Dudley College of Technology

Dudley Sixth for A levels

GUIDE TO BURSARY & HARDSHIP FUNDS

dudleycol.ac.uk

WE ARE DUDLEY

HOW DO I APPLY FOR STUDENT FINANCE?

This booklet will show you multiple examples of required Household Income Evidence. Please be aware when starting your application, you will need this evidence ready to submit.

INCOME EVIDENCE

PROVIDING EVIDENCE

During the application process you will be prompted to submit the necessary supporting evidence. To ensure efficient processing of your application, please make sure that all required evidence is uploaded with your application.

If you have issues with uploading your evidence, please contact the **studentfinanceteam@dudleycol.ac.uk**

If you are in receipt of any of these benefits, you will need to provide evidence as listed below:

- Universal Credit (UC) – Your latest 3 statements - Please note if 'Take Home Pay' is stated on your UC, please provide for each person listed, 3 most recent months or 5 most recent weeks of payslips
- Carers Allowance (CA) - Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Income related Employment and Support Allowance (ESA) – Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Income Based Job Seekers Allowance (JSA) – Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Pension Credit Guarantee or State Pension Letter – Award letter if received for the current year, or alternatively, bank statements showing the last 3 payments
- Support under part VI of the Immigration & Asylum Act 1999 – A copy of both sides of your Application Registration Card (ARC card) and Aspen Card including 2 recent receipts from different dates

INCOME EVIDENCE

If you are working and not receiving any of the benefits stated, you will need to provide one of the following forms of evidence of income:

- Employment – 3 latest monthly payslips / 5 weekly payslips
- Self-Employment – Tax Return for the current year

Depending on your circumstances, we may also accept some other forms of evidence such as:

- **16-18 – In care/Care Leaver** – Written confirmation of your current or previous, “Looked After Statement” issued by your Local Authority
- **16-18 – In receipt of Income Support or Universal Credit because they are financially supporting themselves and/or a dependant** – Income Support letter or Universal Credit Statement for the last 3 months if you are financially supporting yourself and/or a dependant
- **16-18 Students in receipt of Disability Living Allowance (DLA) as well as Employment and Support Allowance or Universal Credit in their own right** – DLA letter and UC/ESA Letter

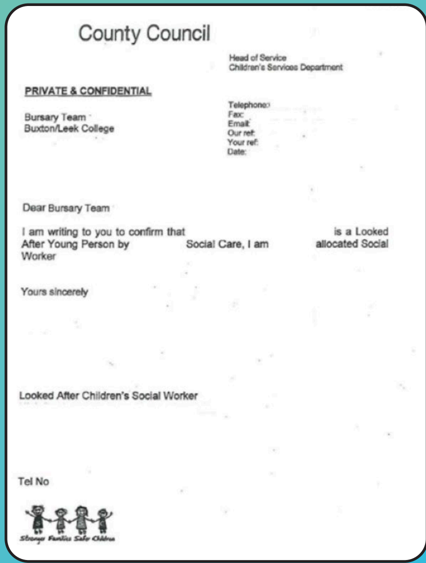
BENEFIT EVIDENCE

The address on the evidence must match your home address. We have provided examples of various benefits so you can see what we need to assess your application. Providing the correct evidence will ensure that there are no delays with your application.

EXAMPLES OF EVIDENCE

CARE EXPERIENCED LEARNERS ENHANCED BURSARY

For 16-19 Vulnerable Bursary - Students must be aged 16-18 on 31st August (students who turn 19 during their studies will remain eligible until the end of that academic year). We need a letter from the Local Authority (e.g. a Social Worker) confirming that you are currently under the care of the Local Authority or a 'Looked After Child', dated within three months of your application.



County Council

Head of Service
Children's Services Department

PRIVATE & CONFIDENTIAL

Bursary Team
Buxton/Leek College

Telephone:
Fax:
Email:
Our ref:
Your ref:
Date:

Dear Bursary Team

I am writing to you to confirm that is a Looked After Young Person by Social Care, I am allocated Social Worker

