

**Student Financial
Information Booklet
16-18
2008/2009**



Welcome to the Bournemouth and Poole College!

Are you wondering...?

How much college will cost?

How you will fund your studies?

What support is available?

You have chosen the course you want to follow and now you want to find out whether you qualify for any financial support.

This booklet covers some of the sources of funding and support available for you.

In the main, the following information applies to all students aged 16-18 years and over attending a FE college, **except those students** who are **Apprentices, New Deal Participants and Overseas Students**. If you are one of these students you should contact your tutor/Academy for more information.

If you are not aged between 16-18...

- And are over 19 years of age or more, contact the Student Support Finance Team on 01202 205488 for more information about funding for over 19 students.
- And you require information about Higher Education Funding (HNC, HND and Degree level courses) please contact the Higher Education Team on 01202 205180 or freephone 0800 731 9133 for a free booklet.

The main topics covered in this booklet are:

- What will full-time & part-time education cost if I am aged 16-18?
- Student Support Fund / Travel Funding
- Education Maintenance Allowance (EMA)
- How can I open a bank account?
- Can I work part-time whilst I am studying?
- Other sources of financial help
- Getting advice about your finances

How can I open a Bank Account?

Before you apply for your EMA you will need to open a Bank Account, unless you already have one. Most High Street Banks offer special accounts for customers under 18. They normally supply you with a Cash Point card so that you can access your money easily. Some supply SOLO cards, which can be used to pay for goods.

Banks usually make an appointment with you when you open an account. They check your documents and offer assistance with completing the Application Form.

To open a Bank Account you will need to:

Complete an Application form

Show Proof of your identity e.g. Passport, Birth certificate or Provisional Driving Licence.

Show proof of your address e.g. Utility bill in your or your parent's name, benefit letter or a letter from the college.

The bank might want you to deposit some money when opening the account. This can be as little as £1.00 - £10.00.

Note: Banks may require different documents as proof of ID. Check with them first.

If you need further advice on opening a Bank Account please contact the Student Support Finance Team.

Can I work part-time while I am studying?

It's quite likely that you may want to work part-time while you study to earn some extra cash.

Working can give you valuable experience and looks good on your CV. If you need a reference you can ask your personal tutor.

If you do work make sure that it doesn't interfere with your studies and that you leave yourself with enough time to complete assignments and have a social life!

Am I entitled to any State Benefits?

If you are studying full-time and are still under 20 your parent / guardian is still entitled to receive Child Benefit on your behalf. The contact number for the Child Benefit Office is 08453 021 444

Most people under the age of 19 are not usually entitled to any other benefits. There are some exceptions though. If you are a single parent, disabled or estranged from your parents you will normally be entitled to certain benefits.

Educational Maintenance Allowance (EMA)

What is an EMA?

EMA is a weekly payment worth up to £30.00 if you meet the criteria shown below. There are also bonuses of £100.00 if you remain on your course and make good progress with your learning.

What type of course do I need to be studying?

If you are enrolled on a full-time course up to and including courses such as AS/A Levels, GNVQ's, NVQ's, GCSE's, Basic Skills and E2E you can apply. If you are on a Higher Education course you will not be able to apply for EMA.

How do I apply for an EMA?

You should get an application form from your school before you finish year 11. Additionally you can make an application online at www.direct.gov.uk/ema, ask your Connexions Personal Advisor or freephone the EMA Helpline on 0800 121 8989

What do I have to do to get my weekly payment?

Once you have applied direct to EMA and been accepted, you will receive a contract that you must bring to the college. You will then complete the 2nd part of the EMA contract with the college, which requires you to attend all lessons, complete all coursework and make good progress while you study with us. Attendance sheets and /or Electronic Registers will need to be completed by your tutor and returned to Student Services at the end of each week. Payment is made direct to your bank account.

Will my families or my own benefits be affected?

No, The EMA is paid in addition to benefits provided by the Government such as Child Benefit and Income Support. Families will not lose out if you receive EMA and it won't affect any money you earn from a part-time job.

What will full-time education cost if I am aged 16-18?

Once you have decided which course to follow, your next concern will be the cost of studying and whether you qualify for any financial support.

The following fee information does not apply if you are an International Student. For more information contact your Academy Administration Office, as arrangements may be different if you do not or have not lived in the United Kingdom or an EU Country for more than 3 years.

Will I have to pay any fees?

The Government has decided that students under the age of 19 at the start of the academic year in which their course begins, should not be charged tuition fees for the whole of their course. Any course you decide to choose, the tuition fees will be free, as long as you are aged 18 or less on the 31st August 2008.

Exams are only payable if you are re-sitting an examination.

If you start a full-time programme when you are 18, even though you are 19 at the start of the second year, there is still no tuition fees charged.

If you are studying on a part-time course, then tuition fees will be payable. Ask for details at the relevant Academy Administration Office.

What happens if I am 19 years or more when the course starts?

