



Student Admin Office
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Introduction to Student Funding 2024-2025

Section 1 – Application Process

1. Who should complete the Student Funding Application?

Students starting the following courses should complete this form:

- Access to Higher Education (SWAP)
- National Certificate (NC) – Rural Skills
- National Certificate (NC) – Social Sciences
- Preparation for Learning and Working

If you are studying at HNC/HND level, please contact:

Student Awards Agency Scotland (SAAS)

www.saas.gov.uk

2. When should I apply?

An application for funding should be made as soon as possible. Funds are cash limited, and applications are dealt with on a first come first served basis. Please note that completed applications must be received within 6 weeks of the start of your course for any award to be backdated to the start of your course. Applications received after the 6th week of your course will only be awarded from the date the completed application was submitted.

3. Supporting Evidence

You will be asked to provide evidence to support your application. This can be done by taking a photograph of the evidence with your smartphone/camera or by using a scanner then sent to the Senior Administrator.

Your application will not be treated as complete until we have received all the supporting evidence requested from you. Your application will not be reviewed until we have received all of the evidence. It is also important to note that the initial evidence request is not exhaustive, and we may require you to submit further evidence once we have reviewed your application. A document checklist can be found at the end of this document. (Appendix 1).

4. What to do if your Application is declined?

Each application is assessed against a clear set of criteria, most of which is set by bodies outside the College such as the Scottish Funding Council or Scottish Government. If declined, you will receive a letter/email from the College outlining the reason(s).

If your application has been declined, and you do not agree with this decision, you can make a formal appeal against this decision. You should write to:

Director of Operations and Business Development
Newbattle Abbey College
Newbattle Road
Dalkeith
EH22 3LL

Please provide full information about your funding appeal, enclosing any additional documentary evidence to support your claim for funding.

All appeals are fully investigated.

5. Previous Study and Finance

If you have previously received financial support for any further education full-time course(s) and you wish to study at the same level or a lower-level course, your eligibility for bursary and/or EMA funding may be affected. Your eligibility for these funds may also be affected if you have studied at a higher level (HNC/HND/Degree courses) regardless of any funding you have received. You should, however, still submit an application for bursary/EMA funding and your circumstances will be fully considered.

The college has access to a national database which can be used to check for previous study. Please therefore ensure you disclose all previous courses on the relevant section of your application.

Tuition Fees

Most Scottish full-time students will not have to pay tuition fees. A completed application form is still required if you are applying for tuition fees only.

6. Residency

If you are beyond your statutory school leaving date and satisfy the residency requirements set out by the Scottish Funding Council, you can apply for funding for a college course.

Generally, you should meet the following criteria:

- Ordinarily resident in the UK for 3 years immediately before the start date of your course and,
- Ordinarily resident in Scotland on the first day of your course and,
- Be settled in the UK with no restrictions on remaining in the UK (e.g., having British Citizenship or Leave to Remain or EU national with 'settled' or 'pre-settled' status through the EU settlement scheme)

If you do not satisfy the criteria, you may not be eligible for college funding. However, as residency requirements are complex and individual to each student, please contact the Student Admin for assistance.

Students who are 16 on or before 2 September can apply for funding from the start of their course, however any award they are eligible to receive will not start until they have turned 16.

If you are from Orkney or Shetland you must apply to your Local Education Authority for bursary funding, however students who are eligible for EMA (Education Maintenance Allowance) can apply to the college.

If you are from England, Northern Ireland, or Wales you will need to contact your Local Education Authority for funding advice and/or assistance.

If you are from the EU and do not have settled or pre-settled status following Brexit on 31 January 2021, please read carefully, as the rules on funding for Scottish college course fees have now changed. Although fees funding is still available for courses started by EU citizens up to July 2021, from August 2021 onwards, EU citizens without settled or pre-settled status can no longer receive funding for course fees via the Scottish Funding Council. In addition, if you are an EU national and first arrived in the UK after 1 January 2021, you also require a visa to study here. At this moment in time, Newbattle Abbey College is not a licensed student sponsor.

This is the latest guidance on the matter:

[Update on the UK's relationship with the EU \(sfc.ac.uk\)](https://www.sfc.ac.uk/updates/2021/04/2021-04-20-uk-eu-relationship)

[Student visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

Section 2 – Types of Funding Available

1. Education Maintenance Allowance (EMA)

If you are under 18 years of age on the first day of your course, students on full-time and some part-time further education courses may be eligible for an Education Maintenance Allowance award (EMA).

Students who qualify for EMA will receive an allowance of £30.00 per week. This allowance is means tested against the following household income:

Gross Income for the 2023/2024 tax year	Number of dependent children in household	Award
£0 - £24,421	1	£30.00
£0 - £26,884	2+	£30.00

The allowance is paid fortnightly in arrears and must be paid into a student's own bank account. Payment is dependent on attendance, engagement, conduct and progress. It is only payable during term-time and not paid for college holidays.