Yours sincerely

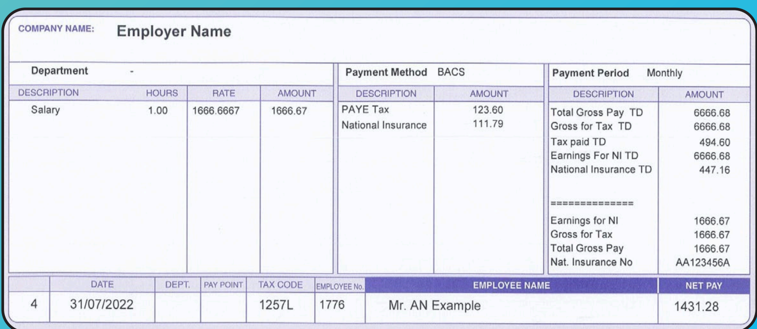
Looked After Children's Social Worker

Tel No

Stronger Families Safer Children

PAID EMPLOYMENT – NO BENEFITS

If you are not in receipt of a benefit, please provide payslips. We will need to see the most recent payslips for anyone working in your household. For financial support we look at the Gross (before Tax) income. If they are paid monthly; you will need to upload 3 of their most recent payslips. If they are paid weekly you will need to upload 5 most recent payslips. The names and address must be on the payslips.



COMPANY NAME: Employer Name

Department -

DESCRIPTION	HOURS	RATE	AMOUNT
Salary	1.00	1666.6667	1666.67

Payment Method BACS

DESCRIPTION	AMOUNT
PAYE Tax	123.60
National Insurance	111.79

Payment Period Monthly

DESCRIPTION	AMOUNT
Total Gross Pay TD	6666.68
Gross for Tax TD	6666.68
Tax paid TD	494.60
Earnings For NI TD	6666.68
National Insurance TD	447.16
==============	
Earnings for NI	1666.67
Gross for Tax	1666.67
Total Gross Pay	1666.67
Nat. Insurance No	AA123456A

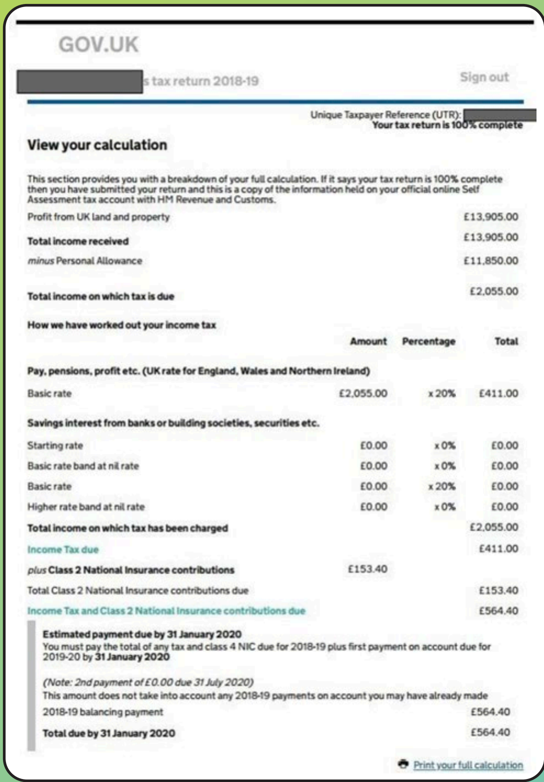
	DATE	DEPT.	PAY POINT	TAX CODE	EMPLOYEE No.	EMPLOYEE NAME	NET PAY
4	31/07/2022			1257L	1776	Mr. AN Example	1431.28

SELF EMPLOYED

Households not in receipt of benefits, must provide evidence of their latest online tax return provided by HMRC or a statement of accounts provided by an accountant including the name and address of the company. We need to have evidence showing Gross income for the year.

SA302s (Tax Calculations)

- Log into the HMRC online account (go to www.gov.uk/sa302-tax-calculation)
- Scroll down and Log In
- Click on 'Self Assessment' (if you are only registered for Self Assessment then you will automatically be directed to this screen)
- Follow the link 'Get SA302 Tax Calculation for tax year 20xx to 20xx'
- Follow the link 'Continue to your SA302'
- Click on the 'View your calculation' link
- Scroll to the bottom of the page
- Click on 'View and print your calculation'
- Click on 'Save as PDF'
- Save to a folder.


GOV.UK

[redacted]s tax return 2018-19 Sign out

Unique Taxpayer Reference (UTR): [redacted]
Your tax return is 100% complete

View your calculation

This section provides you with a breakdown of your full calculation. If it says your tax return is 100% complete then you have submitted your return and this is a copy of the information held on your official online Self Assessment tax account with HM Revenue and Customs.

