Residential Support Scheme
Your 2008/09 application pack
The Residential Support Scheme (the Scheme) helps you to access education that is not available within a reasonable daily travelling distance of your home. The Scheme will help to pay for residential accommodation where your term-time lodgings are within 15 miles of the college you wish to attend.

The Scheme is not intended to encourage you to live away from home. It is there to help you to follow courses that will help you to move to relevant employment or further learning if those courses aren’t available in the area where you live.
Am I eligible for support?

You are eligible to benefit from the Scheme if you are aged 16 or over, and:

- your course is not available locally (within reasonable daily travelling distance)
- your course is funded by the Learning and Skills Council
- you are ordinarily resident in England
- you will be studying on a course that involves at least 15 hours attendance per week and lasts for at least 10 weeks
- you are not going to one of the specialist colleges listed in Annex A
- you will be living in term-time lodgings that are no further than 15 miles from the college campus

Your college or learning provider can explain which courses meet these requirements.

Most students applying to the Scheme will be about to study for their first full Level 2 or 3. Exceptionally, the Scheme will also support study at Level 1, or for a second Level 2 or Level 3, and you should contact the Helpline, your college or Connexions advisor if you want to discuss support of this kind.

‘Reasonable daily travelling distance’ means:

- a daily return journey which takes under two hours on public transport; or
- a distance of under 15 miles from your home to the college.

How do I apply?

You should contact the college of your choice to check your eligibility and to seek further information about payments from the Scheme. If you think you are eligible, you should complete the application form and take it to your college together with a copy of your rental or tenancy agreement. If you are applying to the Scheme before you have found your term-time lodgings, you can send in a copy of your rental or tenancy agreement. The copy must be certified as an original by your college or learning provider. The final section of the form will be completed by the college. When it is ready, the form should be sent to the address provided.

Applications to the Scheme for 2008/09 will be processed from July 2008. After July, you can apply as soon as you have a confirmed place on a course.

If you make a successful application after your course has started, support can only be backdated to the start of the term in which you applied.

How much can I claim?

The Residential Support Scheme allows you to claim up to £3,458 (£4,079 in the London area) towards your residential living costs each year. It will support you for a maximum of three years.

Your application will be assessed on your household income (that is, your income and that of your parents or your partner) according to the maximum scales in Table 1. Normally a Tax Credit Award Notice (TCAN) from 2008-09 will be used to assess eligibility.

Table 1: Scales used to assess income 2008/09.

<table>
<thead>
<tr>
<th>Gross income level</th>
<th>Outside London</th>
<th>Inside London</th>
</tr>
</thead>
<tbody>
<tr>
<td>upto £21,000</td>
<td>£3,458</td>
<td>£4,079</td>
</tr>
<tr>
<td>£21,001 and upto £25,704</td>
<td>£2,305</td>
<td>£2,685</td>
</tr>
<tr>
<td>£25,705 and upto £30,993</td>
<td>£1,152</td>
<td>£1,355</td>
</tr>
<tr>
<td>over £30,994</td>
<td>Nil</td>
<td>Nil</td>
</tr>
</tbody>
</table>


These amounts are the maximum available for each income bracket and you will not receive the maximum support if the costs of your accommodation are less than the figures shown. If your course lasts less than one year then the amount of support you receive will be proportionate.

What do the payments cover?

Payments are to cover the costs of your accommodation only and will not necessarily cover the full costs of living away from home. Other services that your landlord may provide (for example laundry and food) are additional – as are telephone charges – and you should check with your landlord in advance what will be included in your rent costs and what will be additional.
Once your course has started, the LSC’s Helpline, Assessment and Payment Body (HAPB) will monitor your attendance while you are receiving residential support from the Scheme. If your attendance appears to be unsatisfactory we will check with your learning provider to make sure that you are continuing to make good progress with your studies and are keeping to your learning agreement. Residential support from the Scheme will be withdrawn if it is confirmed that you are not. (We will contact you if we are concerned about your attendance.)

How will I know if my application has been successful?

You will receive a letter to tell you whether your application has been successful or not. If it hasn’t you will receive an explanation of the reason why.

If your application has been successful you will be sent two copies of an acceptance letter. One copy should be sent to the college of your choice and you should keep the other copy for your own records.

How will the payments be made?

Payments will be made in termly installments, with the first payment being made in September if a copy of your rental or tenancy agreement has been received. Payments will be made directly to the college or school who will then make out a cheque to the landlord or agency that collects your rent.

