

Application for Academic Year 2014 to 2015

01/09/14 - 31/08/15

Applying for the Residential Support Scheme (RSS) - An Introduction

Who can apply for the Residential Support Scheme?

To be eligible:

- you must be aged 16 to 18 years old. You must have started your study programme before you turn 19
- you must live and study in England (see **page 8** of the Guidance Notes)
- you must have 'settled status' in the UK and have been ordinarily resident in England for the three years prior to the study programme 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
- you must have been offered a place on a full-time study programme that has 16 to 19 funding by the EFA at an educational institution in England. Your educational institution will be able to confirm this
- your study programme 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 educational institution.
- you must be about to study for your **first** full Level 2 or **first** full Level 3 substantial qualification (in exceptional circumstances, RSS may support study for a second Level 2 or second Level 3 substantial qualification, or a Level 1 qualification; you should speak to your educational institution 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 educational institutions listed in Annex A on **page 20** of the Guidance Notes. If you are attending one of these specialist educational institutions you are **not** eligible for RSS and should talk to your educational institution about funding that may be available from the Residential Bursary Fund
- your household income for the 2013-14 tax year must be £30,993 or less. Your application for RSS will be assessed on your household income. This is your income and the income of the adult(s) who are mainly responsible for you e.g. your parent(s) or your main carer(s) (see **page 9** of the Guidance Notes)
- you must **not** be in receipt of Housing Benefit.

If you received RSS in the 2013 to 2014 academic year but will be aged 19 before 31 August 2014 you will not be eligible for RSS support in 2014 to 2015 even though your study programme may be continuing in this year. Instead you should talk to your educational institution about support that may be available to you through their Residential Access Funds for students aged 19 or over.

Additional help

If you need **help to complete this form**, you can:

- 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
- visit our website at www.gov.uk/residential-support-scheme

Filling in this form

- Use the Guidance Notes to help you fill in this form
- Fill in the form using **BLACK INK** and in **BLOCK CAPITALS**
- Mark boxes clearly, like this: **X**
- Write as clearly as you can. If we cannot read the form, we will send it back to you
- When you send the application, do not fold the form.

IMPORTANT: Photocopied/scanned forms will not be accepted. All incomplete forms will be returned as these cannot be processed.

Checklist

Before you return your form to the Learner Support Service, make sure that:

- you have answered all relevant questions in Student Details (Part A)
- your educational institution has completed the Declaration at question **A13**
- all relevant questions in Income Details (Part B) have been answered and you have enclosed appropriate evidence of your household income for the tax year 2013-14
- if applicable, you have listed any benefits received in Income Details, Benefits (Part C) and these have been confirmed by your benefits office
- you have enclosed all appropriate evidence, where required. This may include:
 - income evidence for the 2013-14 tax year e.g. a Tax Credit Award Notice (form TC602) or P60
 - a rental agreement or landlord's letter if you have arranged your lodgings.

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.

Please return the completed form to:

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

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**.

Student Details (Part A)

Part A - to be filled in by the Student

IMPORTANT: Backdating payments

You should apply for RSS before your study programme starts where possible. To apply you must have an unconditional offer of a place. Applications may be made after the study programme 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.

A1 - Your name

Surname / Family Name:

First Name(s):

A2 - Your date of birth

Date of Birth:

You must be aged 16 to 18 years old. You must have started your study programme before you turn 19.

A3 - Your permanent home address (this must be in England)

House No. / Flat No. / Name:

Street / Road:

Town / City:

County:

Postcode:

A4 - Your contact details

Email Address:

Home Phone Number:

Mobile Number:

How would you like us to contact you?

Email Home Phone Mobile Phone Post

For office use only:

Evidence returned

Scheme number /

Recipient

A5 - Equal opportunities monitoring (see page 5 of the Guidance Notes)

Are you: Male Female Prefer not to say

Do you consider yourself to have a disability? Yes No Prefer not to say

How would you describe your ethnic origin?