Profit from UK land and property	£13,905.00
Total income received	£13,905.00
minus Personal Allowance	£11,850.00
Total income on which tax is due	£2,055.00

How we have worked out your income tax

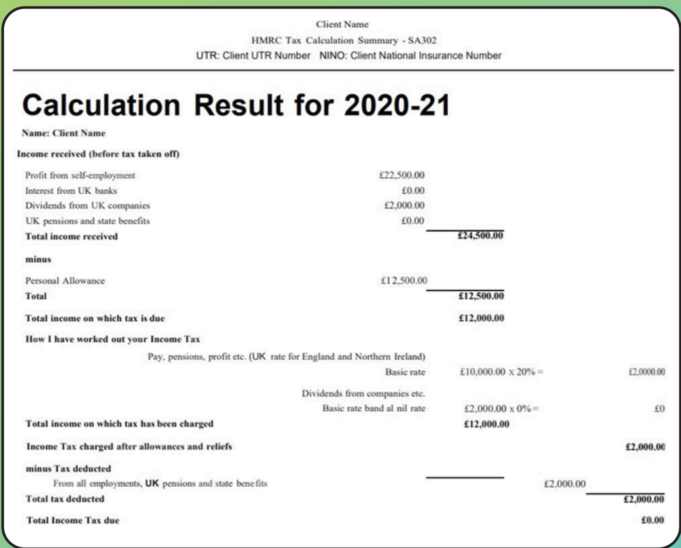
	Amount	Percentage	Total
Pay, pensions, profit etc. (UK rate for England, Wales and Northern Ireland)			
Basic rate	£2,055.00	x 20%	£411.00
Savings interest from banks or building societies, securities etc.			
Starting rate	£0.00	x 0%	£0.00
Basic rate band at nil rate	£0.00	x 0%	£0.00
Basic rate	£0.00	x 20%	£0.00
Higher rate band at nil rate	£0.00	x 0%	£0.00
Total income on which tax has been charged			£2,055.00
Income Tax due			£411.00
plus **Class 2 National Insurance contributions**	£153.40		
Total Class 2 National Insurance contributions due			£153.40
Income Tax and Class 2 National Insurance contributions due			£564.40

Estimated payment due by 31 January 2020
You must pay the total of any tax and class 4 NIC due for 2018-19 plus first payment on account due for 2019-20 by **31 January 2020**

(Note: 2nd payment of £0.00 due 31 July 2020)
This amount does not take into account any 2018-19 payments on account you may have already made

2018-19 balancing payment	£564.40
Total due by 31 January 2020	£564.40

Print your full calculation


Client Name
HMRC Tax Calculation Summary - SA302
UTR: Client UTR Number NINO: Client National Insurance Number

Calculation Result for 2020-21

Name: Client Name

Income received (before tax taken off)

Profit from self-employment	£22,500.00		
Interest from UK banks	£0.00		
Dividends from UK companies	£2,000.00		
UK pensions and state benefits	£0.00		
Total income received		**£24,500.00**	
minus			
Personal Allowance	£12,500.00		
Total		**£12,500.00**	
Total income on which tax is due		**£12,000.00**	
How I have worked out your Income Tax			
Pay, pensions, profit etc. (UK rate for England and Northern Ireland)			
Basic rate		£10,000.00 x 20% =	£2,0000.00
Dividends from companies etc.			
Basic rate band al nil rate		£2,000.00 x 0% =	£0
Total income on which tax has been charged		**£12,000.00**	
Income Tax charged after allowances and reliefs			**£2,000.00**
minus Tax deducted			
From all employments, UK pensions and state benefits		£2,000.00	
Total tax deducted			**£2,000.00**
Total Income Tax due			**£0.00**

UNIVERSAL CREDIT

We require 3 Universal Credit Statements for the 3 most recent months. You should submit a full Universal Credit breakdown for each month. You must ensure all sections of the UC Statement are visible. If 'Take Home Pay' is stated on your UC, you must provide 3 most recent months or 5 most recent weeks of payslips for each person listed. Universal Credit can be uploaded to the financial support application as a PDF (example 1) or from a mobile phone (example 2).

Example 1 - Universal Credit Evidence

If you receive Universal Credit (UC), you should submit a copy of your 3 most recent award statements. You can access these using an online service provided by the UK Government.

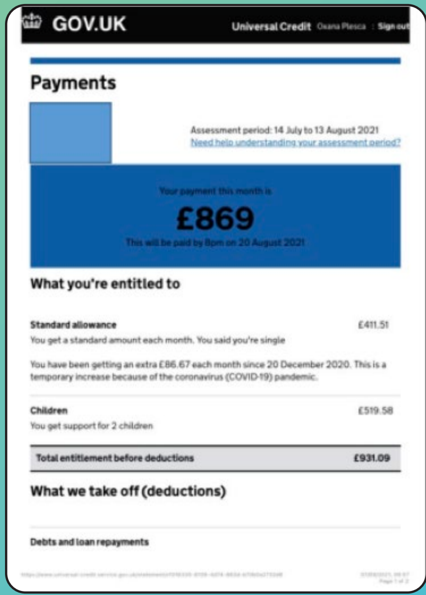
Login to the Universal Credit online service here:
www.universalcredit.service.gov.uk/sign-in

