

# COLLEGE FINANCIAL SUPPORT 2018/19



## GUIDANCE NOTES

- ◆ All applications must be received by 31<sup>st</sup> October 2018. Applications received after this date will not be considered.
- ◆ Please read the guidance notes before completing the application form.
- ◆ If you have any questions please contact us on 0121 232 4405 or email [s.services@ucb.ac.uk](mailto:s.services@ucb.ac.uk)
- ◆ Completed applications and supporting evidence should be returned to;  
Student Budget Counsellor  
University College Birmingham  
Summer Row  
Birmingham  
B3 1JB

### ◆ Eligibility

In order to apply you must;

- Be enrolled on a college course (level 3 or below)
- Be aged 16 or over on the 1<sup>st</sup> September 2018
- Be ordinarily resident in the United Kingdom
- Have a total household income of less than £31,000 per year

You are not eligible to apply if;

- You are an international (overseas) student
- You are an asylum seeker aged 19 or over
- You will be attending a Higher Education (degree level) course

### ◆ Evidence requirements

Please provide evidence of household income to allow us to assess your application. Acceptable evidence is listed below:

- All pages of your most recent Tax Credit Award Notice
- Benefit award letter dated within the past 3 months
- Most recent Universal Credit statement (from your Government Gateway account)
- P60 for April 2018

If your household is receiving Tax Credits or Universal Credit you must provide evidence of this. Failure to provide sufficient evidence will delay the assessment process.

Please contact us if you are unsure what evidence you need to provide.

## ◆ What support is available?

The level of support available will depend upon your age, household income assessment and the course that you are studying. Your award letter will outline all of the support that you are eligible to receive.

### **Bursary (students aged under 19 only)**

Available to students with an assessed household income of less than £25,000 per year. The bursary is intended to help with travel costs.

A cash payment of £20.00 per week paid directly into your bank account every Friday based upon 100% attendance.

### **Free Meals (students aged under 19 only)**

£2.41 per day loaded onto your UCB Student ID card to buy lunch in Summer Row or Richmond House cafeterias.

Available to students who provide evidence of their household receiving a qualifying means-tested benefit.

### **Uniform and Equipment**

Available to 1<sup>st</sup> year students enrolling on the following courses;

- Catering, Hospitality and Bakery
- Hairdressing, Beauty and Theatrical

Eligible students will be required to make a non-refundable £50.00 contribution towards the cost of their essential items.

### **Travel Support**

Students aged 19+ may be awarded travel support in the form of an NXBus student rate term pass.

Students travelling from outside of the Network West Midlands region may be eligible for an additional travel award of up to 50% of actual travel costs.

### **Important information**

If you are applying for financial support we strongly recommend that you do not purchase any of your uniform and equipment in advance as we cannot guarantee refunds will be available due to limited funding. **Additionally, refunds will not be considered until after the application deadline.**

## ◆ Network West Midlands 16-18 photo-card

Full-time students aged under 18 on the 1<sup>st</sup> September 2018 and living in a household where Council Tax is payable to Birmingham, Coventry, Solihull, Dudley, Sandwell, Walsall or Wolverhampton can apply for a Network West Midlands 16-18 photo-card which allows child rate travel to attend college.



The card is now free of charge. You can apply for your card online, please visit: [www.networkwestmidlands.com](http://www.networkwestmidlands.com) from 6<sup>th</sup> August 2018 to apply.



For updates and information follow us @UCBstuservices

# COLLEGE FINANCIAL SUPPORT 2018/2019



## APPLICATION FORM

STUDENT DETAILS			
STUDENT NO.	(if known)		
FIRST NAME			
SURNAME			
ADDRESS			
POSTCODE			
DATE OF BIRTH		MALE	FEMALE
MARITAL STATUS			
CONTACT NO.			
EMAIL ADDRESS	Print clearly as your award letter will be sent via email		
Do you have a disability/illness/specific learning need?	YES	NO	

COURSE DETAILS			
COURSE TITLE			
Is this your first year of study at University College Birmingham?	YES	NO	

HOUSEHOLD INCOME	
Who do you currently live with?	
Income received (please tick below)	
Income from employment	➔ Send us your P60 for April 2018
Working and/or Child Tax Credit	➔ Send us <u>all pages</u> of your most recent Tax Credit Award Notice
Universal Credit	➔ Send us your most recent statement/award letter from your Government Gateway account.
Income Support	➔ Send us your Benefit Award letter (must be dated in the last 3 months)
Job Seekers Allowance	
Employment Support Allowance	
Other (please state)	➔ Contact us on 0121 232 4405 to discuss what evidence you need to send.

## DECLARATION

- ◆ I confirm that the information provided on this form is correct and complete to the best of my knowledge.
- ◆ I understand that if I withdraw from my course I may have to repay any financial support provided to me.
- ◆ I understand that awards may be paid in instalments and are dependent upon my attendance.
- ◆ I understand that if I give false information I may be subject to University College Birmingham disciplinary proceedings any may be required to repay any financial support given.
- ◆ I understand that my application will not be processed if I fail to provide the necessary evidence of household income and that I may be requested to provide additional evidence for my application to be assessed.
- ◆ I understand that an application to the fund does not guarantee that I will receive funding.

Student signature:		Date:	
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## APPLICATION CHECKLIST

Before you send us your application please ensure you have completed the following;

- ✓ Fully completed the application form including signature and date.
- ✓ Written your email address clearly as we will use this to contact you about your application.
- ✓ Attached your evidence of household income as we cannot assess your application without it.

## OFFICE USE ONLY

DATE RECEIVED		DATE AWARDED	
NOTES:			