White

- British
- Irish
- Gypsy, traveller or Irish traveller
- Any other white background

Black or Black British

- African
- Caribbean
- Any other black background

Chinese or other ethnic group

- Chinese
- Any Other

Mixed

- White and black Caribbean
- White and black African
- White and Asian
- Any other mixed background

Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

Prefer not to say

A6 - Your term time address, if known (see page 5 of the Guidance Notes)

If you have arranged where you will be lodging during your study programme, enter the address below. You must send us a rental agreement or landlord's letter with your application form. This must show your name, your term time address, the dates of your tenancy, the cost of the rent and your landlord's name, address and signature. Your landlord cannot be related to you.

If you have not yet arranged your lodgings leave questions A6 to A8 blank. You must send us a rental agreement or landlord's letter once you have made arrangements. No RSS payments will be made until we have received this.

House No. / Flat No. / Name:

Street / Road:

Town / City:

County:

Postcode: You must enter the postcode.

Is your term time address 15 miles or less from the educational institution campus?

Yes **Go to A7**

No If your term time address is more than 15 miles from your educational institution you are not eligible for help from the Residential Support Scheme. Call us on 0800 121 8989.

A7 - Your landlord's address or the agency to which you have to pay rent during your study programme (if known)

Landlord / Agency Name:

Address:

Postcode: You must enter the postcode.

A12 - Privacy Notice and Student Declaration

Privacy Notice

For the purposes of the Data Protection Act 1998, the Department for Education (DfE) is the data controller for any personal data that is supplied on this application form. This information will be processed by the Learner Support Service on behalf of the Education Funding Agency (EFA), an executive agency of the DfE in order to consider your eligibility to receive Residential Support Scheme (RSS) funding.

Any personal data received will be held confidentially and only shared with other relevant organisations to assess your eligibility for funding and/or the prevention of fraud. Any other sharing of personal data will only take place where the law allows.

Mark box A if you **DO NOT** wish us to tell Adult 1 named in question **B2** of Income Details (Part B) about your completed application and payments. **A**

Mark box B if you **DO NOT** wish us to tell Adult 2 named in question **B2** of Income Details (Part B) about your completed application and payments. **B**

The EFA values your views on the education or training you receive and uses feedback to help bring about improvements for students. Students may be contacted by mail and/or telephone and asked to take part in surveys which will enable the EFA to monitor its performance, improve the quality of its services and plan future provision.

Mark box C if you **DO NOT** wish to be contacted by the EFA to take part in surveys and research. **C**

Further information about the EFA can be found at <https://www.gov.uk/government/organisations/education-funding-agency>

Student Declaration

If you give false or incomplete information, we may refer the matter to the Police. You could face prosecution and we will seek to recover any payments you are not eligible for. As part of our assessment process we may sample application forms and may ask for further evidence. If that evidence is not provided, we may stop any future payments and seek repayment of anything paid.

I have read and understood the Guidance Notes including the privacy notice above and declare that all information and any evidence given in support of this application is correct and complete to the best of my knowledge and belief.

I understand that:

- I need confirmation from the Learner Support Service that my application has been approved before any Residential Support Scheme (RSS) payments can be made
- if I knowingly make a false statement or provide false information, I may render myself liable for prosecution
- I am applying for RSS funds as my main source of funding for my residential and associated costs. I will tell the Learner Support Service and my educational institution if I receive help with these costs from other sources e.g. Housing Benefit
- I am authorising the Learner Support Service to contact and share information with my educational institution as required for the purposes of confirming the details of my application and attendance monitoring
- I must inform the Learner Support Service and my educational institution **immediately** if I withdraw from or stop attending my study programme and that I may have to repay part or all of the residential / lodgings and associated costs if I withdraw from my study programme
- I must refund any sums overpaid to me or to my educational institution if required to do so
- I must declare any funding I receive under RSS if I apply for help from other sources e.g. social security benefits
- the information I have given may be shared with other relevant agencies or organisations for the purposes of assessing my eligibility for funding and / or the prevention of fraud
- I may only claim RSS payments if I meet the residency conditions for this scheme.

IMPORTANT: By submitting this form you are agreeing to all the conditions and eligibility criteria of the Residential Support Scheme outlined in the application form and application form Guidance Notes. You are also consenting to the Learner Support Service contacting you in order to discuss your eligibility for funding or any of the information provided.