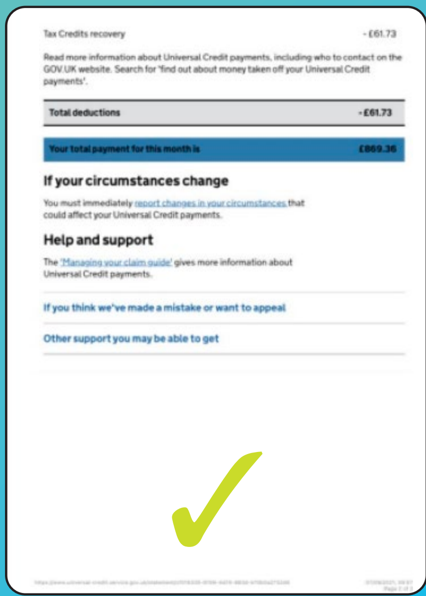
Under Payments, it shows a list of months and how much you have received. You need to click on the most recent 3 months and show us each of the award statements.

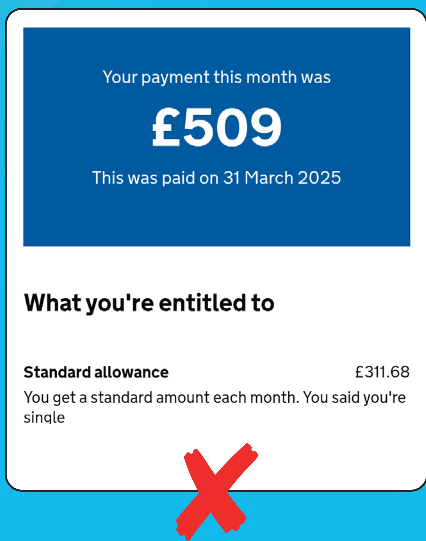
Click on "Print this Statement" at the top of the Award Statement – from here you should be able to save the file as a PDF.

- **Computer:** Change the printer to **"Save as PDF"** You can then save a copy of the document
- **iPhone:** Click "Print this Statement", then click on the "Share" icon in the top right corner
- **Android:** On the print preview, select the three dots, select printer, and save as PDF. You can then save to files

If you can't download the PDF copies, you can also screenshot each page and send those to us.



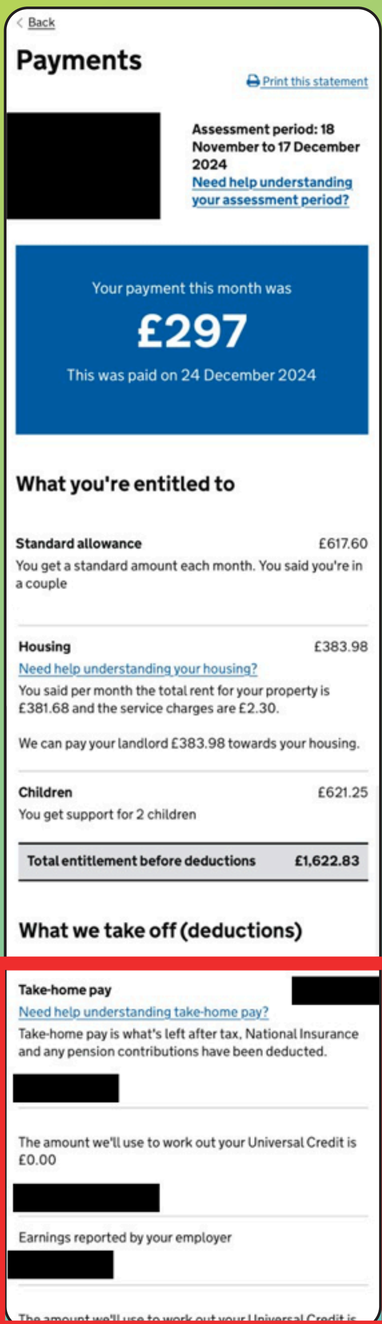




Example 2 - Mobile Phone

If you can't download the PDF copies, you can also screenshot each page and send those to us.

Please ensure you provide all pages of the Universal Credit statement for 3 consecutive months. We do not need to see screenshots of the to do list, journal, payment dates or amount.



< Back

Payments

Print this statement

[redacted]

Assessment period: 18 November to 17 December 2024

Need help understanding your assessment period?