Is there any other support available?

If you are aged 16, 17 or 18 and about to leave, or have already left, compulsory education, you may be entitled to Education Maintenance Allowance (EMA). This can give you up to £30 a week to help you get more qualifications or vocational skills after the age of 16. For further information on EMA visit the EMA website: www.direct.gov.uk/ema

If you have a child and are aged 19 or under when your learning starts, you can also apply for Care to Learn Further information on Care to Learn can be found at: www.direct.gov.uk/caretolearn

If you are aged 19 or over, you might also be eligible for the Adult Learning Grant (ALG). This is an income-assessed grant of up to £30 per week, payable to adults who are studying full time for their first full Level 2 or first full Level 3. Further information can be found at: www.direct.gov.uk/alg

Also, if you find yourself in financial hardship, you can apply for additional funding through your college from the discretionary Learner Support Fund. This may provide funding for books, equipment and other support – including childcare.

Where can I get further information?

You can get further information about the Residential Support Scheme by calling the National Helpline on 0800 121 8989.

You can get further information on other help available to students by contacting your learning provider or by logging on to the financial help for students website: www.direct.gov.uk/moneytolearn

For other information and advice on learning opportunities and the financial support available to you, contact Connexions Direct on 080 800 13 2 19.

How applications are assessed

Applications are assessed on household income (that is, student income and their parents’ or their partner’s income) according to the scales shown in this booklet.

Normally a Tax Credit Award Notice (TCAN) 2008-09 will be used to assess eligibility. Most households will receive a TCAN from the Inland Revenue each year.

The individuals whose income details are required will depend on the age and circumstances of the student.

- For dependant students who normally live with their parents, details of parental and student income for the year ended 5 April 2008 will be used to determine how much assistance can be paid.
- If the parents do not live together, then details of income for the parent with whom the student normally lives will be used. However, if that parent lives with a partner, the partner’s income will also be used.
- Students who live with their parents and are aged 19 and over will be assessed as being independent and details of parental income will not be required.
- Where students of any age have been assessed as living independently from both their parents, details of parental income will not be required.
- If the student is married or lives with a partner, then the student must provide details of their spouse’s or partner’s income for the year ended 5 April 2008.

If you have any questions about the Scheme, please ring the Helpline on 0800 121 8989.
Figure 1: Overview of the application process.

- Student selects course and learning provider

- Student applies to learning provider for:
  - place on course
  - residential accommodation

- Course application rejected*

- Student receives unconditional offer, completes application form and returns to learning provider. Detach and use the application form in this booklet. Additional forms are available on the directgov website. ***

- Residential support not offered*

- No award granted

- No award granted

- Learning provider applies to student’s ‘home’ LSC Area Partnership Team for residential support authority

- Application rejected **

- Local LSC approves application verbally or in writing

- Learning provider completes application form declaration and sends to Helpline Assessment and Payment Body (HAPB); the eight pilot specialist colleges manage this process locally

- The HAPB or the eight pilot specialist colleges assess completed application form

- Award granted

- Income-assessed payment made

- No award granted

* Residential support may not be offered if: bursary funding is available; no accommodation is available; or accommodation is not suitable for young people.

** Application may be rejected if: funding is not essential; course choice is deemed unreasonable; course provision is available locally; or course is not value for money.

*** [www.direct.gov.uk/moneytolearn](http://www.direct.gov.uk/moneytolearn) Click on Extra Help then Help if you are studying away from home. The Application Form is at the bottom of the page.
Annex A: Specialist Colleges not Participating in the Residential Support Scheme

The colleges in this list operate their own schemes to support students with residential costs. If you are going to one of the colleges in this list, and you need support with the costs of term-time accommodation, you should contact the college's learner support manager.

Residential bursary colleges

The colleges listed in Table A1 administer their own bursary schemes.

