

Sussex Schools and Colleges application for assistance with a course of further education 2009/10

Guidance notes

It is important that you read these notes carefully

Will I be eligible for an award?

To qualify for assistance the following must apply to you:

- 1 You, or your family should be in receipt of a means tested benefit, guaranteed element of State Pension Credit or Child Tax Credit with an annual Inland Revenue assessed income below £16,040
- 2 You must be between the ages of sixteen & nineteen i.e. aged 16 & under 19 on 1 Sept 2009.
- 3 Students should apply for Educational Maintenance Allowance to fund any maintenance costs. Please use this form if you wish to apply for help with travel costs. Before completing the form you should refer to the enclosed travel notes for advice about your Local Authority's travel policy.

Who should I send this form to?

You should apply to your Local Authority.

Which of the following authorities collects Council Tax for your home address?

Eastbourne Borough Council

Hastings Borough Council

Lewes District Council

Rother District Council

Wealden District Council

Brighton & Hove
City Council

Adur District Council

Arun District Council

Chichester District Council

Crawley Borough Council

Horsham District Council

Mid Sussex District Council

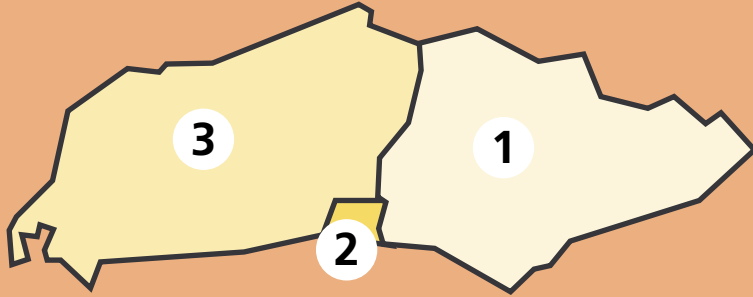
Worthing Borough Council

Apply to East Sussex
County Council

Apply to Brighton
& Hove City Council

Apply to West Sussex
County Council

Addresses of Local Authorities



1 East Sussex County Council
Admissions and Transport Team,
Children Services Department
East Sussex County Council
County Hall, St Anne's Crescent,
Lewes, East Sussex, BN7 1SG

2 Brighton & Hove City Council
Student Support,
Children and Young People's Trust
Brighton & Hove City Council
PO Box 2503, King's House,
Grand Avenue, Hove, BN3 2SU

3 West Sussex County Council
The Pupil and Student Support Office
West Sussex County Council
County Hall, Chichester,
West Sussex, PO19 1RG

Completing the application form

You should fill in the attached PS1 application form if you have read the accompanying guidance notes about travel and would like to be considered for this assistance.

You must answer all the relevant questions as fully as possible. If there is not enough space for your answer, continue on a sheet of A4 paper.

The questions in this form are designed to help us to decide whether you are eligible for financial support whilst you are on a further education course. If you do not answer all of the questions in full, we may have to write to you to ask for the information again. This will cause a delay in processing your application.

The following information will help you answer the questions on the form

Your Personal Details

Questions 1 - 10

Please make sure that all questions including your postcode and date of birth are completed.

Your Parent(s) / Guardian(s)

Questions 11 - 16

The details you provide should be for the parent(s) / legal guardian(s) with whom you live. If you live alone, you should provide details of the parent(s)/legal guardian(s) with whom you last lived and give the date you moved out. It may be useful to attach a covering letter outlining any special circumstances that apply to you.

School / College Details

Questions 17 - 22

Details submitted should be about your proposed course, the course you will be starting or expect to start in September 2009.

Question 23

Please provide details of all your previous schools and colleges.

Residence

This part of the form is about where you were born and where you have lived during the last three years. It will be particularly relevant if you are applying for assistance with your travel costs.

Question 24 - 25b

If you answer 'Yes' to Question 25a, please make sure you give details of all the periods you have lived outside of the UK during the last three years when answering Question 25b.

Question 26

If you or your parents are refugees in the UK under the terms of the 1951 UN Convention on Refugees, and you (or they) have been granted refugee status, the Home Office will have sent you (or them) a letter confirming this. You should send us this letter, not a photocopy, with your application form.

If you (or your parents) have been refused refugee status but granted '*exceptional leave*' to enter or remain in the UK, the Home Office will have sent you (or them) a letter confirming this. You should send us this letter, not a photocopy, with your application form.