Your payment this month was

£297

This was paid on 24 December 2024

What you're entitled to

Standard allowance You get a standard amount each month. You said you're in a couple	£617.60
Housing Need help understanding your housing? You said per month the total rent for your property is £381.68 and the service charges are £2.30. We can pay your landlord £383.98 towards your housing.	£383.98
Children You get support for 2 children	£621.25
Total entitlement before deductions	**£1,622.83**

What we take off (deductions)

Take-home pay [redacted]

Need help understanding take-home pay?

Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

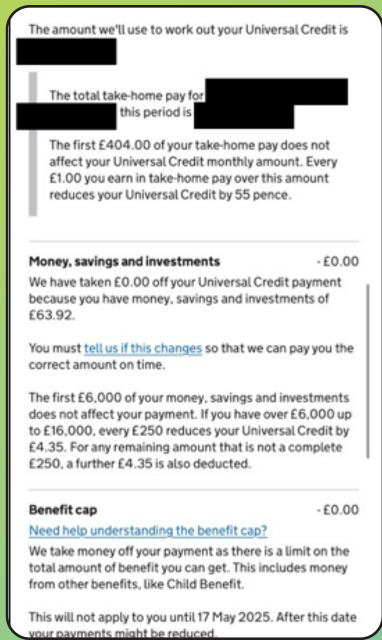
[redacted]

The amount we'll use to work out your Universal Credit is £0.00

[redacted]

Earnings reported by your employer

[redacted]



The amount we'll use to work out your Universal Credit is

[redacted]

The total take-home pay for [redacted] this period is [redacted]

The first £404.00 of your take-home pay does not affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this amount reduces your Universal Credit by 55 pence.

Money, savings and investments - £0.00

We have taken £0.00 off your Universal Credit payment because you have money, savings and investments of £63.92.

You must tell us if this changes so that we can pay you the correct amount on time.

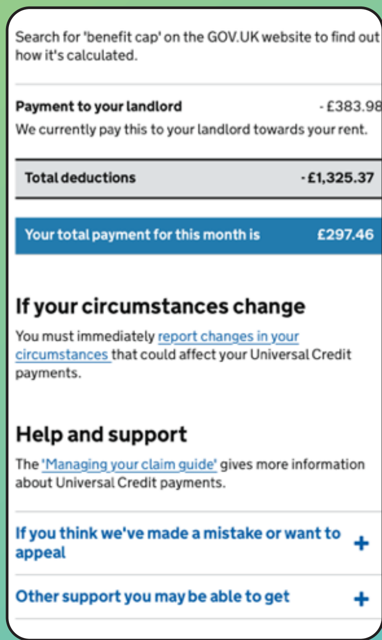
The first £6,000 of your money, savings and investments does not affect your payment. If you have over £6,000 up to £16,000, every £250 reduces your Universal Credit by £4.35. For any remaining amount that is not a complete £250, a further £4.35 is also deducted.

Benefit cap - £0.00

Need help understanding the benefit cap?

We take money off your payment as there is a limit on the total amount of benefit you can get. This includes money from other benefits, like Child Benefit.

This will not apply to you until 17 May 2025. After this date your payments might be reduced.



Search for 'benefit cap' on the GOV.UK website to find out how it's calculated.

Payment to your landlord - £383.98

We currently pay this to your landlord towards your rent.

Total deductions	**- £1,325.37**
Your total payment for this month is	**£297.46**

If your circumstances change

You must immediately report changes in your circumstances that could affect your Universal Credit payments.

Help and support

The 'Managing your claim guide' gives more information about Universal Credit payments.

If you think we've made a mistake or want to appeal +

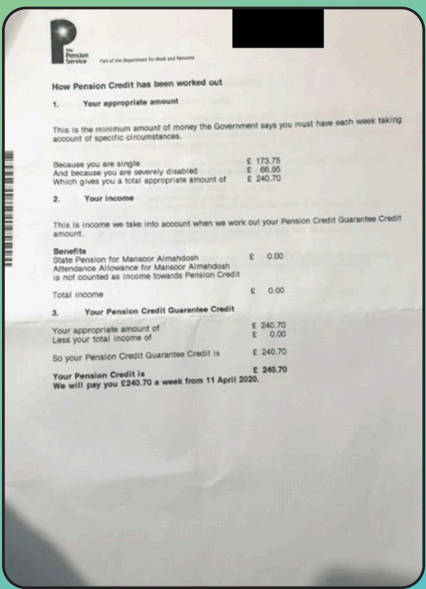
Other support you may be able to get +

Please note if **'Take Home Pay'** is stated on your UC, you must provide 3 most recent months or 5 most recent weeks of payslips.

