

# Guidance Notes for the Residential Support Scheme (RSS)

## Academic Year 2013/14

Helping you fill in the RSS Application Form

### RSS in 2013/14

To be eligible for RSS, a young person must be aged 16 to 18 years old.

If a Student received RSS in 2012/13 but will be aged 19 before 31 August 2013 they will not be eligible for RSS support in 2013/14 even though their learning programme may be continuing in this year. Instead the Student should talk to their Learning Provider about support that may be available to them through their Residential Access Funds for students aged 19 or over.

#### Which part of the form should you fill in?

- Fill in Student Details (Part A)
  - Questions **A1 to A12**
  - Question **A13** must be completed by your Learning Provider
- Fill in Income Details (Part B)
- Fill in Income Details, Benefits (Part C), if you or the adult(s) who are mainly responsible for you received social security benefits in the tax year 2012-13.

#### Here are some general tips:

- Use **BLACK INK** and write in **BLOCK CAPITALS**
- Write as clearly as you can. If we cannot read the form, we will send it back to you
- Mark boxes clearly, like this: **X**
- When all sections of the form have been completed, check that you have provided all the evidence required.

#### If you need more help:

- Call us on **0800 121 8989** between 9.00am and 5.00pm Monday to Friday
- Minicom: **0800 917 6048** between 9.00am and 5.00pm Monday to Friday
- email us at [RSS@EFAlearnersupport.co.uk](mailto:RSS@EFAlearnersupport.co.uk)
- visit [www.gov.uk/residential-support-scheme](http://www.gov.uk/residential-support-scheme)

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## Am I eligible for support?

You can apply for RSS if you are aged 16 to 18 years old. To be eligible for RSS:

- you must have started your course (or learning programme) **before** you turn 19
- you must live and study in England, see **page 8** of these Guidance Notes
- you must have 'settled status' in the UK and have been ordinarily resident in England for the three years prior to the course start date. 'Settled' means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK
- your course must **not** be available locally i.e. within reasonable daily travelling distance. '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.
- you must be studying on a full-time course. Your Learning Provider will be able to confirm this
- your course must be 16-19 funded (your Learning Provider will be able to confirm this) and last for a minimum of 10 weeks
- you must be about to study for your **first** full Level 2 or **first** full Level 3 qualification (in exceptional circumstances, RSS may support study for a second Level 2 or second Level 3 qualification, or a Level 1 qualification; you should speak to your Learning Provider or contact the Learner Support Service on **0800 121 8989**, if you want to discuss support of this kind)
- you must **not** be going to one of the specialist colleges listed in Annex A on **page 20** of these Guidance Notes. If you are attending one of these specialist colleges you are **not** eligible for RSS and should talk to your Learning Provider about funding that may be available from the Residential Bursary Fund
- your household income for the 2012-13 tax year must be £30,993 or less
- you must **not** be in receipt of Housing Benefit.

## How do I apply?

You should contact your chosen Learning Provider to check your eligibility for RSS 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 Learning Provider. Question **A13** must be completed by your Learning Provider. Once complete, send your Application Form to the Learner Support Service in the pre-paid envelope provided.

You should apply for RSS before your course starts where possible. To apply you must have an unconditional offer of a place. Applications may be made after the course has started but payments will only be backdated to the beginning of the term in which the application is received by the Learner Support Service. The final deadline for receipt of applications for 2013/14 is 31 August 2014.

## 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 depending on your household income and your actual accommodation costs.

Your application will be assessed on your household income. This is your income and that of the adults who are mainly responsible for you.

The table below shows the amount of support available to students.

Household Income	Support available outside London	Support available inside London*
up to £21,000	up to £3,458	up to £4,079
£21,000 to £25,704	up to £2,305	up to £2,685
£25,705 to £30,993	up to £1,152	up to £1,355
£30,994 or over	Nil	Nil

\*'inside London' means a college in a London Borough. The London boroughs are: Barking & Dagenham, Barnet, Bexley, Brent, Bromley, Camden, City of London, Croydon, Ealing, Enfield, Greenwich, Hackney, Hammersmith & Fulham, Haringey, Harrow, Havering, Hillingdon, Hounslow, Islington, Kensington & Chelsea, Kingston Upon Thames, Lambeth, Lewisham, Merton, Newham, Redbridge, Richmond Upon Thames, Southwark, Sutton, Tower Hamlets, Waltham Forest, Wandsworth, Westminster.

The amounts shown in the table on **page 3** of these Guidance Notes are the **maximum** available for each income bracket. You will not receive the maximum support if the actual costs of your accommodation are less than the figures shown. If your course lasts less than one full year then the amount of support you receive will be proportionate.

### What do the payments cover?

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Payments are to help cover the costs of your accommodation during term time only and will not necessarily cover the full costs of living away from home. Other services that your landlord may provide (e.g. laundry, food and telephone charges) are additional. You should check with your landlord in advance the charges that will be included in your rent costs and the charges that will be additional.

