

Introduction

Dear Parent/Guardian/Student

Queen Mary's College is committed to supporting students in receiving, where appropriate, financial support for the academic year ahead.

To support you in managing this process we have created this information pack. It includes a simple flowchart which will guide you to the most suitable finance option for your circumstances. You must then complete and return the corresponding form.

Please read the supporting information section **before** you begin completing your finance application. It will assist in ensuring your application is completed correctly and subsequently, processed in a timely manner. We have also added a Frequently Asked Questions (FAQ's) section at the back of this pack which may assist further in answering any queries you may have.

Should you have any doubts or require additional assistance please do not hesitate to contact denise.valler@qmc.ac.uk

Contents

Introduction.....	1
Supporting Information	3
Supporting Information cont.....	4
Supporting Information cont.....	5
Supporting Information cont.....	6
Flowchart.....	7
Frequently asked questions.....	8

Supporting Information

Please ensure you read the below details carefully. This information will provide you with clear guidance in advance of completing your application.

- Reference to **'Total Household Income'** is **inclusive** of any additional benefits received.
- If you are living independently, without a parent or guardian the application will be based on your earnings, or any benefits you receive.
- If you are the parent/guardian your **'Total Household Income'** is required when completing this form.
- Supporting evidence must be provided where requested: if you do not submit supporting evidence your request will not be processed.

Mandatory Sections

- Sections 1, 6 and 7 are mandatory and must be completed. These sections are marked with an *. Returned forms with incomplete and signed sections will be returned unprocessed and will delay the application process.
- Section 1 – Must be completed using the student's details
- Section 6 – Please ensure you state what support you would like to receive
- Section 7 – Must be completed by both the student and the parent/guardian with the exception of independent learners where only your signature is required.

Section 1 – Student Details

- This section is mandatory for all applicants and relates to the student who will receive financial support

Section 2 - Application for Free College Meals from Hampshire County Council

If your child received free meals in school and your circumstances haven't changed they will almost certainly continue to be eligible to receive free college meals. If your circumstances have changed and you are in receipt of any of the following benefits and your **total household income** is below £16,190 your child should be eligible to receive free college meals.

- Income Support
- Income related Employment and Support Allowance
- Income based Job Seekers Allowance
- The guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child tax credit with an annual gross income into the household that is no more than £16,190 provided you are not entitled to working tax credit. If you are entitled to any part of working tax credit there is no eligibility with the exception of working tax run-on as shown below (only - not full Working Tax Credit)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

You will be required to apply via the Hampshire County Council link supplied on the application form. If you are eligible you will be informed immediately by way of a code at the top of the last screen of the application. You will also receive an email. The College will be informed of your eligibility. **Please note:** If successful **you will not** be required to submit any other evidence of income or benefits as this information would have already been used to determine whether your application has been approved for free meals.

For the application you will be required to provide:

- Yours and your child's personal details
- Your address
- Your National Insurance Number

The application should be made in **your name** and not your child's, unless you are an independent learner, where you will be required to apply in your own right using your National Insurance number.

Not eligible for Free College Meals? - go to Section 3

Section 3 - Supplying evidence where not eligible for Free College Meals

If your Total Household Income is above £16,190 and below £25,000 you need to follow the information below. In this income bracket you are not considered eligible to receive free college meals, but may be eligible to receive other support e.g. travel support.

This section explains what evidence needs to be supplied with the completed application. Please see below details of accepted evidence:

- **Working/Child Tax Credit Award** – The award must have been issued to you within the last 3 months and must be a confirmed award for 2020-2021. **Provisional Awards will not be accepted.** Please send all pages of your award with your application. If you don't receive your award by the middle of August we will accept the last 3 months pay statements and the last 3 months bank statements in the interim to use as evidence to support your application. **Please note: you must send in your Award Notice once you have received it so we can reassess your application and ensure you are receiving the correct level of support.**
- **Universal Credit** - Please submit 3 awards all dated within the last 3 months. Screen shots of awards will be accepted and must show the **housing element, child element, take-home pay and final payment.** If you have only just applied and accepted we will accept the most recent award, but may ask for bank statements as extra evidence.

If you are not in receipt of either of the above benefits we will accept the following supporting evidence:

- **Wage slips** – The last 3 monthly or 6 weekly pay statement of all parents/guardians living with the student **or** your most recent P60/P60's. This also applies to independent learners if not in receipt of listed benefit.
- **Bank Statements** – The last 3 monthly bank statements of all parents/guardian's living with the student. This also applies to independent learners if not in receipt of listed benefits.
- **Savings Statements** – **Please note:** If your savings exceed £16,000 you will not be eligible for support.
- **Self-Assessment tax return/Accountant statement** – if self-employed and not in receipt of Universal Credit or Tax Credit Awards.

If none of the above are relevant to your situation please contact the Student Support Administrator to discuss your application.

Section 4 – Student Section 16-19

If you are in receipt of one or more of the following you can apply for support in your own right. Please see below evidence required:

- Income Support – The most recent award letter will be accepted.
- Universal Credit – We will require the last 3 months awards showing the **housing element, take-home pay if working and the final payment page**. If you have only just applied and accepted we will accept the most recent award.
- A disabled student in receipt of Employment Support Allowance *and* Disability Living Allowance or Personal Independence Allowance – the most recent awards must be submitted.
- A student looked after by the Local Authority – A letter/email from your Social Worker/Support Worker detailing your situation.
- A Care Leaver – A letter/email from Children’s Services detailing your situation.
- A young parent whose child lives with you – A copy of any benefits you receive e.g. Tax Credit Award Notice, Universal Credit Award. Please note: Child benefit is not accepted as evidence.

If you would like to discuss your situation further please contact the Student Support Administrator to arrange an appointment. Support can be tailored to suit your needs and can be agreed with you or you and your Social Worker or guardian prior to starting College.

Section 5 – if your Total Household Income is above £25,000 and below £30,000

Queen Mary’s Foundation is a local charity who support students who attend Queen Mary’s College and /or live in the local community. As you are not eligible to receive the College bursary you may be entitled to receive some support from this charity. This support may be limited, but can help towards course costs or contribution to travel. Applications are dealt with on a case-by-case basis and approved by the **Assistant Principal, Health, Wealth and Development**.

Please refer to Section 3 – You will be required to supply the same evidence as stated in this section to support your application.

Section 6 – Support Required

In this section please tell us what support you would like. If you have been accepted to receive free meals you do not need to add this to this section as we are already aware of this. We may support travel to college in the way of Stagecoach bus passes, College bus passes, train travel or a contribution to travel depending on your circumstances.

Please note: if a student owns their own car we will not pay for a parking permit or pay any contributions towards petrol costs.

We also make payments in-kind, such as print credit, text books, essential equipment for specific courses, essential trips etc. The list is not exhaustive and each request will be dealt with on a case-by-case basis.

Section 7 – Declaration and Learning Agreement

This is a mandatory section and must be completed by both the student and parent/guardian. Please ensure you read this section fully prior to signing. The Learning Agreement will be referred to if the student does not continue to adhere to the guidelines throughout the year. **Financial Support can be suspended if the conditions of the Learning Agreement are not being met. If you would like to discuss this further please contact the Student Support Administrator (contact details can be found at the end of this booklet).**

Frequently asked questions

- 1) I have completed the flowchart and it says I am not eligible for financial support, why?

Due to your total household income being £30,000 or over you are unfortunately not entitled to any further financial assistance. Your household is considered to be earning higher than the threshold required to receive support.

- 2) What do you accept as a form of evidence for my income?