PENSION CREDIT GUARANTEE OR STATE PENSION LETTER

Evidence can be either a photo (this should be either a JPEG or BMP) or a scanned/original document (Word or Adobe PDF).

You must provide all pages of your award document for the current year.



[redacted]

The Pension Service
Part of the Department for Work and Pensions

How Pension Credit has been worked out

1. Your appropriate amount

This is the minimum amount of money the Government says you must have each week taking account of specific circumstances.

Because you are single	£ 173.75
And because you are severely disabled	£ 66.95
Which gives you a total appropriate amount of	£ 240.70

2. Your income

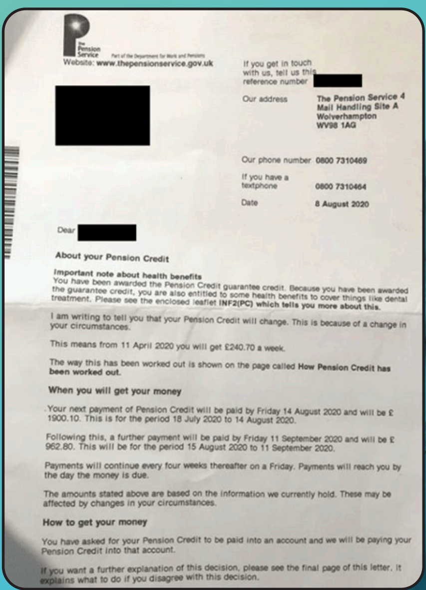
This is income we take into account when we work out your Pension Credit Guarantee Credit amount.

Benefits	
State Pension for Mansoor Almahdosh	£ 0.00
Attendance Allowance for Mansoor Almahdosh is not counted as income towards Pension Credit	
Total income	£ 0.00

3. Your Pension Credit Guarantee Credit

Your appropriate amount of	£ 240.70
Less your total income of	£ 0.00
So your Pension Credit Guarantee Credit is	£ 240.70
Your Pension Credit is	**£ 240.70**

We will pay you £240.70 a week from 11 April 2020.



The Pension Service
Part of the Department for Work and Pensions
Website: **www.thepensionservice.gov.uk**

[redacted]

If you get in touch with us, tell us this reference number [redacted]

Our address: **The Pension Service 4, Mail Handling Site A, Wolverhampton, WV98 1AG**

Our phone number: **0800 7310469**

If you have a textphone: **0800 7310464**

Date: **8 August 2020**

Dear [redacted]

About your Pension Credit

Important note about health benefits
You have been awarded the Pension Credit guarantee credit. Because you have been awarded the guarantee credit, you are also entitled to some health benefits to cover things like dental treatment. Please see the enclosed leaflet **INF2(PC) which tells you more about this.**

I am writing to tell you that your Pension Credit will change. This is because of a change in your circumstances.

This means from 11 April 2020 you will get £240.70 a week.

The way this has been worked out is shown on the page called **How Pension Credit has been worked out.**

When you will get your money

Your next payment of Pension Credit will be paid by Friday 14 August 2020 and will be £ 1900.10. This is for the period 18 July 2020 to 14 August 2020.

Following this, a further payment will be paid by Friday 11 September 2020 and will be £ 962.80. This will be for the period 15 August 2020 to 11 September 2020.

Payments will continue every four weeks thereafter on a Friday. Payments will reach you by the day the money is due.

The amounts stated above are based on the information we currently hold. These may be affected by changes in your circumstances.

How to get your money

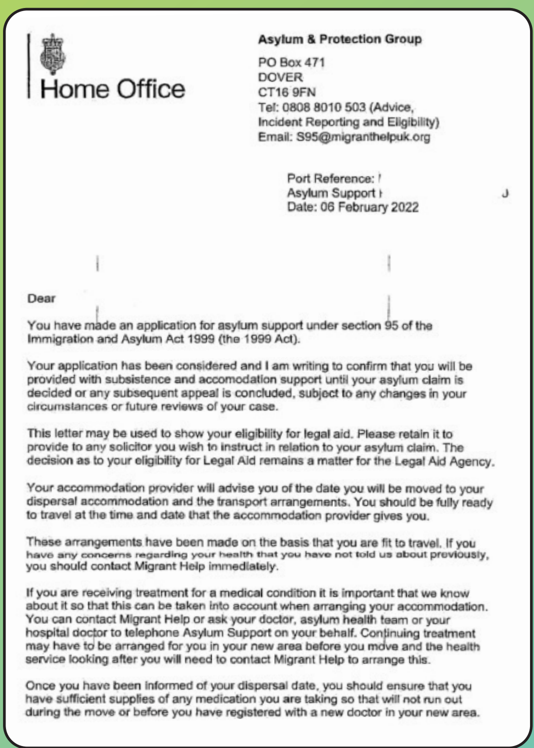
You have asked for your Pension Credit to be paid into an account and we will be paying your Pension Credit into that account.

