

Student Admin Office
Newbattle Abbey College
Newbattle Road
Dalkeith
Midlothian
EH22 3LL

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Student Funding Application

2023-2024

(Please read the Introduction to Student Funding,
before completing the Student Funding Application)

APPLICATIONS MUST BE RECEIVED PRIOR TO THE START DATE OF OUR COURSE

Newbattle Abbey College is bound by the General Data Protection Regulations and the Data Protection Act, 2018; under the 'Act' information will be stored on a computer system by the College.

SECTION 1 – PERSONAL DETAILS

Forename(s):

Surname:

Title:
(circle one) Mr Mrs Miss Ms Mx Other

Date of Birth:

Scottish
Candidate
No:
*(Have you previously studied SQA Qualifications, for example: Standard Grades,
Higher Grades, National Certificate Modules or Higher National Units?)*

Telephone
No:

Mobile No:

Email:

Nationality:

Country of
Birth:

Please give your current home address:

Postcode

Term Time Address (if different from your current home address:

Postcode

How long have you been resident in the UK and Islands?

From birth? (please tick) or since Month Year

How long have you been resident in Scotland?

From birth? (please tick) or since Month Year

Are you an Asylum Seeker? Yes/No Are you a Ukrainian National? Yes/No

Do you have Dual Nationality? Yes/No If yes, state which countries

Are you a Veteran Yes/No

Are you a Stateless Person Yes/No

Are you a Refugee Yes/No

Are you required to have a Visa to be in the UK and Islands? Yes/No

Do you have either EU Settled Status? Yes/No
(NB documentary evidence required as proof of status)

Or

Pre-settled status? Yes/No
(NB documentary evidence required as proof of status)

SECTION 2 – EDUCATION DETAILS

Last School Attended:

Date Left School:

Have you been in education at any time since leaving school? Yes/No *(please circle)*

Title and level of course <i>(for example, NC Beauty)</i>	Full or part-time	Name of University or College	Date Started	Date Left	Funding Received **

** For example, EMA, bursary, SAAS, travel expenses, fees only, etc.

If you did not complete or achieve a qualification for any course listed above, please state which course and why.

SECTION 3 – EMPLOYMENT HISTORY

Please give details of all employment/benefits claimed during the last 6 years or since leaving school. You should account for the whole period including any gaps in your history e.g., if you were a student, bringing up children, volunteering, travelling etc.

Name and address of your employer or benefits office	Did you work full or part-time?	Job title or type of benefit received	Date from (MM/YY)	Date to (MM/YY)

SECTION 4 – STUDENT CATEGORY

This section helps to decide whether you are a parentally supported student or a self-supporting student and whose income needs to be taken into account when assessing your award.

Are you aged 25 or over on 30 August 2023?

Yes



If 'Yes,' you are a self-supporting student. Go to Section 5

No



If 'No' please continue below

A student who has not yet reached the age of 25 may be defined as self-supporting if they answer **'Yes'** to one or more of the following criteria: *(please circle)*

a. Are you married, in a civil partnership or living with a partner in an established relationship?
Yes/No

b. Are both your parents deceased?
Yes/No

c. Do you have any children or are caring for a child dependent on you?
Yes/No

d. Have you supported yourself financially for a total of three years or more prior to the start date of your course?
Yes/No

If you answered **'Yes'** to any of the above criteria and can provide the relevant proof, you may be considered as a self-supporting student.

If you answered **'No'** to all of the above criteria, you are a parentally supported student.

SECTION 5 – ABOUT YOUR FAMILY

1. What is your marital status? *(please circle)*

Single Married Civil Partnership Living with partner Divorced Separated Widowed

2. Who will you live with whilst attending college? *(please circle)*

Parents Partner Flatmate On my own

3. If you are a 'parentally supported student' give details of the parent(s)/guardian(s) you live with or last lived with and any partner who lives with them.

If you are a 'self-supporting student' and you are married, in a civil partnership or live with a partner give details of your partner.

	Parent/Guardian/Partner (1)	Parent/Guardian (2)
Name	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
Marital status	<input type="text"/>	<input type="text"/>
Relationship to you	<input type="text"/>	<input type="text"/>

I am living under the care of my local authority or with foster parents.

I am irreconcilably estranged from (have no contact with) my parent(s)/guardian(s)

I am a Care Experienced Student.

4. If you are a 'parentally supported student' give details of all dependent children who live with your parent(s)/guardian(s). If you are a 'self-supporting student' give details of all dependent children who live with you.