<table>
<thead>
<tr>
<th>Region</th>
<th>College</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Midlands</td>
<td>Brooksby Melton College</td>
</tr>
<tr>
<td></td>
<td>Castle College, Nottingham</td>
</tr>
<tr>
<td></td>
<td>De Montfort University</td>
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<td></td>
<td>Derby College</td>
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<tr>
<td></td>
<td>Moulton College</td>
</tr>
<tr>
<td></td>
<td>Nottingham Trent University</td>
</tr>
<tr>
<td></td>
<td>University of Lincoln</td>
</tr>
<tr>
<td>East of England</td>
<td>College of West Anglia</td>
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<tr>
<td></td>
<td>Norwich School of Art and Design</td>
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<tr>
<td></td>
<td>Oaklands College</td>
</tr>
<tr>
<td></td>
<td>Otley College</td>
</tr>
<tr>
<td></td>
<td>Writtle College</td>
</tr>
<tr>
<td>London</td>
<td>Capel Manor College</td>
</tr>
<tr>
<td></td>
<td>University of the Arts</td>
</tr>
<tr>
<td>North East</td>
<td>Cleveland College of Art and Design</td>
</tr>
<tr>
<td></td>
<td>East Durham and Houghall Community College</td>
</tr>
<tr>
<td></td>
<td>Northumberland College</td>
</tr>
<tr>
<td>North West</td>
<td>Myrescough College</td>
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<tr>
<td></td>
<td>Reaseheath College</td>
</tr>
<tr>
<td></td>
<td>University of Central Lancashire</td>
</tr>
<tr>
<td></td>
<td>University of Cumbria</td>
</tr>
<tr>
<td>South East</td>
<td>Berkshire College of Agriculture</td>
</tr>
<tr>
<td></td>
<td>Chichester College, Brinsby Campus</td>
</tr>
<tr>
<td></td>
<td>Easton College</td>
</tr>
<tr>
<td></td>
<td>Guildford College, Merrist Wood Campus</td>
</tr>
<tr>
<td></td>
<td>Hadlow College</td>
</tr>
<tr>
<td>(continued)</td>
<td>Oxford and Cherwell Valley College</td>
</tr>
<tr>
<td></td>
<td>Plumpton College</td>
</tr>
<tr>
<td></td>
<td>Sparsholt College</td>
</tr>
<tr>
<td></td>
<td>Thames Valley University</td>
</tr>
<tr>
<td></td>
<td>University College for the Creative Arts</td>
</tr>
<tr>
<td></td>
<td>University of Portsmouth</td>
</tr>
<tr>
<td>South West</td>
<td>Arts Institute at Bournemouth</td>
</tr>
<tr>
<td></td>
<td>Bicton College of Agriculture</td>
</tr>
<tr>
<td></td>
<td>Cannington Centre for Land Based Studies</td>
</tr>
<tr>
<td></td>
<td>(Duchy College), Cornwall College</td>
</tr>
<tr>
<td></td>
<td>Hartpury College</td>
</tr>
<tr>
<td></td>
<td>Kingston Mauward College</td>
</tr>
<tr>
<td></td>
<td>Plymouth College of Art and Design</td>
</tr>
<tr>
<td></td>
<td>Wiltshire College</td>
</tr>
<tr>
<td>West Midlands</td>
<td>Herefordshire College of the Art</td>
</tr>
<tr>
<td></td>
<td>Herefordshire College of Technology</td>
</tr>
<tr>
<td></td>
<td>Pershore College (Warwick College)</td>
</tr>
<tr>
<td></td>
<td>Rodbaston College</td>
</tr>
<tr>
<td></td>
<td>Walford and North Shropshire College</td>
</tr>
<tr>
<td></td>
<td>Warwickshire College</td>
</tr>
<tr>
<td>Yorkshire and the Humber</td>
<td>Askham Bryan College</td>
</tr>
<tr>
<td></td>
<td>Bishop Burton College</td>
</tr>
<tr>
<td></td>
<td>Leeds College of Art and Design</td>
</tr>
<tr>
<td></td>
<td>Leeds College of Music</td>
</tr>
<tr>
<td></td>
<td>Northern School of Contemporary Dance</td>
</tr>
</tbody>
</table>
2008/09 RESIDENTIAL SUPPORT SCHEME APPLICATION FORM

Application for assistance with accommodation costs for students studying away from home in Further Education Institutions

- You should read the Residential Support Scheme information pack before you fill in this form. This explains what residential funding is and whether you are eligible.
- You should complete this form in CAPITALS and BLACK INK.
- Where there are mark boxes please mark those that apply.
- Please complete Part A and pass the form to the Student Support Officer at the Further Education Institution you will be attending.
- The Student Support Officer completes Part B and sends the form to: FREEPOST RRUB – BEXE – TJKL, Learner Support Service, Darlington, DL1 4WD.
- When you and your parent/parent’s partner or spouse/partner have completed all the relevant inserts (Parts C or D and the Benefits Information Form), please send them to: FREEPOST RRUB – BEXE – TJKL, Learner Support Service, Darlington, DL1 4WD.
- Students attending one of the eight specialist colleges that are taking part in the pilot (listed in the application pack) should return the completed application form and all inserts (Parts C or D and the Benefits Information Form) directly to the college.