If you want a further explanation of this decision, please see the final page of this letter. It explains what to do if you disagree with this decision.

SUPPORT FROM THE NATIONAL ASYLUM SUPPORT SERVICE

If you are an Asylum Seeker or waiting for a decision, you will need to upload all of the following:

- ARC (Application Registration Card)
- Bail 201 letter
- Two mini-statements from two different days
- Aspen Card



Home Office

Asylum & Protection Group
PO Box 471
DOVER
CT16 9FN
Tel: 0808 8010 503 (Advice, Incident Reporting and Eligibility)
Email: S95@migranthelpuk.org

Port Reference:
Asylum Support
Date: 06 February 2022

Dear

You have made an application for asylum support under section 95 of the Immigration and Asylum Act 1999 (the 1999 Act).

Your application has been considered and I am writing to confirm that you will be provided with subsistence and accomodation support until your asylum claim is decided or any subsequent appeal is concluded, subject to any changes in your circumstances or future reviews of your case.

This letter may be used to show your eligibility for legal aid. Please retain it to provide to any solicitor you wish to instruct in relation to your asylum claim. The decision as to your eligibility for Legal Aid remains a matter for the Legal Aid Agency.

Your accommodation provider will advise you of the date you will be moved to your dispersal accommodation and the transport arrangements. You should be fully ready to travel at the time and date that the accommodation provider gives you.

These arrangements have been made on the basis that you are fit to travel. If you have any concerns regarding your health that you have not told us about previously, you should contact Migrant Help immediately.

If you are receiving treatment for a medical condition it is important that we know about it so that this can be taken into account when arranging your accommodation. You can contact Migrant Help or ask your doctor, asylum health team or your hospital doctor to telephone Asylum Support on your behalf. Continuing treatment may have to be arranged for you in your new area before you move and the health service looking after you will need to contact Migrant Help to arrange this.

Once you have been informed of your dispersal date, you should ensure that you have sufficient supplies of any medication you are taking so that will not run out during the move or before you have registered with a new doctor in your new area.

MAKING YOUR APPLICATION

To help us please have the evidence indicated available when you are ready to complete an application. Our application system, PayMyStudent will open in July, you can then create an account and make an application.

Applications are dealt with in strict order of receipt so incomplete or incorrect evidence will delay the process.

Please do not submit alternative documents as evidence, we are unable to accept out of date letters.

Please do not submit another application form if you don't hear from us straight away.

We do our best to process applications as quickly as possible, but this may take longer at the beginning of the academic year due to the large volume we receive. We thank you for your patience during this time.

PLEASE NOTE: If you are not able to provide sufficient evidence outlined within this booklet, you will not be eligible for support from any of the support funds. However, students can apply at any point during the academic year should there be a change of circumstances.

KEY THINGS TO REMEMBER

All 16/18 year old learners enrolled on a full time FE course (This does not include apprenticeships or HNC/HND courses) will be issued with a bus pass at enrolment. This bus pass is for term 1 only and will expire if a bursary form is not received by the end of the term. Free meals and course related costs are also applied for using the same bursary form. Learners are expected to maintain a good level of attendance in each term. Learners who do not reach and maintain a good level of attendance will have support withdrawn. Please do not complete application forms for any of the funds without full income evidence.

Your application will not be processed without evidence of your total household income.

Childcare support is awarded to eligible learners for timetabled days only. Any government funding such as "time for two" or free "15 or 30 hours for working families" must be used in the first instance before top up funding can be issued. The maximum daily rate per child is £65. Learners who are eligible for childcare support are responsible for paying any shortfall themselves excluding Care2Learn scheme i.e. where daily/weekly rate exceeds maximum level of college support. Learners should not commit to a childcare contract without considering if they have the means to make their contribution to payments. Once the income assessment has been completed the learner will receive a confirmation of support email with a start date for childcare support.

If the learner uses their chosen childcare provider before the start date stated in the confirmation support email, any costs incurred are the learner's responsibility.

PLEASE NOTE: The maximum weekly rate per LEARNER is £180 regardless of number of children requiring childcare support excluding Care2Learn scheme.

