

## **Newcastle and Stafford Colleges Group Student Financial Support Guidance 2018/19**

Newcastle and Stafford Colleges Group is pleased to be able to offer financial support to help students meet the costs of attending College.

There are two types of support: College Maintenance Allowance (CMA) and Vulnerable Student Bursary (VSB). Both allowances include support for food, travel and essential course costs. If you are aged 16 to 18 and received Free School Meals whilst at school you may still be eligible to receive this entitlement through one of the two allowances. You can check to see which allowance you may be eligible for by reading the guidance below.

**Financial support payment start dates will be based on the date that the fully completed application form, with the correct supporting evidence, is received in Student Services and no backdated payments will be made. Once your application has been approved you will receive a letter of approval and a schedule of payment dates.**

### **College Maintenance Allowance (CMA)**

#### **Who can apply for this support?**

- Anyone with a total household income under £21,000 per year (excluding students enrolled on an apprenticeship, a self-financing course, a higher education (HE) course or students enrolled on a course with another education provider where funding is being claimed). Please note you will be asked to provide specific evidence when you apply.

#### **How much will I get?**

- You can receive up to £20 per week. All successful applicants will receive a payment schedule.
- Payments will be attendance based as detailed in the payment schedule.
- The payment is a contribution towards the cost of travel on public transport, the cost of food at College and other course related costs.

#### **How will I get paid?**

- The agreed amount will be paid onto your Student ID card or in kind as per the payment schedule (there will be no cash alternatives).

#### **What evidence will I need to provide?**

- You will be required to provide evidence of current household income and we may request up to date evidence of your household income at any point during the academic year.

#### **What other College related costs could I get help with?**

If you are approved to receive CMA you could also receive help with additional College related costs, determined by the requirements of your course, such as:

- Specialist equipment
- Specialist materials
- Essential uniform (refund to be claimed within 6 weeks of the course start date).
- Compulsory trips
- If you are aged 19+ and not eligible for automatic fee remission, you may be able to receive help towards tuition fees for level 1 and 2 courses through discretionary fee remission. Applications are considered by the Vice Principal. Awards are based on individual circumstances. Please ask a Student Finance Advisor for more details.

## **Childcare Funding for students aged 16-19**

Care to Learn is a Government scheme whereby if you are aged 19 or under on 31<sup>st</sup> August 2018, you may be eligible to receive help with the cost of childcare and transport (up to £160 per week) whilst you are learning. Your child must attend an Ofsted registered childcare provider.

For further information and details of how to apply please visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn) or telephone their Student Support Helpline on 0800 121 8989.

## **Discretionary Childcare Funding for students aged 20+**

This is support for students where childcare costs may be a barrier to attending College.

### **Who can apply for Discretionary Childcare Funding?**

- Students who are aged 20 or over on 31<sup>st</sup> August 2018 and have a total household income below £21,000 per year.

### **How will payments be made?**

- Payments will be made directly to an Ofsted registered childcare provider of your choice, as long as the provider agrees to our terms and conditions.

### **How much will the College contribute towards my childcare costs?**

- The College will contribute a maximum of £32 per full day, £16 for half a day or £16 per day for before and after school club (based on your timetabled lessons and compulsory placements). This support is available on a **term-time only** basis.

### **What evidence will I need to provide?**

- You will need to provide a copy of your current Tax Credit Award, naming the child(ren) you are requesting help for. You will also need to provide details of your chosen childcare provider(s).

### **How do I apply?**

- You will have to complete an application form for Childcare Support in addition to the Student Financial Support application form. You can download the Childcare Support application form from the College website, by contacting the Student Finance Team on (01782) 254188 to request a copy, or by collecting one from the College.

## **Vulnerable Student Bursary (for students aged 16-18 on 31<sup>st</sup> August 2018).**

### **Who can apply?**

You can apply for this bursary if one or more of the following applies to you:

- You are in local authority care or have recently left local authority care; or
- You are in receipt of Income Support or Universal Credit in your own name (the evidence must confirm that you are allowed to participate in further education or training); or
- You are in receipt of Employment Support Allowance (ESA) **and** either Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own name.

### **How much will I get?**

- You can get up to £1200 in total each academic year.
- You will receive most of your bursary through an allocation of up to £30 per week. All successful applicants will receive a payment schedule.
- Payments will be attendance based as detailed in the payment schedule.

- The remainder of your bursary will be allocated to meet your needs and the requirements of your course. This will be determined through one to one meetings with a Student Finance Advisor.

### **How will I get paid?**

- The money will be paid directly into **your** bank account. It is essential that you have a bank account in your own name. Please request a bank details form from the Student Finance Team.

### **When will I receive my first payment?**

- Once your application has been approved you will receive a schedule of payment dates.

### **What evidence will I need to provide?**

- You will be required to provide a local authority care status letter or current benefit evidence.

### **Travel Costs**

Subsidised bus passes are available to purchase from the College. Please get in touch for further information.

“Your Staffordshire Card” is a scheme available through Staffordshire County Council. If you live in Staffordshire (excluding Stoke-on-Trent) and are aged under 20, you can apply for a card costing £10 per year, which will enable you to travel for £1.30 per journey where your trip starts or finishes in Staffordshire (excluding Stoke-on-Trent). Please visit [www.staffordshire.gov.uk](http://www.staffordshire.gov.uk) for further information and how to apply.

If you will be travelling to College by rail, please contact the Student Finance Team for further information.

**If you need any help or assistance in relation to any of the above information, please do not hesitate to contact Student Finance on 01782 254188 or by e-mailing [studentfinanceteam@nscg.ac.uk](mailto:studentfinanceteam@nscg.ac.uk). We are happy to give advice and guidance over the phone, or to arrange appointments on a one to one basis.**