Once your course has started, the Learner Support Service will check with your Learning Provider to make sure that you are continuing to attend and are keeping to your learning agreement. RSS will be withdrawn if it is confirmed by your Learning Provider that your attendance is unsatisfactory.

### How will I know if my application has been successful?

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If your application is successful you will be sent a Notice of Entitlement (NoE). A copy will also be sent to your Learning Provider.

If your application is unsuccessful, we will write to you to tell you why. We will also notify your Learning Provider.

You will normally receive a reply within three weeks. If you do not hear from us **within three weeks** call us on **0800 121 8989**.

### How will the payments be made?

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Payments will be made in termly instalments with the first payment being made in September, provided a copy of your rental or tenancy agreement has been received by the Learner Support Service. Payments will be made directly to your Learning Provider who will then make payments to the landlord or agency that collects your rent.

#### **IMPORTANT: Payments**

**You should apply for RSS as soon as possible. You should send photocopies of your evidence and these must be clear and complete. Incomplete or incorrect evidence will delay processing of your application.**

**Payments will only be backdated to the beginning of the term in which the application is received by the Learner Support Service. RSS payments cannot be made until we have received all the information we need.**

### How to contact us

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Our address:

**Freeport RSLX-CAZR-RHLY  
LEARNER SUPPORT SERVICE  
BIRMINGHAM  
B24 9FD**

Our phone number: **0800 121 8989**

Minicom: **0800 917 6048**

Our email: **RSS@EFAlearnersupport.co.uk**

Our website: **www.gov.uk/residential-support-scheme**

You can get further information on other help available to students by contacting your Learning Provider or at **www.gov.uk/browse/education**

## Part A

### Student Details

### The Student should complete this section

#### Question A5

Equal opportunities monitoring

We have asked some questions so that we can be sure we are reaching all parts of our community. Any information you give us will be completely confidential. You do not have to answer the questions - it will not make any difference to your application.

#### Do you consider yourself to have a disability?

The Equality Act 2010 states that a disability is a physical or mental impairment which has a substantial and long term (that is more than 12 months) adverse effect on a person's ability to do normal daily activities. You may still be considered to have a disability if you are not adversely affected at the moment but the impairment is likely to recur.

#### Question A6

Your term time address

Enter the details of your term time address. **Your term time address must be within 15 miles of your Learning Provider.** You must send us a rental / tenancy agreement or landlord's letter that confirms the following:

- your name
- the cost of the rent
- your term time address
- your landlord's name, address and signature.
- the dates of your tenancy

**Your landlord cannot be related to you.**

#### Question A10

Do you already have any qualifications?

We need to know the qualifications that you already have. Mark the **Yes** box if you have **already gained** a qualification (do not include qualifications that you intend to study).

If you have not gained any qualifications mark the **No** box and go to question **A12**.

#### Question A11

Your qualifications

Mark the qualifications that you have already fully completed. **Do not tell us about qualifications that you are due to start or are part way through.**

You must be studying for your **first full Level 2** or **first full Level 3** qualification to receive RSS funding.

The table on **page 6** provides a brief guide to the different qualifications and different qualification levels. It does not include all qualifications that are available. If you are unsure about what level of qualification you have you should speak to your Learning Provider or call us on **0800 121 8989**.

RSS is **not** payable to students studying for Entry Level or Level 4 qualifications and above.

In exceptional circumstances, RSS may support study for a second Level 2 or second Level 3 qualification, or a Level 1 qualification. Call us on **0800 121 8989** to discuss support of this kind.

#### Overseas qualifications

If you have overseas qualifications, mark the 'Overseas Qualifications' box.

If any of your qualifications were obtained outside the UK then you should enclose a National Recognition Information Centre (NARIC) Certificate with your application. This will show how your qualifications relate to those in the UK. If you do not supply a NARIC certificate we will be unable to process your application.

Your Learning Provider may be able to help you obtain a NARIC certificate or visit **www.naric.org.uk**. If you have any problems obtaining a certificate call us on **0800 121 8989**.

#### Other qualifications

If for example OCR, Cambridge Nationals or City and Guilds is your highest qualification level, mark the 'Other qualifications' box and write the full name of the qualification in the box provided. **Send us a photocopy of your certificate(s) with your application.**

## Helping you fill in Student Details (Part A)

Qualification Level	Academic qualification equivalent	Vocational qualification equivalent
Entry Level 1-3	Entry Level Certificate	Entry Level Award Entry Level Certificate
Level 1	GCSE grades D to G 1 AS-level	BTEC Level 1 City and Guilds Level 1 LCCI Level 1 NVQ Level 1
Level 2	5 GCSE grades A to C 1 A-level 2 or more AS-levels	BTEC Level 2 First Diploma City & Guilds Level 2 LCCI Level 2 NVQ Level 2 OCR/Cambridge Nationals Level 2 Pitman Level 2 Intermediate Vocational Related Qualification Level 2 VRQ/VQ
Level 3	2 or more A-levels at grades A-E	Access to Higher Education BTEC Level 3 National Certificate, Diploma City & Guilds Level 3 ESOL and Foreign Languages LCCI Level 3 NVQ Level 3 OCR/Cambridge Nationals Level 3 Pitman Level 3 Intermediate Vocational Related Qualification Level 3 VRQ/VQ

**You must be about to study for your first full Level 2 or first full Level 3 qualification**

### Question A12

#### Privacy Notice and Student Declaration

Your RSS application is assessed using your household income. As the application form contains your parents' or carers' financial details, it is important that we know if you will let us talk to them about your application. We will not give out information about your completed application or payments to anyone without your agreement. This includes giving out information over the telephone or by post.