WHAT SUPPORT IS AVAILABLE 16-18

DESCRIPTION	MEALS	TRANSPORT	OTHER COURSE COSTS	CHILDCARE – CARE2LEARN SCHEME
Gross annual household income of below £42,000	*£5.25 per timetabled day pre-loaded on college ID cards to be used in college food outlets	Dudley College Bus pass issued to learners mobile device – learners must maintain a good level of attendance to be eligible for continued use	Full support for uniform, kit and essential trips. UCAS for year 2 learners	Support for timetabled hours. Max £65 per day. Support is limited to a maximum of £180 per week per child
Gross annual household income of above £42,000	*Not eligible *If receiving Universal Credit speak to the Student Finance Team.	Dudley College Bus pass issued to learners mobile device – learners must maintain a good level of attendance to be eligible for continued use	Not eligible	Support for timetabled hours. Max £65 per day. Support is limited to a maximum of £180 per week per child

WHAT SUPPORT IS AVAILABLE 19+

DESCRIPTION	MEALS	TRANSPORT	OTHER COURSE COSTS	CHILDCARE
Gross annual household income is below £16,190	£5.25 per timetabled day pre-loaded on college ID cards to be used in college food outlets	Paid termly to learners with a good level of attendance by BACS transfer. Some learners will receive in-kind support in place of cash payments; this is at the discretion of the student finance team	*Full support for uniform, kit and essential trips. UCAS *Asylum Seekers will not receive money	Support for timetabled hours. Max £65 per day. Support is limited to a maximum of £180 per week regardless of number of children or number of timetabled days. All government support i.e. Free 15/30 hours must be used in the first instance
Gross annual household income of above £16,190 but below £40,000	Not eligible	Paid termly to learners with a good level of attendance by BACS transfer. Some learners will receive in-kind support in place of cash payments; this is at the discretion of the student finance team	*Full support for uniform, kit and essential trips. UCAS *Asylum Seekers will not receive money	Support for timetabled hours. Max £65 per day per child. Support is limited to a maximum of £180 per week regardless of number of children or number of timetabled days. All government support i.e. Free 15/30 hours must be used in the first instance
Gross annual household income of above £40,000	Not eligible	Not eligible	Not eligible	Not eligible

FAQS

Q: When will next years Bursary Application Process open?
A: The Bursary Application Process will open at the start of July each academic year.

Q: When will I be notified about the outcome of my application?
A: You will be notified by your PayMyStudent account up to 6 weeks after completing your form. There's no need to contact us, check your PayMyStudent account for updates.

Q: When does the Bursary Application Process close?
A: The Bursary Application Process will close on the last day of the academic year.

Q: When will I get paid my fees?
A: Payments are made to eligible learners 6 weeks from the start of your course. Please note that you must have a good level of attendance for your payment to be processed.

Q: What documents are required for the application?
A: You will be expected to provide proof of Household Income. The questions on the PayMyStudent application form will establish the documents you will need to supply for evidence.

Q: What happens if I cannot provide evidence for my Household Income?
A: If you are unable to provide mandatory evidence for your Bursary application, you must speak with the Student Finance Team. They can provide guidance, explain the alternative documents you can provide, or show you the next steps you may need to take to access a Bursary.

FAQS

Q: Why does the Bursary process take so long?

A: Processing times can be extended if applicants fail to provide the correct evidence or documentation. To expedite the process please ensure that all required documents are accurate and complete when you submit your application. Additionally, frequent follow-up communications and phone calls can delay processing times. We kindly ask for your patience and understanding and encourage you to check the status of your application via the PayMyStudent account.

Q: Can I appeal Student Finances decision?

A: We understand you may be disappointed regarding the outcome, so if you wish to appeal the decision, please put in writing your reasons for the appeal or reassessment. Please email the Student Finance Team Manager Samantha Brown **samantha.brown@dudleycol.ac.uk.** Please give your full name, student ID number and the reason why you would like a reassessment or reasons for the appeal.

Q: I do not want to submit any evidence, what happens to my application?

A: Failure to provide the necessary evidence will delay your application and result in the suspension of any support. Additionally, students aged 16–18 who currently use the Dudley College of Technology bus pass will lose access to it at the end of the first term.

Q: What support have I been awarded?

A: You can see what you have been awarded on your PayMyStudent account. A letter will be sent to your email when we have assessed your application.

Q: I want to apply for more support; how can I do this?

A: If you are a school leaver and have a PayMyStudent account, you can do this by filling out the 'Further Request' questionnaire. If you are a progressor, you will have to make a PayMyStudent account and complete a full bursary form to be reassessed.

Contact Student Finance Team
We are here to help:

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