RSS payments cannot be made until A13 has been fully completed by an Authorised Officer at your educational institution. You must complete Income Details (Part B) and complete Income Details, Benefits (Part C), if applicable.

Income Details (Part B)

Part B - to be filled in by the adult(s) and the Student

IMPORTANT: We need the income details for your household for the tax year 6 April 2013 to 5 April 2014 to assess your application. We need the income for you and the adult(s) who are mainly responsible for you. Before you complete this section, make sure you read pages 9-18 of the Guidance Notes.

All students will be assessed on this basis unless there are exceptional circumstances that mean you should be assessed as an Independent Student. The exceptional circumstances that apply are that at the start of the academic year:

- 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 of the child(ren)
- you have supported yourself for at least three consecutive years (36 months) before you started your study programme
- 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 study programme

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.

B1 - Does the Student normally live with you at the address shown in question A3?

Yes

Go to B2

No

Call us on 0800 121 8989

B2 - Your relationship to the Student

Enter the details below if you are the adult(s) responsible for the Student and they live with you (when they are not studying away from home) at the address shown in question A3.

Adult 1

Adult 2

Surname /
Family Name:

First Name:

Relationship to
Student:

Mother

Grandparent

Mother

Grandparent

Father

Step-parent

Father

Step-parent

Aunt

Partner of parent

Aunt

Partner of parent

Uncle

Uncle

Other (please state):

Questions B3 to B11 are about Income Details - these must be for the 2013-14 tax year (6 April 2013 to 5 April 2014).

The easiest way to tell us about your income is to send your latest Tax Credit Award Notice (form TC602) that correctly states your total household income for the tax year 2013-14. **You should send us a photocopy but this must be clear and complete.**

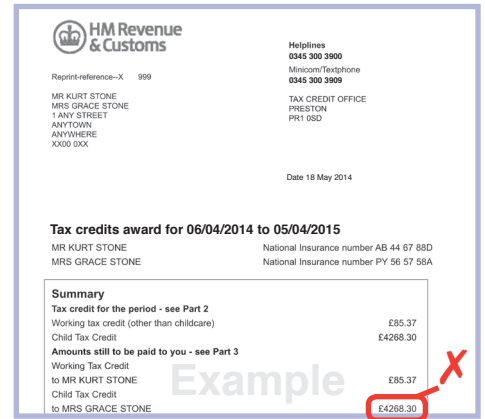
A Tax Credit Award Notice is sent to you if you receive Working Tax Credit or Child Tax Credit.

The figure you need to give us is your **total income** shown on the inside pages of your notice, as shown in the picture - **not the amount of tax credits you receive.**

Do not send us your Review Notice (form TC603R) or a Tax Credit Award Notice that does not state your correct income for the tax year 2013-14.

If you do not have a Tax Credit Award Notice that correctly states your income for the tax year 2013-14, you can apply using a P60, benefits information, or other evidence. For more help, call us on **0800 121 8989**.

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If you are the adult(s) mainly responsible for the Student go to question B3. If you are the Student go to question B5. You must tell us about any income you received in the 2013-14 tax year.

B3 - Do you have a Tax Credit Award Notice (form TC602) that correctly states your household income for the tax year 2013-14?

No ↓

Yes ↓

£

Write in your total income, as shown on the Tax Credit Award Notice. Round down to the nearest pound. **Do not** show pence.
For example: £

Go to B12. Do not fill in any more questions in Income Details (Part B). **Do not fill in Income Details, Benefits (Part C).** You have completed your application. You must enclose a photocopy of your Tax Credit Award Notice with your application.

IMPORTANT: If the Student received any income in the tax year 2013-14, they must also complete questions B5 to B11, as appropriate, and send us the required evidence.

B4 - Did you receive Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Universal Credit or Pension Credit for the whole of the tax year 2013-14?

No ↓

Yes →

Go to B12. Income Details, Benefits (Part C) must be filled in by you and the office that deals with your benefit payments. When Part C has been completed and returned to you, send it to us with the rest of the application.

Fill in the following questions if you received any income in the tax year 2013-14 and have not enclosed a Tax Credit Award Notice showing your income for the tax year 2013-14. If you received benefits for only part of the tax year 2013-14 you must also complete Income Details, Benefits (Part C).