#### **Boxes A and B**

If you do not mark these boxes you are saying that we can discuss your RSS application with the adult(s) named on the form. If you agree to let us talk to your parents or carers, we will ask them about details on your application form as a security measure before we talk to them.

If you mark either Box A or Box B, we will not talk to the person named as Adult 1 or Adult 2 in question **B2** on the application form.

Call us on **0800 121 8989** if you need more help.

#### **Box C**

The Education Funding Agency (the EFA) would like to find out what you think about the education or training that you receive. They may wish to contact you about taking part in surveys and research. If you do not mark this box, you are saying that you are happy to be contacted. If you mark this box, we will not contact you.

#### **Read the Student Declaration very carefully**

You are not required to sign and date your application, but by submitting the application form, you are telling us that:

- you have read and agreed to each of the statements set out in the declaration
- you have read and understood the privacy notice
- you have read and understood these Guidance Notes.

If you are assessed as eligible for RSS, you are also agreeing to the rules of the scheme.

### Question A13

#### Learning Provider Declaration

**This section must be completed by the Learning Provider before the application is submitted. RSS payments cannot be made until A13 has been completed fully by an Authorised Officer.**

Before the application is complete, the Learning Provider **must** confirm the following:

- that the Student has a full-time place on the course, this is a place that is funded as full time by the EFA
- that the Student satisfies the residency requirements for RSS
- where the Student is living in college accommodation, the rent is being charged at the standard rate applicable to all students
- that the course is **not** available locally.

#### **Level of the course**

RSS is available for the **first** full Level 2 or **first** full Level 3 qualification. In exceptional circumstances, RSS may support study for a second Level 2 or second Level 3 qualification, or a Level 1 qualification. Contact us on **0845 600 7979** to discuss support of this kind.

#### **16-19 funded provision**

RSS is only available for courses that have 16-19 funding.

The course must have 16-19 funding from the EFA and the Learning Provider must hold a current contract.

#### **Similar Provision**

The Learning Provider must contact the Student's home Local Authority to confirm that no similar course is available within reasonable daily travelling distance of the Student's home address.

Similar provision is where courses have the same learning aim reference number on the Learning Aim Reference Application (<https://gateway.imservices.org.uk>), and the content of the course fulfils the awarding body's criteria.

Reasonable daily travelling distance is a daily return journey which takes under two hours on public transport or a distance of under 15 miles from the Student's home to their Learning Provider.

#### **Residency Requirements**

The Student must have 'settled status' in the UK and have been ordinarily resident in England for the three years prior to the course start date. 'Settled' means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK.



## Part B

## Income Details

For the RSS you are assessed on your household income for the tax year 2012-13 (6 April 2012 to 5 April 2013).

This will be your income and that of the adult(s) mainly responsible for you.

This normally means your parent(s), but it can mean your legal guardian or another relative, if you usually live with them.

**Do not tell us how much income you currently receive.**

### Couples

The term 'couple' means:

- a man and a woman who are married to each other, or who live together as if they are married
- two people of the same sex who are in a civil partnership, or who live together as if they are in a civil partnership.

You are still a couple even if you are living apart temporarily. For example, one of you is working away from home or you have separated on a trial basis.

If you are part of a couple, the amount of RSS the Student receives is based on your **joint income**. That means you each need to give us the details of your individual income for the tax year 2012-13. Even if you were **not** a couple in that year we need the details of both of your individual incomes for the whole year.

Give details for one of you in the 'Adult 1' column and the other in the 'Adult 2' column. It does not matter who completes which column, as long as you complete the same column throughout the form.

### Student Income

When assessing an application for RSS, any income that the Student received during the tax year 2012-13 **will** also be taken into account.

Students do not need to enter their income details until question **B5**.

### Independent Students

Students are normally assessed for RSS using their income and that of the adult(s) mainly responsible for them. However, in exceptional circumstances students may be assessed as being Independent. The exceptional circumstances are:

- you are, or you have been, married or in a civil partnership or living with someone as if you are married
- you are a parent and are the main carer for the child(ren)
- you have supported yourself for at least three consecutive years (36 months) before you started your course
- you have no living parents
- you are estranged from your parent(s) and you live independently from them. This will not apply if you are living away from home because you are undertaking a course.