Part A – Your details

### A1. Your name

<table>
<thead>
<tr>
<th>Mr</th>
<th>Mrs</th>
<th>Miss</th>
<th>Ms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Surname/family name

First name(s)

National Insurance Number

### A2. Your address (important – the postcode must be given)

<table>
<thead>
<tr>
<th>House/flat no./name</th>
<th>Street or Road</th>
<th>District</th>
<th>Town/City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Postcode

### A3. Your address during your course if known (important – the postcode must be given)

<table>
<thead>
<tr>
<th>House/flat no./name</th>
<th>Street or Road</th>
<th>District</th>
<th>Town/City</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Postcode

Is your term-time address 15 miles or less from the college campus?

Yes ☐ No ☐

### A4. Your contact details

<table>
<thead>
<tr>
<th>Home phone</th>
<th>Mobile phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Email

@

### A5. Your date of birth

<p>| | | | |</p>
<table>
<thead>
<tr>
<th align="left"></th>
<th align="left"></th>
<th align="left"></th>
<th align="left"></th>
</tr>
</thead>
<tbody>
<tr>
<td align="left"></td>
<td align="left"></td>
<td align="left">19</td>
<td align="left"></td>
</tr>
</tbody>
</table>
### A6. Equal opportunities monitoring

The answers you give here will help us to make sure we are reaching all parts of our community. Your answers will not affect your assessment and if you prefer, you can choose to leave this question blank.

Are you:

- [ ] Male
- [ ] Female

Do you consider yourself to have a disability?

- [ ] Yes
- [ ] No

How would you describe your ethnic origin?

<table>
<thead>
<tr>
<th>White</th>
<th>Black or Black British</th>
<th>Chinese or other ethnic group</th>
</tr>
</thead>
<tbody>
<tr>
<td>British</td>
<td>African</td>
<td>Chinese</td>
</tr>
<tr>
<td>Irish</td>
<td>Caribbean</td>
<td>Any other</td>
</tr>
<tr>
<td>Any other white background</td>
<td>Any other black background</td>
<td>I do not wish to record my ethnic group</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mixed</th>
<th>Asian or Asian British</th>
</tr>
</thead>
<tbody>
<tr>
<td>White and black Caribbean</td>
<td>Indian</td>
</tr>
<tr>
<td>White and black African</td>
<td>Pakistani</td>
</tr>
<tr>
<td>White and Asian</td>
<td>Bangladeshi</td>
</tr>
<tr>
<td>Other mixed background</td>
<td>Any other Asian background</td>
</tr>
</tbody>
</table>

### A7. Your landlord’s address or the agency to which you have to pay rent during your course, if known (important – the postcode must be given)

**Landlord/agency name**

**Address**

**Postcode**

### A8. Your rent, if known

- Per week **£**.
- Per month **£**.

What date will you take up your term-time accommodation?

- **2008**

### A9. Your course details

**Course title**

What date did you/will you start the course?

- **2008**

How long does the course last?

- **2008**

Please give details of your course term dates for 2008/09. Ask an advisor at the school or college to help you if you do not know these dates.

<table>
<thead>
<tr>
<th>Term</th>
<th>Date from</th>
<th>Date to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autumn term</td>
<td>2008</td>
<td>2008</td>
</tr>
<tr>
<td>Spring term</td>
<td>2008</td>
<td>2008</td>
</tr>
<tr>
<td>Summer term</td>
<td>2008</td>
<td>2008</td>
</tr>
</tbody>
</table>
A10. Your learning achievements

Tell us, by marking the boxes below, what educational qualifications you have achieved.

- Any Degree or higher (UK or Overseas), Teaching Qualifications
- Access to HE
- NVQ level 5
- NVQ level 4
- NVQ level 3
- NVQ level 2
- NVQ level 1
- International Baccalaureate
- GNVQ Advanced
- GNVQ Intermediate
- GNVQ Foundation
- BTEC Higher National Certificate/Higer National Diploma
- BTEC National Certificate/National Diploma
- BTEC First Diploma
- BTEC National Award
- BTEC Introductory Diploma
- BTEC Certificate/Diploma
- AVCE, VCE or Vocational A level Double Award
- AVCE, VCE or Vocational A level Single Award
- ONC
- OND

For the following qualifications, tell us if you have them and how many you have.

