Further Education Residential Support Programme
2006/07

Information and guidance
What is the Residential Support programme?

The Further Education Residential Support Programme is there to help you access education that is not available within a reasonable daily travelling distance of your home. The programme will pay for residential accommodation where term time lodgings are within 15 miles of the college you wish to attend, it can also help with the associated travel costs of living away from home.

It 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.

What is a reasonable daily travelling distance?

This is defined as:
• a daily return journey which takes less than 2 hours on public transport; or
• a distance of under 15 miles from your home to the college; or
• a journey that requires only one change on public transport.

What type of course can I apply for?

The course must be, either;
• a full-time first level 2 course (or equivalent) of at least 10 weeks duration; or
• a full-time first level 3 course (or equivalent) of at least 10 weeks duration

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

Am I eligible for support?

You are eligible to benefit from the residential support programme if you are aged 16 or over, and you:
• need to attend a course where similar provision is not available locally;
• are on a LSC funded course in England;
• are ordinarily resident in England; and
• are wanting to attend a course that involves at least 15 hours attendance per week and is of at least 10 weeks duration.
• have term time lodgings which are within daily travelling distance using public transport.
Where do I apply?

You should contact the college of your choice to check your eligibility and to seek further information about payments from the programme. Your college will explain the application process and assist you in the completion of the form. You should note that for most further education courses you should apply for financial support to Manchester City Council using this form. However, the 8 specialist colleges who provide specialist courses in agricultural, horticultural or, art and design listed below will process the forms themselves.

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

When can I apply?

You can apply as soon as you have a confirmed place on a course. Applications will be processed on a first-come, first-served basis.

If an application is submitted part way through a course, support can only be backdated to the start of the term the application was made.

How much can I claim?

The Residential Support Programme allows you to claim up to £3,295 (£3,886 in the London area) towards your residential living costs each year. Assistance will be given for a maximum of 3 years and will be awarded pro-rata. Your application will be assessed on household income (i.e. a student’s income and their parent’s or partner’s income) according to the scales below. Normally a Tax Credit Award Notice (TCAN) from 06/07 will be used to assess eligibility.

Residential Scales 2006-2007

<table>
<thead>
<tr>
<th>Gross Income Level</th>
<th>Outside London</th>
<th>Inside* London</th>
<th>EMA** Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £20,817</td>
<td>£3295</td>
<td>£3886</td>
<td>£30</td>
</tr>
<tr>
<td>Over £20,818 up to £25,521</td>
<td>£2196</td>
<td>£2588</td>
<td>£20</td>
</tr>
<tr>
<td>Over £25,522 up to £30,810</td>
<td>£1098</td>
<td>£1291</td>
<td>£10</td>
</tr>
<tr>
<td>Over £30,810</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
</tr>
</tbody>
</table>

*Inside London indicates those colleges whose boroughs are policed by the Metropolitan Police Force.

**Amounts are shown for EMA comparison purposes only.

These amounts are the maximum available for each income bracket.
Is there any other support available?

If your residential costs are less than the maximum funds available to you, then you may also be able to claim for travel costs. This can be termly or weekly travel between your home and your term-time lodgings address and/or daily travel between your lodgings and the college.

Also, if you find yourself in financial hardship, you can apply for additional funding through your college from Learner Support Funds. This may include funding for books, equipment and other support.

How will I know if I have received support?

If you are successful you will receive 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. Unsuccessful candidates will be sent an explanation.

How will the payments be made?

Payment will usually be made directly to the college or school, who will then make out a cheque to the landlord or agency that collects your rent.

Where can I get further information?

You can get further information about the Further Education Residential Support programme by calling the National Helpline at Manchester City Council on 0161 234 7021

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 at www.dfes.gov.uk/financialhelp

For other information and advice on learning opportunities and the financial support available to you contact Connexions Direct on 080 800 13 2 19
The way the applications are assessed

Applications are assessed on household income (i.e. student income and their parent’s or their partner’s income) according to the scales shown in this booklet.

Normally a Tax Credit Award Notice (TCAN) 2006/2007 will be used to assess eligibility. Most households will receive a TCAN from the Inland Revenue (IR) annually.

If students live away from the parental home because they are studying full-time, proof of parental income will be required.

The following summarises whose income details will be required depending on the circumstance and age of the student.

• For students who normally live with their parents, details of parental income for the year ended 5 April 2006 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, his/her income will also be used whether they are married or not.

• Students who are aged 25 years or older who live with their parents will be assessed as being independent and details of parental income will not be required.

• Where students have been assessed as living independently from both of their parents, details of parental income will not be required.

• If the student is married or lives with a partner, then s/he must provide details of their spouse’s/partner’s income for the year ended 5 April 2006.

If you have any questions about the residential scheme, please ring the Helpline on 0161 234 7021 or you can email: residential.edpilot@manchester.gov.uk
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. Additional forms are available on the DfES website or from Manchester LA or the 8 pilot specialist colleges

Learning provider applies to student’s ‘home’ LLSC for residential support authority

Application rejected **

LLSC approves application verbally or in writing

Learning provider completes application form declaration and sends to Manchester City Council, the 8 pilot specialist colleges manage this process locally

Manchester LA or the 8 pilot specialist colleges assess completed application form

Award made

Means-tested payment made

No award made

* 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.dfes.gov.uk/financialhelp