If you think you should be assessed as an Independent Student, do not complete Income Details (Part B) or Income Details, Benefits (Part C). Call us on **0800 121 8989**.

If your circumstances change and you meet one of the above conditions part way through the academic year call us on **0800 121 8989**.

### Equality Act 2010

#### Information about the Equality Act 2010

If at the time of applying, your household income is lower than it was in the tax year 2012-13, and this is due to disability as stated by the Equality Act 2010, we may be able to take your current household income into account.

Read the information below carefully. If you feel that the circumstances described here apply to you or you need further information, call us on **0800 121 8989** and we will advise you how to complete the application. You must be aware that the onus will be on you to prove the disability by means of a medically based statement. We will provide you with details of what we can accept when you call us.

#### Some basic information about the Act which may help you

The Equality Act 2010 states that a person has a disability if he or she has a physical or mental impairment and the impairment has a substantial and long-term (that is more than 12 months) adverse effect on his or her ability to carry out day-to-day activities\*. You may still be considered to have a disability if you are not adversely affected at the moment but the impairment is likely to recur.

\*The Act does not define what is to be regarded as a 'normal day-to-day activity'.

However, in general, day-to-day activities are things people do on a regular or daily basis, and examples include shopping, reading and writing, having a conversation or using the telephone, watching television, getting washed and dressed, preparing and eating food, carrying out household tasks, walking and travelling by various forms of transport, and taking part in social activities.

There are some special provisions, for example:

- if your impairment has substantially affected your ability to carry out normal day-to-day activities, but doesn't any more, it will still be counted as having that effect if it is likely to do so again
- if you have a progressive condition and it will substantially affect your ability to carry out normal day-to-day activities in the future, you will be regarded as having an impairment which has a substantial adverse effect from the moment the condition has some effect on your ability to carry out normal day to day activities
- cancer, HIV infection and multiple sclerosis are covered effectively from the point of diagnosis
- people who have had a disability in the past but are no longer disabled are covered by certain parts of the Equality Act 2010.

If you would like to know more about the Equality Act 2010 and whether your medical condition is covered, then further information can be found at

**[www.equalityhumanrights.com/advice-and-guidance/your-rights/disability](http://www.equalityhumanrights.com/advice-and-guidance/your-rights/disability)**

If your household income in 2012-13 was £21,000 or lower you would already qualify for the maximum rate of RSS, even if your income has reduced further due to disability. If these circumstances apply then there is no need to call us, simply continue to complete the application on the basis of your 2012-13 household income.

If you have read the information but are still not sure what to do call us on **0800 121 8989**.

### Examples of Reduction in Income

Note: this will only be of benefit to you if your household income has reduced.

Here are some examples:

- If your household income in the 2012-13 tax year was more than £30,993 you would not have been eligible for RSS. However, if your household income has now dropped below this amount due to disability you may now be eligible for RSS. Call us on **0800 121 8989**.
- If your household income in 2012-13 was £27,000 but it has now reduced to £22,000 due to disability, you may now be eligible for a higher rate of RSS. Call us on **0800 121 8989**.

### Question B3

Do you have a Tax Credit Award Notice that correctly states your household income for the tax year 2012-13?

If you have a Tax Credit Award Notice (Form TC602) that correctly states your household income for the tax year 2012-13, enter the amount in this box and send us your Tax Credit Award Notice with the application form.

You will receive an Award Notice if you receive Child Tax Credit or Working Tax Credit - an example of what it looks like is shown on **page 12**. Make sure the Award Notice refers to your income for the whole of the tax year 2012-13.

**Do not** send us a Review Notice (Form TC603R).

Send us your Award Notice with the application form. You should send us a photocopy and it **must** be a clear copy that contains **all the pages**.

If you have an Award Notice but it does not show your total income for the tax year 2012-13, or shows zero income - perhaps because you were on Income Support when you applied - mark the **No** box.

If you do not have an Award Notice for the tax year 2012-13 or you do not wish to wait for the Award Notice to be sent to you after the end of the tax year, you can apply using a P60 or other evidence of your income. For more help, call us on **0800 121 8989**.


For more information about Tax Credits, visit [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits) or call the Tax Credits Helpline on **0345 300 3900** (textphone 0345 300 3909).

Did you mark the **Yes** box? Enter the amount of income from the Award Notice in the box where we have asked for it, rounded down to the nearest pound. Now go straight to the declaration at **B12**. You do not have to complete Income Details, Benefits (Part C).

Did you mark the **No** box at question **B3**? If so, go to question **B4**.