Name of Child	Date of birth	School/college attending in 2023/2024

5. Provide details of any other students in your family taking a full-time further or higher education course.

Name of Student	Date of Birth	College/University attending in 2023/2024	Relationship to you

SECTION 6 – STUDENT INCOME

1. Which best describes your status immediately before starting your course? *(please circle)*

Student Unemployed Employed School Leaver Apprentice

2. If unemployed were you on *(please circle)*

Jobseekers Allowance	Income Support	Other Benefits
Supported by parent(s)	Supported by partner	Living off savings
Universal Credit	Employed full or part-time	Self-employed
Retired receiving pension		

3. Provide details of all income received prior to the start date of your course and indicate if this income will continue while attending college. **NO BOX SHOULD BE LEFT BLANK.** Where there is no income write **NONE**.

	Weekly Amount (£)	Will income continue?	
		YES	NO
a. Employment Income			
b. Benefits			
c. Working tax credits			
d. Self-employed income (including income from property)			
e. Pension income			
f. Maintenance payments received/paid			
g. Other income			

4. If you were in receipt of benefits immediately before the start date of your course, or are currently receiving/making a claim for benefits, please specify which benefits below *(please circle)*

Jobseekers Allowance

Income Support

Employment & Support Allowance (ESA)

Carer's Allowance

Personal Independence Payment (PIP)

Universal Credit

DLA: Mobility

DLA: Care

Housing Benefit

Maternity Allowance

Pension

Other – Please specify:

IMPORTANT! If you are NOT a school leaver and did not work or claim benefits immediately before starting your course, please give a full explanation in the box below of how you were financially supported (evidence will be required).

SECTION 7 – HOUSEHOLD INCOME

1. Are you **under 18 years on** 30 August 2023 and your parent(s)/guardian(s) gross income for 2022-2023 exceeds £24,421 (or £26,884 for families with more than one dependent child) and you wish to apply for non-means tested travel and course expenses only?

Yes →

If 'Yes' go to next section. You will **not** be assessed for EMA and do not have to submit evidence of parent(s)/guardian(s) income.

No →

If 'No' please continue below.

2. Provide details of the annual gross income received by the parent(s)/guardian(s) or partner named during **tax year ending 5 April 2023** (this includes the partner of your mother or father if they are living in your household). **NO BOX SHOULD BE LEFT BLANK.** Where there is no income write **NONE**.

	Parent/Guardian/ Partner (1)	Parent/Guardian (2)
a. Occupation during 2022-2023		
b. Salaries and wages		
c. Benefits		
d. Working tax credit		
e. Self-employed income		
f. Pension income		

g. Maintenance payments
received/paid

h. Other income

IMPORTANT! - If you did not enter income in ANY of the boxes above, please tell us why in the box below, for example, 'house person,' 'student' or 'unemployed and not eligible for benefits.'

SECTION 8 – TRAVEL COSTS

To be eligible for assistance with travel necessarily incurred in attending an approved course of study, if you live more than two miles from your campus, we will normally award you the cost of a First Edinburgh bus ticket. This will be paid fortnightly in arrears at the same time as your bursary and will not be paid during absences or holidays.

Students under the age of 22 years on the start date of their course are not eligible for assistance with travel and must apply for the NEC travel card. This will allow free travel on all buses throughout Scotland.

SECTION 9 – ADDITIONAL INFORMATION

If you feel there is any information which is relevant to your application which you have not included elsewhere please use the space provided below to detail this, for example a health issue that may affect your attendance, a pre-arranged holiday, or if you have been previously funded and are requesting further funding.

SECTION 10 – DECLARATION

Please read the following declaration. We will not be able to process this application unless you sign and date this declaration.

- As far as I know, the details I have given on this form are complete and accurate.
- I agree to give you any further information you may ask for.
- I agree to tell you immediately if I do not enroll or withdraw from my course of study.
- I will tell you immediately if my circumstances change in any way that might affect any amount I have received, or had paid on my behalf.
- I understand that giving false information or withholding relevant information may result in the withdrawal of my support and to the recovery of any amounts paid by the College.

I consent to the College discussing details relating to this application, my award, and continuing circumstances with my parent(s)/guardian/partner. Yes No

STUDENT'S SIGNATURE:

DATE:

- A. Parent/guardian's signature is required for all students under 18 years of age.
- B. parent/guardian's signature is required for students aged 18-24 who have submitted parent(s)/guardian(s) income details.
- C. Partner's signature is required for students who have submitted partner's income details.

I, the undersigned, being the parent/guardian/partner of the above student, accept together with the student the offer of a bursary/EMA and the terms and conditions attached therein.

PARENT/GUARDIAN/PARTNER'S SIGNATURE:

DATE:

SECTION 11 – STUDENT BENEFIT CERTIFICATE

If you are/were in receipt of any benefits prior to the start date of your course complete your personal details below and sign Declaration A. You should then **DETACH** this form and take it to your local Jobcentre Plus/DWP for completion. **Do not delay submitting your application, the completed Benefit Certificate can be sent at a later date.**

Name of Student

Home Address

Date of Birth

NI number

DECLARATION A: THE STUDENT

I authorise Jobcentre Plus/DWP to disclose information regarding my benefits and allowances to Newbattle Abbey College for the purpose of assessing my application for bursary/EMA funding.

