a Tax Credit Award Notice (form TC602) that correctly states your household income for the tax year 2015-16?

No

Yes

Write in your total income, as shown on the Tax Credit Award Notice. Round down to the nearest pound. Do not show pence.

For example:

£

£

Go to B12. Do not fill in any more questions in Income Details (Part B). You have completed your application. You must provide a photocopy of your Tax Credit Award Notice with your application.

IMPORTANT: If the Student received any income in the tax year 2015-16, they must also complete questions B5 to B11, as appropriate, and give us the required evidence.

B4 - Did you receive Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Pension Credit or received Universal Credit in place of these eligible benefits during the tax year 2015-16?

No

Yes

Please provide a letter from the Department of Work and Pensions, dated within the last 6 months, clearly showing your name and the details of the benefits you receive.

Fill in the following questions if you received any income in the tax year 2015-16 and have not enclosed a Tax Credit Award Notice showing your income for the tax year 2015-16. If you received benefits for only part of the tax year 2015-16 you must provide a letter from the DWP confirming this.

B5 to B7 - Income from employment

Before you complete questions B5 to B7, see Guidance Notes for help. Where income has been received, enter the amount and provide us with the evidence required. Round your answers down to the nearest pound and do not include pence.

B5 Write in your total earnings as an employee from all jobs before taking of Tax and National Insurance contributions.

Adult 1	Adult 2	Student
<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

You need to give us any P60 or P60U forms you have for 2015-16.

B6 Write in the value of any benefits in kind from your employer, e.g. company car and Fuel or taxable vouchers

£ <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"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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You need to give us any P9D or P11D forms you have from your employer for 2015-16.

B7 Write in your total income from self-employment

£ <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"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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You need to give us your Self-Assessment Tax Calculation form (SA302) for 2015-16.

B8 - Other income (see the Guidance Notes)

Work out the total for both adults and for the Student of any other income, including pensions, using the table below. You may be required to provide supporting evidence.

Annual amount of:	Adult 1	Adult 2	Student	
Income from savings and investments	<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Income from property	<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Trusts, settlements and estates	<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Foreign income	<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Pensions (state, occupational or personal)	<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Notional income	<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"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Now add together the totals	<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"/>	+ <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"/>
			Now deduct £300	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
				- 3 0 0
Total (if this makes a minus figure, just enter £0)				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Adult Dependent's Grant or miscellaneous taxable income (include the full amount)				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Total other income (round down to the nearest pound)				£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

For income paid in a foreign currency, state the equivalent in British pounds.

If you were employed for only part of the tax year 2015-16 include this income in questions B5 to B7. If you received benefits for only part of the tax year 2015-16 you must provide a letter from the DWP confirming this. If you received any 'other' kinds of income during the tax year 2015-16 you must complete question B11.

B9 to B10 - Allowable deductions (see the Guidance Notes)

	Adult 1	Adult 2	Student
B9 Write in any personal pension contributions you paid into a registered scheme. Enter the gross amount.	£ <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"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
B10 Statutory Maternity, Ordinary or Additional Paternity Or Adoption Pay. Before you answer this question, see the Guidance Notes.	£ <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"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Do not include anything you paid into an 'occupational pension scheme'. You may need to provide evidence of the personal pension contributions. We will contact you if this is required.

B11 - During the tax year 2015-16, did you receive any of the 'other' kinds of income listed on page 8 of the Guidance Notes?

If yes, tell us where this income came from and when you received it in the box below. You do not need to tell us how much income you received. See the Guidance Notes for what 'other' income means before you answer this.

Declaration: The information I have provided is correct to the best of my knowledge.

I have included with this application:

- A signed copy of my tenancy agreement which shows my name, dates of the tenancy, cost of the rent and the landlord's name, address and signature. (Please note landlord cannot be related to the student)
- Copies of certificates for my previous qualifications.
- Proof of my household income.

Adult one
signature:

Date:

Student
signature:

Date:

IMPORTANT:

By signing and dating this form you are agreeing to all the conditions and eligibility criteria of the Residential Support Scheme outlined in the application form and application Guidance Notes.

Please hand in your completed form to the Student Advice Centre. Any questions call 01225 328813 or email studentfunding@bathcollege.ac.uk