- A level  How many?
- AS level  How many?
- O level/GCSE at grade A* to C  How many?
- O level/GCSE at grade D to G  How many?
- CSE Grade 1  How many?
- CSE Grade 2 to 5  How many?

Other (including OCR/RSA/City and Guilds Qualifications and Overseas Qualifications), please give details in the box below, and send us a copy of your certificate(s) with your application.

________________________________________________________________________

I have no qualifications
A11. Am I a dependant or independent student?

The following table gives information about who can be regarded as an independent student and the proofs the Helpline, Assessment and Payment Body (HAPB) will require to verify your independent status. If you are applying to the Residential Support Scheme for the first time, you must enclose proof of your independent status with your application.

<table>
<thead>
<tr>
<th>Your circumstances</th>
<th>Status</th>
<th>Documentation required to establish independent status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aged 19 or over on 1 September 2008</td>
<td>Independent</td>
<td>Proof of date of birth, e.g. birth certificate, driving licence</td>
</tr>
<tr>
<td>Married or entered a civil partnership before 1 September 2008</td>
<td>Independent</td>
<td>Original Marriage or Civil Partnership Certificate. If you have since divorced or separated, proof of your divorce or separation should be provided</td>
</tr>
<tr>
<td>You are the natural or adoptive parent of a child who lives with you</td>
<td>Independent</td>
<td>Child's original Birth Certificate or Certificate of Adoption and proof that you receive Child Benefit for the child</td>
</tr>
<tr>
<td>You have supported yourself financially, for three years or more by 1 September* prior to the start of the first year of your course (1 January for students on courses starting in January)</td>
<td>Independent</td>
<td>P60s or letters from employers to confirm the dates you worked there and your level of earnings if you were employed part-time</td>
</tr>
<tr>
<td>You have no parents living</td>
<td>Independent</td>
<td>A signed statement by you to confirm this</td>
</tr>
<tr>
<td>You are estranged from your parents and you have no contact with them</td>
<td>Independent</td>
<td>A signed letter from a social worker or other person acting in a professional capacity on your behalf is required to confirm this</td>
</tr>
</tbody>
</table>

You will be classed as being an independent student if you meet one of the following conditions before the start of the academic year:

- you are 19 or over
- you are or you have been married
- you have supported yourself for at least three years before you started your course or
- you live independently from your parents. This will not apply if you are living away from home because you are undertaking a course.

If you are a dependant student, details of your income and details of your parent/s and their income must be entered in Part D. If your parents do not live together you should provide details of the parent with whom you live. If your parent has remarried or lives with a partner, details of the partner and their income must be included.

If you are an independent student details of your income must be provided; if you live with a partner/spouse details of their income must also be provided in Part C.

I am a dependant student  [ ] an independent student  [ ]
I live on my own  [ ] with a partner/spouse  [ ] with a parent  [ ] with my parents/parent and partner  [ ]

A12. Declaration (to be signed by the student)

- I declare that the information given in this application form is, to the best of my knowledge, information and belief, true in all aspects.
- I understand that if I knowingly make a false statement or provide false information, I may render myself liable for prosecution.
- I authorise the Helpline, Assessment and Payment Body (HAPB) or its representatives to check any information I have given on this application.
- I will inform the HAPB and my college immediately if I withdraw from or stop going to my course and I understand that I may have to repay part or all of the residential/lodgings and associated costs if I withdraw from my course.
- I undertake to refund any sums overpaid to me to my college if required to do so.
- I am applying for Residential Support Scheme funds as my main source of funding for my residential and associated costs. I will tell the HAPB and my college if I receive help with these costs from other sources, including Learner Support Funds.
- I also undertake to declare any funding I receive under the Residential Support Scheme if I apply for help from other sources.
- I agree that the information provided in this form may be used by the Learning and Skills Council and its agents in connection with management, evaluation and auditing of this scheme. I also agree to provide information to agents or researchers to assist in the evaluation of the Residential Support Scheme if required to do so.