An Individual Learning Agreement will be drawn up which will outline the attendance, progress, and conduct requirements. EMA students will also be assessed for a Further Education Bursary award for assistance with travel costs and study materials where applicable.

2. Further Education Bursary

Students who are aged 18 years or over and studying a full-time further education course can apply to the college for a bursary. A bursary award is typically made up of three components:

- Bursary maintenance allowance
- Travel costs
- Course study costs

Bursary awards are means tested against parent's/guardian's/partner's/student's income (where appropriate) and you may not be eligible for all components of a bursary award. Bursary payments are dependent on attendance, engagement, conduct and progress and are paid fortnightly in arrears.

2.1 Parentally Supported Students – Bursary Maintenance

A bursary will be awarded to a student who on the start date of his/her course has reached the age of 18 but is under 25. This is the date the course commences rather than the date the student starts the course.

At home allowance	£99.35 per week
Away from home allowance	£125.55 per week

The contribution scale is applied to parentally supported student bursaries. If gross parental income is £24,275.00 a contribution of £45.00 is assumed. The contribution increases at a rate of £1.00 per £9.00 balance of income thereafter up to a threshold of £50,977.00 where it will change to £1.00 for every £6.50 eg:

Gross Income	Contribution
Less than £24,275.00	Nil
£24,275.00	£45.00
£31,745.00	£875.00
£49,664.00.00	£2,866.00

After the contribution has been assessed it will be reduced by £152.00 in respect of each child (other than the award student) dependent on the parent(s)/guardian(s)

If you have not yet reached the age of 25 years, you will be awarded independent student status only if one of the following applies:

- You are married or living with a partner in an established relationship prior to the start of the course. If your marriage or relationship has broken down, you will only be eligible for independent status under (ii), (iii) or (iv) below
- You have no living parents or are officially estranged from them (ii)
- You are caring for a child dependent on you (iii)
- You have supported yourself financially for periods totalling a minimum of three full years before the start of the course (iv)
- You are living away from the parental home and can provide a copy of a formal rent agreement for a minimum period of three full years

You must submit relevant documentation from either the Department for Work and Pensions (DWP) or employer(s) for periods totalling no less than 36 months to prove you are entitled to independent student status. Your income must be equal to or above current Jobseekers Allowance levels.

If you cannot provide this income information, you will not be awarded independent student status.

It is your previous income and not where you live which will determine your entitlement to this allowance; if you live in your own accommodation, it does not give you automatic entitlement to this allowance.

Periods spent in full-time education cannot be considered towards self-supporting status.

2.2 Self-supporting Students – Bursary Maintenance

A bursary will be awarded to a student who on the start date of his/her course is aged 25 years or over/has supported themselves for three years/is married. This is the date the course commences rather than the date the student starts the course.

Self-supporting £125.55 per week

If you are married or living with a partner your award will also be subject to a spouse/partner contribution. You will be asked for details of your spouse/partner and his/her income in the application.

A student's assessed award is reduced by the amount of contribution which the spouse/partner is considered to be able to make towards the student's expenses.

In the assessment of the spouse/partner contribution, the income taken as the starting point is the gross income of the spouse/partner. If the gross income is £20,643.00 a contribution of £45.00 is assumed. The contribution increases at the rate of £1.00 per £9.00 balance of income thereafter, up to a threshold of £50,977 where it will change to £1.00 for every £6.50.

Gross Income	Contribution
Less than £20,643.00	Nil
£20,643.00	£45.00
£27,933.00	£855.00
£35,538.00	£1,700.00
£50,568.00	£3,370.00

After the contribution has been assessed it will be reduced by £152.00 in respect of each child (other than the award student) dependent on the spouse.

2.3 Care Experienced Students

Students who are 'care experienced' are eligible for a care experienced students' bursary. This is a non-income assessed bursary of £225.00 per week.

The term Care Experienced, Care Leaver and Looked After refers to people who have experience of being in care at any time of their lives or who are currently looked after. It includes any student who is under the care of Local Authority, including (but not limited to) where the care is being provided in the student's own home, in their parent(s) home, in the

home of relatives, in foster home, a care home or residential unit. It also includes students who are cared for under a compulsory kinship order.

2.4 Student's Own Income

Any bursary payable will be reduced on a pound for pound basis for unearned income received in excess of £24.19 per week. If you have an income, other than the bursary award whilst you are attending College give full details eg DWP benefits (including Working Tax Credits) gross income from pensions, bank and building society accounts, trust funds etc.

Students currently in receipt of benefits/Universal Credit

Income Support/ESA – students on these benefits can normally stay on the benefit and receive bursary support for equipment and travel only. If you are receiving ESA you need to check with the DWP that you can stay on it while studying.

Before submitting your Student Funding Application, you must have Section 11 completed by Jobcentre Plus/DWP confirming your eligibility to receive such support.

If you are in receipt of Universal Credit, you may be eligible to receive a bursary maintenance of up to £28 per week.

