

**If you need additional financial support then...**

1. Talk to your parent(s) or guardian(s)
2. Find out about the costs involved in studying at College
3. Speak to your personal tutor, your subject tutor, the College Nurse or the Assistant Principal, Student Services
4. If you are eligible to apply, a Learning Support Funds form will be printed by Registry
5. Complete the rest of the form and ask your parent(s) or guardian(s) to complete the section on family finance
6. After you have signed it, either you or your parent(s) or guardian(s) should return the form to Tracey Falzon, College Nurse, together with evidence of income. Further information is available from **Tracey** on **01252 688201**.

**The College actions.....**

1. The College Nurse will check the form and evidence of income
2. You will be informed of the outcome of the assessment within three weeks, after your application has been considered by the Assistant Principal and the College Nurse
3. The awards rarely take the form of cash payments, instead the funds go direct to suppliers such as the College, local shops or transport providers
4. Authorisation of payments can be collected from Tracey Falzon in the Student Services Office

**Conditions**

- In order to receive an award, the student has to abide by their Learning Agreement
- The College may withdraw payments if the student fails to attend or if commitment is poor
- The College reserves the right to use the student award to pay off debts to the College
- If you receive financial assistance and leave before the completion of your course, you may be required to repay all or part of the grant

**If an application for an award is refused, an appeal may be made to:**

First : Rosemary Heasman, Assistant Principal, Student Services  
Second: Simon Jarvis, Vice Principal  
Final: John Guy, Principal

**Loans**

Students may apply to the College for a short-term loan in support of their studies. Parental agreement is generally requested and repayments are arranged through a standing order. If you would like more information about the scheme, then please contact Mary Marsh, Student Services Office Manager 01252 688317

# A Guide to Financial Support 2008-2009



## Educational Maintenance Awards (EMA)

**EMA** is a weekly payment of £10, £20 or £30 paid directly to the student 's bank account during term time, the amount being dependent on the household income. This money is intended to help students with their day to day costs such as travel, books, equipment and study visits. There are also £100 bonuses for students who continue in their courses and make good progress.

### You can obtain EMA if:

- Your household has an income of £30,810 or less
- Your course involves at least 12 hours of lessons per week
- You are aged between 16 - 19 years
- You maintain a good record of attendance and commitment

### You should also:

- Be a UK national born here or have UK citizenship or a UK passport with 3 years of continuous residence in the UK before starting your course
- Have 'indefinite leave to remain'
- Come from an EU or EEA country and have lived in the UK for three years, but not solely for the purpose of education

### How much will you get?

The amount depends on the income for your household, so you will need to speak to your parents about this. The figures for 2006-07 are as follows:

|                                  |                     |
|----------------------------------|---------------------|
| <b>Up to £20,817 a year</b>      | <b>£30 per week</b> |
| <b>£20,818 to £25,521 a year</b> | <b>£20 per week</b> |
| <b>£25,522 to £30,810 a year</b> | <b>£10 per week</b> |

The bonuses of £100 are paid in January and July, but are dependent on you obtaining good reviews. .

### What do you need to do to get EMA?

- Obtain an application form by contacting either your school or the EMA Helpline **080 8101 6219**
- Complete it and send it off before you start College or as soon as possible after the start date
- Open a bank account
- Bring your EMA Contract to enrolment
- Sign your Learning Agreement once you start at College. This sets out what is expected of you in terms of attendance and commitment
- The EMA payment is paid one week in arrears and should reach your bank account on Friday
- Payments may be subject to delay at bank holiday times

## EMA—continued Further Information

- Speak to Sue Massie, College EMA Coordinator 01252 688201
  - Contact a Hampshire Connexions Personal Adviser
  - Telephone the free EMA helpline **080 8101 6219**
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## Learner Support Funds (LSF)

These funds are available to give additional support to students from low income households. Each application will be carefully considered to find those who are most in need of help. However, the funds available are limited and therefore not every application will be successful.

### You are able to apply for an award if ...

- You meet the residential requirements as specified for EMA
- You are a full time student
- The family income is less than £25,000 a year

### What can Learner Support Funds be used for?

- A grant to contribute towards books, equipment and other course costs
- A grant to contribute towards the cost of field trips which relate directly to the course of study
- A grant to contribute towards the costs of travel from home to college \*

### Application forms

- Application forms are available from the Registry during enrolment in August and at any other time in the year
- Ask for a Learning Support Funds form

### Financial assessment

In order to assess an application for an award, the College will require proof of current income-related benefit or evidence of household income. Examples Tax Credit Award notices, P60, confirmation of income support, confirmation of change of circumstances etc.

*\*Currently under review by the LSC. For further information please contact Tracey Falzon..*