**IMPORTANT: If the Student had any income in the tax year 2012-13, they should complete questions B5 to B11, as appropriate, and send the relevant evidence.**

Tax Credit Award  
Notice example  
See page 11 for  
additional guidance



**HM Revenue & Customs**

Reprint-reference-X 999

MR KURT STONE  
MRS GRACE STONE  
1 ANY STREET  
ANYTOWN  
ANYWHERE  
XX00 0XX

Helplines  
0345 300 3900  
Minicom/Textphone  
0345 300 3909  
TAX CREDIT OFFICE  
PRESTON  
PR1 0SD

Date 18 May 2013

**Tax credits award for 06/04/2013 to 05/04/2014**

MR KURT STONE National Insurance number AB 44 67 88D  
MRS GRACE STONE National Insurance number PY 56 57 58A

**Summary**

**Tax credit for the period - see Part 2**

Working tax credit (other than childcare)	£85.37
Child Tax Credit	£4268.30

**Amounts still to be paid to you - see Part 3**

Working Tax Credit to MR KURT STONE	£85.37
Child Tax Credit to MRS GRACE STONE	£4268.30

Tax credits are based on your personal circumstances and income for the whole tax year. After the end of the tax year, when all the information is known, we make a final decision about how much you are entitled to receive.

**Part 1** of this form shows your circumstances, including your income. Please check this part and tell us immediately if anything is wrong, missing or has changed.

**Claimants**

Your tax credits are based on you being part of a couple. If you have separated, please tell us. You may be able to make a new claim to tax credits, either on your own or as part of a new couple.

**MR KURT STONE**  
You work 16 hours a week.

**MRS GRACE STONE**  
You claimed tax credits jointly with the person named above.  
You work 16 hours a week

**Qualifying children and young people**

1 aged one or less.  
3 aged between one and sixteen.  
3 aged between sixteen and twenty.

**Childcare costs**

You have no qualifying childcare costs. If you start to pay for childcare and you qualify for Working Tax Credit you may be able to claim the childcare element of Working Tax Credit. Contact us for details.

**Income**

This is the information we have about your income. Please check that it is correct.

**Your income for the year 6 April 2012 to 5 April 2013**

<b>MR KURT STONE</b>		
Earnings as an employee	£10000.00	
Your total income		£10000.00
<b>MRS GRACE STONE</b>		
Earnings as an employee	£5000.00	
Your total income		£5000.00
<b>Total income for the year 6 April 2012 to 5 April 2013</b>		<b>£15000.00</b>

If you have a Tax Credit Award Notice, write in your total income from 6 April 2012 to 5 April 2013 as shown here - not the amount of tax credits you are receiving. This diagram may help you.

## Question B4

Did you receive Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance or Pension Credit for the whole of the tax year 2012-13?

If you are the adult(s) mainly responsible for the Student and you and your spouse / partner (if you have one) received Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance or Pension Credit for the whole of the tax year 2012-13, you should mark the **Yes** box.

If you did not receive any of these benefits, or if you received them for part of the tax year 2012-13, you should mark the **No** box and go to question **B5**, however if you received benefits for part of the tax year 2012-13 you must also complete Income Details, Benefits (Part C).

Did you mark the **Yes** box? Go to the declaration at question **B12**. Enter your details in Income Details, Benefits (Part C) and send it to the office that normally deals with your benefit payments for completion, then return it to us with the rest of your Application Form.

## Question B5

Your total earnings as an employee from all jobs before taking off Tax and National Insurance contributions

### Where to find details of your pay from employment in the tax year 6 April 2012 to 5 April 2013.

All of your employers in 2012-13 should have given you a record of your earnings. This will be a P60, or a P45 if you left before 5 April 2013.

**If you had only one job in the year 2012-13**, copy the figure labelled 'Total for year' on your P60, or 'Total pay to date' on your P45.

A screenshot of a P60 form. The 'Total for year' field is circled in red. A blue arrow points from the text above to this field. The value shown is 9,283.97.

A screenshot of a P45 form. The 'Total pay to date' field is circled in red. A blue arrow points from the text above to this field. The value shown is £ 9,283.97. Other fields include 'Code' (503L) and 'Week or month number' (W26).

**If you had more than one job**, add together the 'in this employment' figures from all your P60s and P45s.

You should only answer question **B5** if you marked **No** for questions **B3** and **B4**. If you are an employee, do not leave this box blank.

### Before you write in the total(s), read the notes below.

Enter your total income from all your paid employment in the tax year 6 April 2012 to 5 April 2013. We need to know your total earnings for the year before tax, National Insurance contributions and other deductions are taken off (don't include taxable fostering allowances). Look for the figure usually described as 'total pay' or 'total for year' on your P60 Certificate.

**If you had more than one job in the year** – one after the other or at the same time – we need information about your **total** pay from all of them.

### Include

- total pay from all your employed work, including any tips and gratuities and Statutory Sick Pay
- payment from your employer because your job changed or ended. Do not include the first £30,000 of any redundancy payments - only include any amount you got over that
- taxable gains from security options you got because of your job e.g. company shares or bonds
- strike pay which you received from your trade union
- payment for work you did in prison or on remand.