Signature of student

Date

To be completed by Jobcentre Plus/DWP. Please list below all benefits received by the above named student during tax year 2022-2023 showing weekly amounts.

Benefit Type	Date		Weekly Amount	Will benefit(s) continue if in full-time education?	Date benefit(s) ceased/will cease
	From:	To:			

Claiming benefit as a lone parent? Yes/No

Has a joint claim with a partner? Yes/No

Student has not claimed any benefit from 6 April 2023 to date. Yes/No

DECLARATION B: JOBCENTRE PLUS/DWP

I certify that the benefits and allowances shown above were paid to the student during tax year 2022-2023.

Signature:

Contact Name:

Date:

Office Stamp

Please return completed certificate to the student or forward it to: Student Admin, Newbattle Abbey College, Newbattle Road, Dalkeith Midlothian EH22 3LL

SECTION 12 – PARENT/GUARDIAN OR PARTNER’S BENEFIT CERTIFICATE

If your parent(s)/guardian(s)/partner received benefits during tax year 2022-2023 they should complete their personal details below and sign Declaration A. They should then **DETACH** this form and take it to their local Jobcentre Plus/DWP for completion. **Do not delay submitting your application, the completed Benefit Certificate can be sent at a later date.**

Name of Student

Home Address

Student’s
Date of Birth

Name of Claimant

Claimant’s NI Number

Relationship to Student

DECLARATION A: THE PARENT/GUARDIAN OR PARTNER

I authorise Jobcentre Plus/DWP to disclose information regarding my benefits and allowances to Newbattle Abbey College for the purpose of assessing my application for bursary/EMA funding.

Signature of Claimant

Date

To be completed by Jobcentre Plus/DWP. Please list below all benefits received by the above named claimant during tax year 2022-2023 showing weekly amounts.

Benefit Type	Date		Weekly Amount (£)	Taxable (yes or no)
	From:	To:		

Total gross pay from previous employment during 2022-2023

£

Claiming benefit as a lone parent? Yes/No

Has a joint claim with a partner? Yes/No

Student has not claimed any benefit from 6 April 2023 to date. Yes/No

DECLARATION B: JOBCENTRE PLUS/DWP

I certify that the benefits and allowances shown above were paid to the claimant during tax year 2022-2023.

Signature:

Contact Name:

Date:

Office Stamp

Please return completed certificate to the student or forward it to: Student Admin, Newbattle Abbey College, Newbattle Road, Dalkeith Midlothian EH22 3LL

SECTION 13 – BANK DETAILS

Provide the details of the bank account into which you wish to receive your payments. This account should be in your own name. Please note that missing or incorrect bank details will delay your payments.

Name of Bank:

Name of
Account Holder:

Name of account holder as it appears on your card

Account Number:

You can find this **8-digit number** on your bank card or bank statement

Sort Code:

You can find this **6-digit number** on your bank card or bank statement

Name of Course:

WHO SHOULD COMPLETE THE APPLICATION

The bursary fund is cash limited, and applications can only be considered while funds remain available. The fund can close at any time and without warning, therefore submitted and completed application form is **NOT** a guarantee of funding. Completed applications are processed on a first-come first-served basis. To ensure your funding is in place for you starting and you are on the first payment run, applications and all evidence should be submitted by Friday, 25 August 2023.

If you have any questions about this application, please contact us before sending it to us. Call our enquiry line on 0131 663 1921 or email us at studentadmin@nac.ac.uk

Only students starting a full-time non-advanced course should complete this form. If you are studying part-time or HNC/HND level, contact Student Admin at studentadmin@nac.ac.uk for further advice.

If you normally live in Orkney or Shetland, you are not eligible for a bursary from Newbattle Abbey College. You will need to apply to your local Islands Authority. However, if you are eligible for EMA you should apply to Newbattle Abbey College for EMA only.

RETURNING THE APPLICATION FORM

Complete all information and enclose all relevant documents. If you don't have all the evidence we need, you should still return your form. Any outstanding evidence can be sent at a later date.

Do **NOT** send us original documents, send us **CLEAR PHOTOCOPIES/SCANS**. However, we reserve the right to ask for original documents. The College does not accept liability for any form or document which may be lost in the post.

Send your completed form and documents to the postal address or email address on the front of this application. **MAKE SURE YOU PAY THE CORRECT POSTAGE.**

To get payments backdated you need to return the form no later than six weeks after the start date of your course. College courses commence 4 September 2023.

WHAT HAPPENS NEXT?

You will receive an acknowledgement email when we receive your application form. If you do not receive an email within 2 weeks of sending your form, please contact us. It can take up to 6 weeks for your application to be assessed. This is due to the volume of applications received. **APPLY EARLY!** We will only send you an award notice when your application is fully complete.

This means we must have all the information and evidence required. We will contact you in writing if we require further information or evidence to complete our assessment.