Signature of student:  [X]  Date:  [ ] [ ]  [ ]  [ ]  [ ]  [ ]  [2008]  
Note: Data Protection Act 1998. The information that you give on this form will be used for the purpose of processing your application for help from the HAPB. The HAPB and/or your specialist college is under a duty to protect the public funds it handles and may use the information you have provided on this form to prevent and detect fraud. It may also share this information, for the same purposes, with other organisations that handle public funds.
Part B – Declaration
(to be completed by an authorised officer at the Further Education Institution)

Confirmation of LSC Area Partnership Team approval is required from your Further Education Institution before this application can be processed. Student Support Officers or sixth form tutors must confirm that they have consulted the student’s home LSC Area Partnership Team to confirm that no similar course is available within daily travel, allowing for time, cost and the nature of the journey. The following declaration MUST be completed by an authorised officer at the Further Education Institution.

Student’s name

Title of the course

Level of the course

I DECLARE that:
• the student has a place on the above course and he/she has satisfied the residency requirements issued by the LSC for payment of Residential Support Scheme funding
• where the student is under 18 years of age the Further Education Institution will use its best endeavours to ensure that the accommodation rented by the student meets the Department of Health’s national minimum standards on accommodation for students under 18 by FE colleges (www.carestandards.org.uk) and that the student’s parents are aware of these standards
• the local LSC has confirmed that there is not a similar alternative course available within daily travelling distance

Name of LSC officer consulted

Name of LSC Area Partnership Team

LSC officer’s contact number

• the cost of rent in Part A is reasonable and, where the student is living in college accommodation, this is being charged at the standard rate applicable to all students.

Please verify that the rental details in Part A are correct  Yes  No

Signature of officer  

Date: 2001

Name of officer

Position held

Name of provider

Address of provider

Postcode

Provider stamp
Important Notes

Please return the completed form to:
Freepost RRUB-BEXE-TJLK
Learner Support Service
Darlington
DL1 4WD

Or to your college directly if you are attending one of the eight specialist colleges taking part in this pilot:

- Bicton College of Agriculture www.bicton.ac.uk
- Brooksby College www.brooksbymelton.ac.uk
- Castle College, Nottingham www.castlecollege.ac.uk
- (Duchy College) Cornwall College www.cornwall.ac.uk
- Leeds College of Music www.lcm.ac.uk
- Guildford College, Merrist Wood Campus www.guildford.ac.uk
- Oaklands College www.oaklands.ac.uk
- Warwickshire College www.warkscol.ac.uk

You can contact the HAPB on:
Telephone: 0800 121 8989
Fax: 0161 834 7428
Email: rss@liberata.com
Part C – Income Details for Independent Students

C1. Your name
Surname/family name
First name(s)

If you are an independent student we need the details of your income and your spouse/partner’s income if applicable.

C2. Please give your employment details if applicable
Occupation
Name and address of employer

C3. Please give the details of your spouse/partner with whom you live
Spouse/Partner Details
Surname/family name
First name(s)
National Insurance Number
Occupation
Name and address of employer

C4. Gross Income Details
Total gross income from all sources for the year ended 5 April 2008 (state NIL in any section where no income was received). Note: You do not need to complete this section if you have a Tax Credits Award Notice (TCAN) assessment for 2008-09. In that case please enclose the TCAN.

<table>
<thead>
<tr>
<th>Evidence Required</th>
<th>Student</th>
<th>Spouse/Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total taxable pay as an employee from all jobs before taking off Tax and National Insurance contributions</td>
<td>P60 for 2007-08 (week 52 payslip or form C12/Res*)</td>
<td></td>
</tr>
<tr>
<td>Employer benefits in kind e.g. company car benefits, payment of bills or taxable vouchers</td>
<td>P90 or P11D 2007-08 or P2 notice of coding 2008-09</td>
<td></td>
</tr>
<tr>
<td>Total taxable income from self-employment</td>
<td>Form SA302 for 2007-08 *GSA1/Res or certified accounts</td>
<td></td>
</tr>
</tbody>
</table>

Continued overleaf
**C4. Gross Income Details (continued)**

<table>
<thead>
<tr>
<th>Evidence Required</th>
<th>Student</th>
<th>Spouse/Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable benefits</td>
<td>Complete the Benefits Information Form, enclosed with this pack</td>
<td></td>
</tr>
<tr>
<td>Interest from savings and investments (evidence only required if over £300 in total)</td>
<td>Tax voucher 2007-08</td>
<td></td>
</tr>
<tr>
<td>Taxable income from property</td>
<td>Certified accounts 2007-08 or tenancy agreement 2007-08</td>
<td></td>
</tr>
<tr>
<td>Income from trusts, settlements and estates</td>
<td>R185 (Trust) or R185 (Estates)</td>
<td></td>
</tr>
<tr>
<td>Foreign income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pensions (state, occupational or personal)</td>
<td>P60 for 2007-08 or week 52 payslip</td>
<td></td>
</tr>
<tr>
<td>Other taxable income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Available from the Helpline, Assessment & Payment Body (HAPB) – 0800 121 8989

**C5. Declarations – student and spouse/partner**

If you give false or incomplete information, or if you do not tell us about any part of your income that is relevant, you may be prosecuted.