### Deduct

- work expenses you have paid out and that your employer has not paid back to you. The expenses must be wholly, exclusively and necessarily in the performance of your duties
- tax-deductible payments you have made and have not been paid back e.g. fees to professional bodies, indemnity insurance, agency fees
- flat-rate expenses agreed by your employer and HM Revenue & Customs, to maintain or renew tools or special clothes (such as a uniform) you need for your job
- any qualifying Gift Aid donations (gross amount).

If you had more than one job, you may use the working sheet below to help you work out your total earnings.

	Adult 1	Adult 2	Student
Job 1			
Job 2			
Job 3			
Job 4			
<b>Total</b> (round down to the nearest pound)	Enter this total on the form	Enter this total on the form	Enter this total on the form

**If you write anything for question B5, you must send any P60, P60U or P45 form(s) you have relating to the tax year 2012-13 with the application.**

You should send us clear and complete photocopies.

Go to question **B6**.

### Question B6

#### Benefits in kind from your employer

You may have received benefits from your employer which were not paid out in wages but are taxable. These are called benefits in kind. If you received any benefits in kind during the tax year 6 April 2012 to 5 April 2013 your employer should tell you their 'cash equivalent' on either a form P9D or P11D.

If you have not received a form P9D or P11D for the tax year 6 April 2012 to 5 April 2013 and you think you should have, ask your employer. If you have received a P9D or P11D from more than one employer, add the figures together to show the total amount received from all employers.

For RSS purposes, we take into account the value of the following benefits in kind:

- goods and assets your employer gave you (for example, gifts of food, fuel, cigarettes or clothes) - shown on form P11D section A or P9D section A(2) in the third and fourth boxes
- payments made by your employer on your behalf (for example, payment of rent or utility bills) - shown on P11D section B in the first box numbered 15, or P9D section A(2) in the first, second and fifth boxes
- cash or non-cash vouchers and credit tokens (for example, a company credit card) - shown on P11D section C, or P9D section B (add together all the boxes). Do not include the cash equivalent of childcare vouchers if they are used to pay for registered or approved childcare

- mileage allowance. Include payments for using your own car – enter the taxable amount shown on form P11D section E. Also include running costs your employer has paid for - shown on P11D section E or included in section N. If your mileage costs are not paid by your employer, or they only pay a little of it, call us on **0800 121 8989**
- company car - shown on P11D in box 9 of section F
- car fuel benefit – shown on P11D in box 10 of section F
- expenses payments made to you or on your behalf - shown on P11D sections J, M or N or P9D section A(1). You might be able to reduce this amount by claiming a deduction of expenses allowed for certain Income Tax purposes.

**If you write anything for question B6, you must send us any P9D or P11D forms you have relating to the tax year 2012-13 with the application.** You should send us clear and complete photocopies.

Go to question **B7**.

### Question B7

Your total income from self employment

If you are self-employed (either on your own or in partnership) you must enter your total profit for the tax year to 5 April 2013:

- if you have more than one business, add together the adjusted profit from each of your Self-Employment pages and your share of the adjusted partnership profits from each of your Partnership (short or full) pages
- if your business had other income or profits you must include these in the amount – for example, rental income
- if you use averaging because you're a farmer, market gardener or creator of literary or artistic works, you can't use averaging in your RSS claim. So you need to adjust your total profit figure to take out the averaging
- if you traded outside of the UK in 2012-13 you should enter your profit in **British pounds**, not the foreign currency
- if you made Gift Aid payments or personal pension or retirement annuity contributions in 2012-13 you need to deduct the **gross** amount
- if you received taxable income from foster caring
- if your business made a trading loss in the tax year 2012-13 enter '0'. However, the RSS rules on trading losses operate separately from those for Income Tax. This means that for RSS purposes you deduct the trading loss from:
  - any other income you may have had for the year
  - in a joint claim, any other income which you and your spouse or partner may have had for the year.

#### Example Self Assessment Tax Calculation

HM Revenue & Customs	
Self Assessment - Tax Calculation	
Mr Frank Peach	
<b>Tax Calculation for 2012-13</b>	
Income	
Employments and Directorships (PAYE) minus expenses	5,000
Self-Employment (as a sole trader)	5,000
Partnerships	1,000
UK Land and Property	5,000
UK Interest (before tax)	1,000
UK Dividends and tax credits	500
UK Pensions and benefits	1,000
<b>Total Income</b>	<b>18,500</b>

If you have a Self Assessment Tax Calculation form (for example, an SA302) for the tax year 2012-13, send it to us with the application. You should send us a photocopy but this **must** be clear and complete.

If you do not have a Self Assessment Tax Calculation form, call us on **0800 121 8989** for advice.

Go to question **B8**.

## Question B8

### Your total other income

In addition to social security benefits and earnings from your work, we also take into account any other income received in the tax year 6 April 2012 to 5 April 2013. You **must** use the table on the application form to work out your total. Include any **other income** above £300, plus the **full** amount of any **Adult Dependant's Grant** and **miscellaneous taxable income**.

If you tell us about any other income in question **B8**, you may be required to provide supporting evidence.