B5 to B7 - Income from employment

Before you complete questions **B5 to B7**, see **pages 13-15** of the Guidance Notes for help. Where income has been received, enter the amount and send us the evidence required. **Round your answers down to the nearest pound and do not include pence.**

	Adult 1	Adult 2	Student
B5 Write in your total earnings as an employee from all jobs before taking off Tax and National Insurance contributions.	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
You need to send us any P60 or P60U forms you have for 2013-14.			
B6 Write in the value of any benefits in kind from your employer, e.g. company car and fuel or taxable vouchers.	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
You need to send us any P9D or P11D forms you have from your employer for 2013-14.			
B7 Write in your total income from self employment.	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
You need to send us your Self Assessment Tax Calculation form (SA302) for 2013-14, or call us on 0800 121 8989 if you do not have one.			

B8 - Other income (see pages 16-17 of the Guidance Notes)

Work out the total for both adults and for the Student of any other income, including pensions, using the table below. You may be required to provide supporting evidence.

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

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

If you were employed for only part of the tax year 2013-14 include this income in questions B5 to B7.
 If you received benefits for only part of the tax year 2013-14 you must complete **Income Details, Benefits (Part C)**.
 If you received any 'other' kinds of income during the tax year 2013-14 you must complete question B11.

B9 to B10 - Allowable deductions (see page 17 of the Guidance Notes)

	Adult 1	Adult 2	Student
B9 Write in any personal pension contributions you paid into a registered scheme. Enter the gross amount.	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Do not include anything you paid into an 'occupational pension scheme'. You may need to provide evidence of the personal pension contributions. We will contact you if this is required.			
B10 Statutory Maternity, Ordinary or Additional Paternity or Adoption Pay. Before you answer this question, see page 17 of the Guidance Notes.	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	£ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

B11 - During the tax year 2013-14, did you receive any of the 'other' kinds of income listed on page 18 of the Guidance Notes?

If **Yes**, tell us where this income came from and when you received it in the box below. You do not need to tell us how much income you received. See the Guidance Notes for what 'other' income means before you answer this question. If **No**, go to the declaration at question **B12**.

B12 - Privacy Notice and Declaration

Privacy Notice

For the purposes of the Data Protection Act 1998, the Department for Education (DfE) is the data controller for any personal data that is supplied on this application form. This information will be processed by the Learner Support Service on behalf of the Education Funding Agency (EFA), an executive agency of the DfE in order to consider your eligibility to receive Residential Support Scheme (RSS) funding.

Any personal data received will be held confidentially and only shared with other relevant organisations to assess your eligibility for funding and/or the prevention of fraud. Any other sharing of personal data will only take place where the law allows.

Further information about the EFA can be found at <https://www.gov.uk/government/organisations/education-funding-agency>

Student and Adult Declaration

If you give false or incomplete information, we may refer the matter to the Police. You could face prosecution and we will seek to recover any payments you are not eligible for. As part of our assessment process we may sample application forms and may ask for further evidence. If that evidence is not provided, we may stop any future payments and seek repayment of anything paid.

I / We have read and understood the Guidance Notes including the privacy notice above and declare that all information and any evidence given in support of this application is correct and complete to the best of my / our knowledge and belief.

I / We understand that:

- confirmation is needed from the Learner Support Service that this application has been approved before any Residential Support Scheme (RSS) payments can be made
- I / We share responsibility for the information given with any partner named on this form
- if the Student applying for RSS with this form does not keep to the RSS rules, or if they leave their study programme, they will not be eligible to receive further payments and any RSS overpaid may need to be repaid
- the information I / we have given may be shared with other relevant agencies or organisations for the purposes of assessing this application for funding and / or the prevention of fraud
- the Student is eligible for RSS on residency grounds as explained on **page 8** of the Guidance Notes and can provide suitable evidence as proof if required.

IMPORTANT: By submitting this form you are agreeing to all the conditions and eligibility criteria of the Residential Support Scheme outlined in the application form and application form Guidance Notes. You are also consenting to the Learner Support Service contacting you in order to discuss your eligibility for funding or any of the information provided.