'*Settled status*' means that you can live in the UK permanently without the Home Office placing any restrictions on you, and there should be a stamp in your passport which says this. If your passport does not say this, but you have a letter from the Home Office which does, please attach this letter to your application form. EEA nationals have a right of residence to enter, live and work or study in the UK, but they do not have an automatic right to settled status in the UK. EEA nationals must therefore provide the same evidence of settled status as other people applying who are not UK nationals. If you are an EEA national who has come to the UK for study purposes only, you will not normally have settled status.

Question 27 - 28

If you have been 'looked after' by a Local Authority you should attach a covering letter to confirm the dates details of your care as well as providing contact details in Question 28.

Income Details

Question 29 - 32

Please attach photocopies of all pages of the 2009/10 benefit letter or TC602 tax credit document.

The following list is a guide to the confirmation required:

Income Support / Income Based Jobseekers Allowance

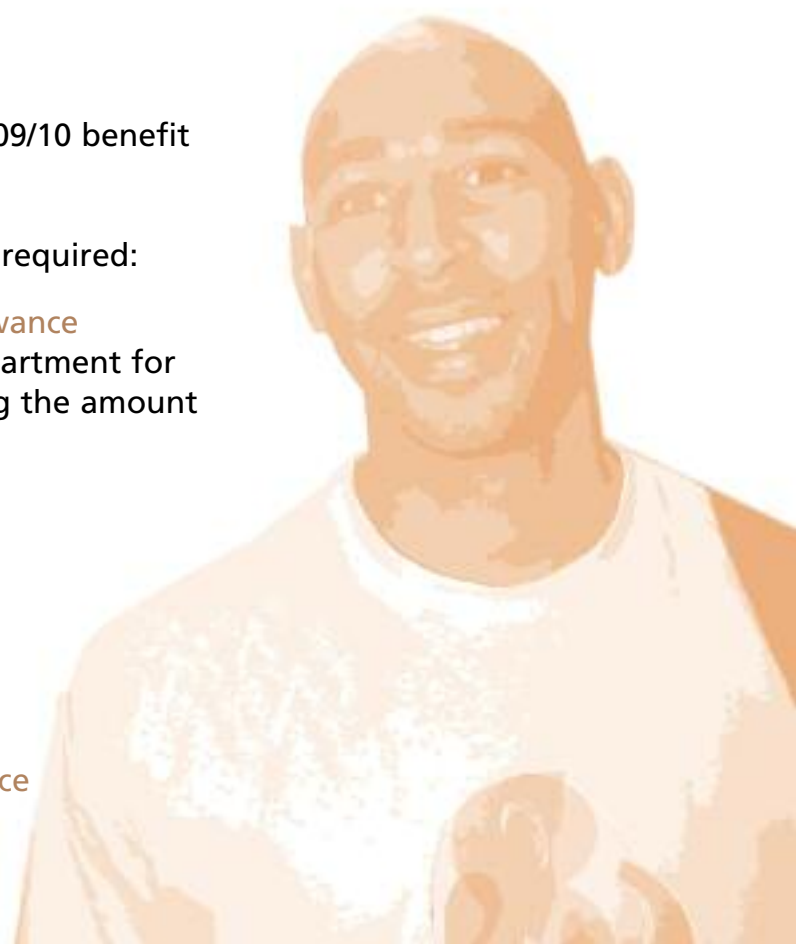
Please send a P60U or a letter signed by the Department for Work and Pensions or Job Centre Plus supporting the amount you have written.

Child Tax Credit with an annual Inland Revenue assessed income of less than £16,040

A photocopy of the most recent letter received which details the name of the person receiving the benefit, the date and the amount (Form 2009/10 TC602).

Income Related Employment & Support Allowance

A photocopy of all pages of your 2009/10 award notice.



Travel Information

Questions 33 - 38

Your Local Authority will consider applications for assistance with travel expenses. Each authority will provide detailed guidance on the schemes of assistance available in your area with this application. Please make sure that you answer all the questions in this section and read the travel notes that apply in your Local Authority area.

Special Educational Needs

Question 39 - 40

There may be additional help if you have special educational needs. You should provide as much information about your special needs as possible, in order that specific advice on any support can be given. If you will require a taxi in order to attend your course, you should enclose a covering letter explaining why you are unable to use public transport and, if relevant, provide medical confirmation of your special needs.

Career Aim

Questions 41 - 43

Answering these questions will enable the school/college and the Local Authority to advise you further on any other financial support available to you now or in the future.

Declaration and Undertaking

You must sign and date the form otherwise it will not be possible to give further consideration to your application.

Please check the application form and make sure that you send us all the documents we have asked for. We will return any originals to you, and tell you if we need any further information.

If you do not answer all the relevant questions, or you do not send us the evidence we need, it will delay your application.