#### Do not include:

- maintenance payments received from a former partner
- Working Tax Credit and Child Tax Credit
- student loans - do not deduct student loan repayments from your income
- other student grants (except the Adult Dependant's Grant), such as those to meet the cost of tuition fees, childcare etc
- war pensions, or pensions or annuities payable under German or Austrian law to victims of Nazi persecution
- income your children may have had, unless it is taxable in your name or your partner's name.

#### Example below

Work out the total for both adults and for the Student of any **other income, including pensions**, using the table below.

Annual amount of:	Adult 1	Adult 2	Student
Income from savings and investments	3 0 0		
Income from property			
Trusts, settlements and estates	3 9 1		5 0 0
Foreign income			
Pensions (state, occupational or personal)	1 2 0 0 0	4 1 1 2	
Notional income	1 6 0 4		
Now add together the totals	1 4 2 9 5	4 1 1 2	5 0 0
<b>Total</b> (if this makes a minus figure, just enter £0)	Now deduct £300		
Adult Dependant's Grant or miscellaneous taxable income (include the full amount)	- 3 0 0		
<b>Total other income</b> (round down to the nearest pound)	1 8 6 0 7		
	5 0		
	£ 1 8 6 5 7		

For income paid in a foreign currency, state the equivalent in British pounds. See page 17 of the Guidance Notes.

#### Income from savings and investments

- include gross interest on savings, investments and dividends (including interest from any Bank or Building Society). Enter the gross amount (before tax is taken off)
- do not include Individual Savings Accounts (ISAs) or other tax-free investments
- include the full amount of any 'chargeable event gain' from a life insurance policy.

#### Income from property

- include income from property or land in the UK that you let
- do not include income from the 'rent a room' scheme (if you let a furnished room in your home for £4,250 a year or less)
- do not include anything you have already included in box **B7**
- if your rental property made a loss in the tax year 2012-13, enter '0'.

#### Trusts, settlements and estates

If you received income from a trust, settlement or estate you will find details on certificate R185, which the trustees or administrators should have given you. Enter the **gross** amount - add together the 'net' amounts and 'tax paid' or 'tax credit' amounts.



### Foreign income

- foreign income, for example, income from investments and property overseas. Include the full amount in **British pounds**, whether or not it was remitted to the UK. Enter the **gross** amount in **British pounds**
- if you get a foreign pension include 90% of it here (in **British pounds**). Deduct any bank charge or commission you paid when converting foreign currency.

If you were employed or self-employed outside of the UK in 2012-13, you should enter this amount (in **British pounds**) in boxes **B5**, **B6** or **B7** as appropriate. If this is the case, you will need to send us the required income evidence.

### Pensions (state, occupational or personal)

- state pensions (including Widow's Pension, Widowed Mother's Allowance, Widowed Parent's Allowance and Industrial Death Benefit). Do **not include** the Christmas bonus and winter fuel payment
- other UK pensions you are getting (not war pensions)
- if your pension includes an extra amount for work-related illness or injury, exclude that extra amount.

### Notional income

This includes things like stock dividends or income that you could have received but chose not to. Call us on **0800 121 8989** if you need more information on this.

### Adult Dependant's Grant or miscellaneous taxable income

If you or your partner received Adult Dependant's Grant for being a student or miscellaneous taxable income not included above, enter it here. You need to include the **full** amount. Call us on **0800 121 8989** if you need more information about this.

Go to question **B9**.

### Question B9

#### Your personal pension contributions

Include any personal pension contributions you paid into a registered scheme. Include Free-Standing Additional Voluntary Contributions and payments to Stakeholder pensions. Enter the gross amount. Do not include contributions you paid through your employer. They will have already deducted your contributions from the pay figure entered on your P60 or P45.

Go to question **B10**.

### Question B10

Your Statutory Maternity, Ordinary or Additional Paternity or Adoption Pay

If your payments were **more than** £100 a week, then multiply the number of weeks by £100 and put this total in the box at **B10**. For example, if you got them for 30 weeks, enter £3000.

If your payments were **less than** £100 a week, then multiply the number of weeks by the amount you received and put this total in the box at **B10**. For example, if you got £80 for 30 weeks, enter £2400.

Do not include Maternity Allowance.

Go to question **B11**.

### Question B11

Other kinds of income

During the tax year 2012-13, did you receive any of the 'other' kinds of income? Below are types of income / benefits that we do not take into account when we assess your household income but we still need to know about them:

- Benefit paid for a period of incapacity that began before 1995 and for which Invalidity Benefit used to be payable or any child dependency increase with these payments
- Child Benefit
- Child Tax Credit
- Council Tax Benefit
- Disability Living Allowance
- Income your children may have had
- Maintenance payments received from a former partner
- Maternity Allowance
- Pension Christmas Bonus
- Student loans or grants (except The Adult Dependant's Grant) to meet the cost of tuition fees, childcare etc
- Tax-free savings income
- War pensions
- Winter Fuel Payment
- Working Tax Credit

**If you received any other kind of income not shown above, call us on 0800 121 8989 for advice.**

If you received any of these types of income / benefits for all of the tax year 2012-13, or just part of the year, write the details in the box provided. You do not need to tell us how much income you received; only what kind(s) of income it was and when you received it. See examples below.