- I/We certify that the details of income and liability for tax given are a true record of the figures which will be submitted to HM Revenue & Customs
- I/We understand that the LSC reserves the right to verify these figures with HM Revenue & Customs at any time, and I/We authorise HM Revenue & Customs to disclose this information to the LSC for this purpose if requested to do so
- If HM Revenue & Customs changes the figures on this form, I/We will inform the HAPB, and I/We understand that this may mean the assessment needs to be reviewed
- I/We understand that if this results in a lower award being due, I/We understand that any future payments may be stopped and any payments received may need to be repaid.

Each person whose income is shown on this form must sign the declaration below or it will be returned to you.

**Sign here**

**Student**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 0 0 9</td>
</tr>
</tbody>
</table>

**Spouse/Partner**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 0 0 9</td>
</tr>
</tbody>
</table>
Part D – Income Details for Dependant Students

D1. Your name
Surname/family name
First name(s)
If you are a dependant student we need the details of your income, your parent(s) income and your parent’s partner’s income if applicable.

D2. Please give your employment details if applicable
Occupation
Name and address of employer
Postcode

D3. Please give the details of your parent(s) and their partner if applicable with whom you live
Parent One Details
Surname/family name
First name(s)
National Insurance Number
Occupation
Name and address of employer
Postcode

Parent Two or Parent’s Partner Details
Surname/family name
First name(s)
National Insurance Number
Occupation
Name and address of employer
Postcode
D4. Gross Income Details

Total gross income from all sources for the year ended 5 April 2008 (state NIL in any section where no income was received).

Note: Parents/parent’s partners do not need to complete their section if they have a Tax Credits Award Notice (TCAN) assessment for 2008-09. In that case please enclose the TCAN.

<table>
<thead>
<tr>
<th>Evidence Required</th>
<th>Student</th>
<th>Parent One</th>
<th>Parent Two or Parent’s Partner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total taxable pay as an employee from all jobs before taking off Tax and National Insurance contributions</td>
<td>P60 for 2007-08 (week 52 payslip or form C12/Res*)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer benefits in kind e.g. company car benefits, payment of bills or taxable vouchers</td>
<td>P9D or P11D 2007-08 or P2 notice of coding 2008-09</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total taxable income from self-employment</td>
<td>Form SA302 for 2007-08 *CSA1/Res or certified accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxable benefits</td>
<td>Complete the Benefits Information Form enclosed with this pack</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest from savings and investments (evidence only required if over £300 in total)</td>
<td>Tax voucher 2007-08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxable income from property</td>
<td>Certified accounts 2007-08 or tenancy agreement 2007-08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from trusts, settlements and estates</td>
<td>R185 (Trust) or R185 (Estates)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pensions (state, occupational or personal)</td>
<td>P60 for 2007-08 or week 52 payslip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other taxable income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### D5. Declarations – student and parents

If you give false or incomplete information, or if you do not tell us about any part of your income that is relevant, you may be prosecuted.

- I/We certify that the details of income and liability for tax given are a true record of the figures which will be submitted to HM Revenue & Customs.
- I/We understand that the LSC reserves the right to verify these figures with HM Revenue & Customs at any time, and I/we authorise HM Revenue & Customs to disclose this information to the LSC for this purpose if requested to do so.
- If HM Revenue & Customs changes the figures on this form, I/we will inform the HAPB, and I/we understand that this may mean the assessment needs to be reviewed.
- I/We understand that if this results in a lower award being due, I/we understand that any future payments may be stopped and any payments received may need to be repaid.

Each person whose income is shown on this form must sign the declaration below or it will be returned to you.