The funding arrangements are different if you fall into the category. Please ask for the financial leaflet for over 19's, which is available from The Link or Main Reception areas.

What other costs do I need to know about?

The additional costs of studying will vary depending on what course you are studying. Some courses require substantial equipment that you will need to purchase. For instance, Hairdressing kits, Beauty kits, Catering equipment, Law books and Graphic Design / Art equipment etc.

Other courses will only require basic stationary and some books. Whatever course you choose to study, it is important that you ask your Tutor/Academy what materials, books, uniform or equipment you might need to buy and how much they will cost.

If you are from a family with a low income you may be able to receive some support through the Student Support Fund, see section 2.

Student Support Fund

The Student Support Finance Team is responsible for the administration of the Student Support Fund. This is a fund that integrates a number of resources, including the Learner Support Fund and College Travel Fund.

If you think your family is on a low income, you may qualify for financial support for education visits, materials, equipment and childcare.

All awards made through the Student Support Fund are discretionary. The College reserves the right to amend the scheme subject to funding through the Learning and Skills Council (LSC)

To get an application pack call into The Link at North Road or Lansdowne or the Main Reception areas. Alternatively contact the Student Support Finance Team on 01202 205488.

SSF BANDING	GROSS ANNUAL HOSEHOLD INCOME	AWARDS AVAILABLE FOR EQUIPMENT, MATERIALS AND EDUCATIONAL VISITS		AWARDS AVAILABLE FOR CHILDCARE
		FULL TIME LEARNERS	PART TIME LEARNERS	
A	MEANS TESTED BENEFIT	UP TO £400.00	UP TO £200.00	£37.00 – FULL DAY SESSION £23.00 – HALF DAY SESSION
B	INCOME UP TO £15 940	UP TO £350.00	UP TO £150.00	£31.00 – FULL DAY SESSION £16.00 – HALF DAY SESSION
C	INCOME BETWEEN £15 941 - £25 000	UP TO £300.00	UP TO £100.00	£26.00 – FULL DAY SESSION £11.00 – HALF DAY SESSION
D	INCOME BETWEEN £25 001 - £30 810	UP TO £250.00	UP TO £75.00	£16.00 – FULL DAY SESSION £6.00 – HALF DAY SESSION

Travel Funding

The College offers subsidised travel if you **are on a full-time course and live over 5 miles** away from the centre of your study. Please see table below for information.

If your family pay their Council Tax to any of the following Councils you will need to contact them direct to see what funding they offer for your transport to College.

If this is unsuccessful please contact the Student Support Finance Team on 01202 205660. All other students can apply directly to The College using the Travel Application Form.

Poole Borough Council	01202 262243
Hampshire County Council	0845 603 5638
Wiltshire County Council	01225 713396
New Forest District Council	Contact Hampshire County Council

TRAVEL BANDING	GROSS ANNUAL HOSEHOLD INCOME	YELLOW BUS PASS	WILTS AND DORSET SAVER TICKET	WILTS AND DORSET NETWORK TICKET	SOUTH WEST TRAINS PASS
A	STUDENT ELIGIBLE FOR EMA / ALG	£245.00	£370.00	£370.00	£370.00
B	MEANS TESTED BENEFITS AND NOT ENTITLED TO EMA / ALG	N/A – FREE PASS	N/A – FREE PASS	N/A – FREE PASS	N/A – FREE PASS
C	INCOME OTHER THAN ALL OTHER CATEGORIES ABOVE	£250.00	£420.00	£540.00	£651.00

- The web based AA Route Planner is used to calculate the mileage
- **Please note that payments can be made in 2 equal instalments**

Are there any other sources of financial help?

In some exceptional cases, students can get help from Charitable Trusts. The best way of looking for awards or bursaries is by looking on the internet.

The College Foundation can provide additional resources that are not covered by Government funding. All applications need to go through the Student Support Finance Team so please contact for more information.

You can also access information about funding on the Internet via www.support4learning.org.uk or www.nus.org.uk

Where can I get advice about finances?

The Student Support Finance team can provide financial advice on a variety of aspects concerning money including managing money and debt.

You can make an appointment with the Student Finance Supervisor at The Link or by phoning directly on 01202 205300.

College Contacts

Student Support Fund	01202 205488
Email:	ssf@bpc.ac.uk
Student Travel	01202 205660
Email:	ssf@bpc.ac.uk
Student Finance Supervisor	01202 205300
The Link – Student Support Centre @ North Road	01202 205255
The Link – Student Support Centre @ Lansdowne	01202 205896
EMA Enquires (North Road)	01202 205255
EMA Enquires (Lansdowne)	01202 205362
Course Enquiry Centre	01202 205205
Sunshine Nursery @ North Road	01202 205670
Sunshine Nursery @ Lansdowne	01202 205444

Bournemouth & Poole College North Road Campus

North Road, Parkstone, Poole, Dorset, BH14 0LS

Lansdowne Campus

Meyrick Road, Lansdowne, Bournemouth, Dorset, BH1 3JJ