Please contact DWP directly for further information and advice.

2.5 Travel and Course Expenses

Students studying on full-time courses can apply to the bursary fund for assistance with travel and essential study costs. Eligibility for travel and study costs will be considered automatically as part of an assessment for bursary maintenance or EMA funding.

Travel is normally available to students who live more than 2 miles from college and who qualify for funding support. This is paid fortnightly in arrears but not if the student is absent.

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 as this will allow free travel on all buses throughout Scotland.

2.6 Dependant Allowance

If you have care, financial or legal responsibility for an adult dependent, you can apply for a dependant allowance of up to £67.55. To be eligible to receive this allowance, you must provide evidence to confirm you have responsibility for an adult dependent, and the adult dependent's income must be lower than £67.55 per week.

2.7 Residential Students

Students who are residential at College will receive a personal allowance of £36.70 per week. Board and accommodation of £140.13 per week will be deducted at source. However, you are requested to leave the residences during the Winter Break when you will receive a maintenance allowance for two weeks. This will be detailed in your award letter and also in your lease which you will be asked to sign before you move into your accommodation.

3. Discretionary Funding

Students who experience unexpected financial difficulties due to unforeseen circumstances while they are at College may be eligible for assistance from our Discretionary Fund. The purpose of the Discretionary Fund is to assist students who have their own accommodation and require assistance in paying their housing costs and associated expenses. Emergency one-off payments may also be considered for all students for the following reasons:

- Emergency situations
- Disability related costs

As these funds are limited, before applying you should have taken up your maximum entitlement to all other funding, such as bursary, student loan or any other grants. Students must satisfy residency requirements set out by the Scottish Funding Council to apply to the Discretionary Fund. You must provide evidence to support your application. This could be a bank statement, childcare invoice, or a copy of a bill. The Curriculum Manager or Senior Administrator will let you know what evidence we need from you, as it will differ depending on your reason for applying. Each application will be considered on its own merit.

4. Student Information Scotland

www.studentinformation.gov.scot

The Scottish Government's guide to student funding and finance, including a comprehensive funding checker and budget calculator.

Section 4 – After funding is awarded and the course has started

1. Change of Circumstances

If during your time at College your income or personal circumstances change for any reason, you must inform the Senior Administrator immediately to enable a reassessment of your award. This also includes a change of address.

Failure to do so may result in your application for support being cancelled and action will be taken to recover any money paid to you to which you are not entitled.

2. Responsibilities

You must ensure that you complete all College enrolment procedures. Payment will not be authorised until this is done and your entitlement to support will only start from the date of your enrolment.

Your award is dependent on your attendance, conduct and progress during your time at College for which the award was made. In cases where your conduct and/or progress and/or attendance is unsatisfactory in any given period without any satisfactory explanation, your payments will be suspended. If you withdraw from your course and have been overpaid, you will be required to repay this overpayment.

3. Overpayment of Award

Your award may be revised by the College at any time if:

- You fail to comply with the terms and conditions of the award
- You have omitted to submit any relevant documentation
- You have made a false declaration in your funding application
- An error has been made in calculation of your award

If you have any questions about student funding, please contact us on the details above.

Appendix 1

Document Checklist

Please use to check you have submitted all the necessary evidence to support your funding application. ONLY SUBMIT WHAT IS RELEVANT TO YOU. This list is intended as a guide and may not cover the full range of evidence required. Your award may be delayed if you do not enclose the correct documentary evidence.

All Students

(All students must provide one form of identification)

- Birth Certificate or Passport

Care Experienced Students

- A completed Care Experience Evidence Form

Parentally Supported Students

- Evidence of any unearned income

Proof of Parental Income:

- If employed: P60 (2023/2024) or Tax Credit Award Notice (TCAN) (2023/2024)
- If unemployed: DWP Letter of Entitlement (dated within the last 6 months) or Benefits Certificate (attached to Student Funding Application)

Proof of Other Dependents

- Birth certificates of any other dependent children in household
- Evidence of any maintenance payments e.g., CSA letter

Applying for Self-Supporting Status

Proof of Income:

- P60's and/or DWP entitlement letters covering 3 full tax years

Self-Supporting Students

Proof of Student Income:

- Evidence of any unearned income

If married or living with a partner:

- Marriage certificate or proof of co-habitation e.g., Council Tax Notice

Proof of Spouse/Partners Income:

- If employed: P60 (2023/2024) or Tax Credit Award Notice (TCAN) (2023/2024)
- If self-employed: Accountant Certificate (attached to Student Funding Application)
- If unemployed: DWP Letter of Entitlement (dated within the last 6 months) or Benefits Certificate (attached to Student Funding Application)

Proof of Other Dependents

- Birth certificates of any other dependent children in household

- Evidence of any maintenance payments e.g., CSA Proof of Other Dependents
- If you are under 18 years and apply for assistance with course expenses and travel costs only, you do not need to submit evidence of your parent(s)/guardian(s) income only your identification.