<table>
<thead>
<tr>
<th>Sign here</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="signature1" alt="Signature" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>01</td>
<td>10</td>
<td>2001</td>
</tr>
<tr>
<td>Parent One</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="signature2" alt="Signature" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>01</td>
<td>10</td>
<td>2001</td>
</tr>
<tr>
<td>Parent Two/Parent’s Partner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><img src="signature3" alt="Signature" /></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>01</td>
<td>10</td>
<td>2001</td>
</tr>
</tbody>
</table>
RSS Benefits Information Form

Fill in your details on this page if you received social security benefits between 6 April 2007 and 5 April 2008 (Tax year 2007-08). If this applies to your partner/spouse or parent(s)/parent’s partner as well, complete the other side of this form. When you have filled in the details, send it to the office that normally deals with the benefit payments. When it has been returned to you, send it to us at: Freepost RRUB-BEXE-TJLK, Learner Support Service, Darlington, DL1 4WD

The Student
Surname/family name
First name(s)
National Insurance Number
Address
Postcode

I authorise the Department for Work and Pensions to disclose information regarding my benefits and allowances for the purposes of assessing an application for the Residential Support Scheme.

For DWP office use only – the student must not write below this line

1. The person named above was in receipt of Income Support, Income-based Jobseeker’s Allowance or Pension Credit during the tax year 2007-08.

   Yes, for the whole year
   Yes, for part of the year

   Date from
   Date to
   Weekly rate

2. The person above was in receipt of other benefits during the tax year 2007-08 as follows:

   Carer’s Allowance (incl. any CDI elements)
   Contributions-based Jobseeker’s Allowance (excluding any amounts of JSA[IB])
   Incapacity Benefit – short term higher rate – gross amounts including any CDI elements. Exclude Incapacity Benefits which started prior to 13 April 1995
   Incapacity Benefit – long term higher rate – gross amounts including any CDI elements. Exclude Incapacity Benefits which started prior to 13 April 1995
   Bereavement Allowance

If the person claimed any of the above benefits for more than one period write in the type of benefit, the period(s) of the claim and the weekly rate.

Now check the other side of this page for student’s partner/spouse or parent/parent’s partner (if applicable).
DWP Officer: please check other side of the form and sign and date the declaration overleaf.
Student’s partner/spouse or parent/parent’s partner 

Fill in your details on this page if you received social security benefits between 6 April 2007 and 5 April 2008 (Tax year 2007-08).

Surname/family name: 
First name(s): 
National Insurance Number: 
Address: 
Postcode: 

I authorise the Department for Work and Pensions to disclose information regarding my benefits and allowances for the purposes of assessing an application for the Residential Support Scheme.

For DWP use only – the applicant must not write below this line

3. The person named above was in receipt of Income Support, Income-based Jobseeker’s Allowance or Pension Credit during the tax year 2007-08.

[X] Yes, for the whole year
[X] Yes, for part of the year

Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

4. The person above was in receipt of other benefits during the tax year 2007-08 as follows:

- Carer’s Allowance (incl. any CDI elements)  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

- Contributions-based Jobseeker’s Allowance (excluding any amounts of JSA(IB))  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

- Incapacity Benefit – short term higher rate – gross amounts including any CDI elements. Exclude Incapacity Benefits which started prior to 13 April 1995  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

- Incapacity Benefit – long term higher rate – gross amounts including any CDI elements. Exclude Incapacity Benefits which started prior to 13 April 1995  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

- Bereavement Allowance  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

If the person claimed any of the above benefits for more than one period write in the type of benefit, the period(s) of the claim and the weekly rate.

- Carer’s Allowance (incl. any CDI elements)  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

- Contributions-based Jobseeker’s Allowance (excluding any amounts of JSA(IB))  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

- Incapacity Benefit – short term higher rate – gross amounts including any CDI elements. Exclude Incapacity Benefits which started prior to 13 April 1995  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

- Incapacity Benefit – long term higher rate – gross amounts including any CDI elements. Exclude Incapacity Benefits which started prior to 13 April 1995  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

- Bereavement Allowance  Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

I confirm the benefit details entered on the previous page and, if applicable, above.

DWP officer initial: ____________________________  and surname: ____________________________

DWP officer sign here: 

Date from: ____________________________  Date to: ____________________________  Weekly rate: £ __________

Now sign and stamp the form and return to the student named overleaf.
Further copies of this application pack can be obtained from:

Promotional Logistics
P O Box 5050
Sherwood Park
Annesley
Nottingham
NG15 0DJ

Tel: 0845 602 2260
Fax: 0845 603 3360
Minicom: 0845 605 5560
Email: dcsf@prolog.uk.com

Quoting Reference: LSC-P-NAT-070148

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RSS May 2008