*Child Tax Credits from 6 April 2012 to 30 September 2012 then got a job and this is shown in Income Details (Part B) and I've supplied my P60 as evidence.*

*Maintenance from ex-partner and child benefit for the whole tax year.*

If you received any social security benefit payments during the tax year 2012-13 you must fill in Income Details, Benefits (Part C).

Go to question **B12**.

### Question B12

Privacy Notice and Declaration

**Read the declaration very carefully.**

You are not required to sign and date the application, but by submitting the application form, you are telling us that:

- you have read and agreed to each of the statements set out in the declaration
- the Student is eligible for RSS on residency grounds
- you have read and understood the privacy notice
- you have read and understood these Guidance Notes
- all information and any evidence given in support of the application is correct and complete to the best of your knowledge and belief.

## Who fills in Income Details, Benefits (Part C)?

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Only fill in your details in Part C if you received any of the following social security benefits during the 2012-13 tax year:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance (ESA)
- Pension Credit
- Carers Allowance
- Contribution-based Jobseeker's Allowance
- Contribution-based Employment and Support Allowance (ESA)
- Incapacity Benefit
- Bereavement Allowance.

### What you need to do

If the adult(s) who are mainly responsible for you received any benefits during 2012-13 they should fill in the boxes for Adult 1 and Adult 2 (if applicable). They **must** remember to include your details in the space provided for RSS Student details.

If you also received any benefits during 2012-13, call us on **0800 121 8989**.

When you have filled in Part C, send it to the office that normally deals with your benefit payments for completion, then return it to the Learner Support Service with the rest of your application using the pre-paid envelope provided.

## Other information

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### Make sure that:

- you have filled in Student Details (Part A)
- your Learning Provider has completed the declaration at question **A13**
- if you and the adults mainly responsible for you have filled in questions **B1 to B11** in Income Details (Part B) you have enclosed income evidence for 2012-13
- Income Details, Benefits (Part C) has been filled in, if applicable, and this has been completed by your benefits office.

Send your completed application form to us, along with any evidence that we have asked for. You should send us photocopies and these **must** be clear and complete.

When you send the application, use the pre-paid envelope provided and **do not** fold the form.

### What happens next?

If your application is successful you will be sent a Notice of Entitlement (NoE). A copy will also be sent to your Learning Provider.

Once the Learner Support Service has received a copy of your rental / tenancy agreement, arrangements will be made for the funds to be transferred to your Learning Provider in time for the start of your course.

If you have not yet arranged your lodgings, you must send us your rental / tenancy agreement or landlord's letter once you have made arrangements. **No RSS payments will be made until we have received this.**

If your application is unsuccessful, we will write to you to tell you why. We will also notify your Learning Provider.

You will normally receive a reply within three weeks. If you do not hear from us **within three weeks** call us on **0800 121 8989**.

## Annex A: Specialist Learning Providers not participating in the Residential Support Scheme

The Learning Providers in the list below operate a Residential Bursary Fund (RBF) to support students with residential costs. If you are going to one of the Learning Providers in this list, and you need support with the costs of term time accommodation, you should contact the Student Support Manager at your Learning Provider.

For ease, these are listed by English region.

Region	College	Region	College
East Midlands	Brooksby Melton College	South East (Continued)	Plumpton College
	De Montfort University		Sparsholt College, Hampshire
	Derby College		University for the Creative Arts
	Moulton College	South West	Bicton College of Agriculture
East of England	British Racing School		Bridgwater College, Cannington Centre of land-based studies
	Easton and Otley College		Cornwall College (Duchy College)
	Oaklands College		Hartpury College
	The College of West Anglia		Kingston Maurward College
	Writtle College		Plymouth College of Art
London	University of the Arts - London		The Arts University College at Bournemouth
North East	Cleveland College of Art and Design		Wiltshire College
	Northumberland College	West Midlands	Hereford College of Arts
	South Tyneside College		Herefordshire College of Technology
North West	Carlisle College		South Staffordshire College (Rodbaston Campus)
	Myerscough College		Walford and North Shropshire College
	Reaseheath College		Warwickshire College, Royal Leamington Spa, Rugby and Moreton Morrell
South East	Bedford College (Shuttleworth Campus)	Yorkshire and the Humber	Askham Bryan College
	Berkshire College of Agriculture		Bishop Burton College
	Chichester College		Leeds College of Art
	Guildford College of Further and Higher Education		Leeds College of Music
	Hadlow College		Northern School of Contemporary Dance
	Oxford and Cherwell Valley College		

Further details about the Residential Bursary Fund can be found at [www.gov.uk/residential-support-scheme/further-information](http://www.gov.uk/residential-support-scheme/further-information)