



Higher Education

A student's guide to funding



This document lets you know what funding is available for those who are studying at an advanced level only. It provides invaluable financial information and advice on a variety of different matters that are important to students.

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1 Important information

If you apply by 30 June, the Student Award Agency for Scotland (SAAS) guarantee to process your application before your course starts. Please note:

- It is your responsibility to apply for funding each year and to ensure that the application is complete and accurate
- You will not receive any income-assessed support if you don't submit household income estimates
- SAAS cannot guarantee that they will reassess your application in time for the start of your course if income estimates are submitted separately from the online application
- You will be restricted to non-income assessed support if you have not provided evidence in support of an award in a previous year.

2 Hints and tips

- **New students** - apply to SAAS as early as you can. Do not wait for exam results or a firm offer. If you don't get on the course you want, you can easily change or cancel your application by giving them a call.
- **Continuing students** - you **must** apply every year for your funding.
- **All students** - SAAS aims to have your funding in place at the start of your course for all correctly completed applications received before 30 June.
- **Term-time address** - If you are applying for a student loan and you know you will be living away from your main home during term-time, please make sure you select "term-time residence" in the Personal Details page of the application. When you reach the loan section it will then ask you for your term-time address. If you don't have this - you should enter your **home** address instead. This will ensure that you receive the correct amount of student loan for your circumstances.
- You **do not** have to take out a student loan to be entitled to a bursary. You do however have to supply the relevant income details of your household, for example, your parents', step-parent, parent's partner or your husband, wife, civil partner or partner's income.
- If you do not supply income details then SAAS cannot assess your entitlement to any income assessed support and you will only be entitled to apply for the minimum student loan. In 2011-12 the minimum loan is £915.00 if you are an independent student or you are living away from home during term-time, or £605.00 if you are living in your parents' home during term-time.
- Please remember to send your household income evidence to SAAS and **not** to the Student Loans Company. You should also only send clear photocopies as SAAS cannot store or return originals.
- SAAS will recover any funds you are no longer entitled to – for example, if they find that your household income estimate is lower than actual income received (P60, etc.).

3 What funding is available?

There are various funds that provide support for students on advanced courses. Most of these take into account the personal and financial circumstances of each individual student.

Who can apply for financial support?

- Any person who satisfies the residential conditions and is on a course of study that the SAAS supports.
- Those ordinarily resident in the United Kingdom and Islands for three years and are resident in Scotland on the first date* of their chosen course. There are a number of special cases in relation to residency requirements and the Student Funds Service can provide full information for those affected by this issue.
- Those settled in the UK as described in the Immigration Act 1971.
- Those studying full-time in higher education.

*The first date of the first academic year of a course, known as the “relevant date”, is 1 August, for those who start a course in the autumn term.

Which courses are eligible for financial support?

Financial support may be available for certain courses of study offered by the College, which lead to an approved recognised qualification. These courses will be either:

Higher National Certificate (HNC)

Higher National Diploma (HND).

Tuition fees

When you are resident in Scotland and meet the eligibility criteria, your tuition fees will be paid by SAAS. You must apply to SAAS for your fees (£1,285.00) in each year of your course. **If you do not then you will be invoiced by the College for this amount.**

SAAS pay fees directly to the College.

Student loan

The amount of loan you can apply for depends partly on you and your household's income or both. There is however a minimum loan available that is not income-assessed. The amount of loan also depends on the length of your course, the year of your course and where you live during term-time.

The tables below show the amount of loan for Kilmarnock College courses. Higher Education courses at the College are 41 weeks long (including 6 weeks holiday).

Rate for full-year loan

	Minimum loan	Maximum loan
Parental home	£1,199.00	£5,051.00
Elsewhere	£1,828.00	£6,330.00

Rate for final-year loan

	Minimum loan	Maximum loan
Parental home	£1,074.00	£4,586.00
Elsewhere	£1,698.00	£5,720.00

Additional loan

You can apply for an additional amount of £785.00 if you have a household income of £22,789.00 or less. This loan is repayable.

4 Supplementary grants

There are various supplementary grants that students can apply for. All supplementary grants are subject to individual circumstances and you do not need to pay these back.

Grants available include:

Independent Students' Bursary (ISB)

There are circumstances that do not warrant your parents being expected to contribute to your education. In general to be classed as independent you must be either over 25, married, in a civil partnership, living with a partner or your parents are no longer alive.

Bursaries are paid instead of part of the loan so it reduces the amount that you need to pay back. To be eligible for consideration you must be single or have a household income of £19,310.00 or less. Any income over £19,310.00 reduces the amount you may receive as shown in the table below:

Income (£)	Bursary (£)	Income (£)	Bursary (£)	Income (£)	Bursary (£)
19,310.00	1,000.00	25,000.00	618.00	31,000.00	215.00
20,000.00	954.00	26,000.00	551.00	32,000.00	147.00
21,000.00	886.00	27,000.00	483.00	33,000.00	80.00
22,000.00	819.00	28,000.00	416.00	34,195.00	50.00
23,000.00	752.00	29,000.00	349.00	35,000.00	0
24,000.00	685.00	30,000.00	282.00		

Young Students' Bursary (YSB)

Students under the age of 25 years may be able to apply for a Young Students' Bursary. This is a non-repayable award that reduces the amount of student loan you need to take out.

To be eligible for consideration you must have a household income of £19,310.00 a year or less. Any income over £19,310.00 reduces the amount you may receive as shown in the table below.

Income (£)	Bursary (£)	Income (£)	Bursary (£)	Income (£)	Bursary (£)
19,310.00	2,640.00	25,000.00	1,631.00	31,000.00	567.00
20,000.00	2,518.00	26,000.00	1,453.00	32,000.00	389.00
21,000.00	2,340.00	27,000.00	1,276.00	33,000.00	212.00
22,000.00	2,163.00	28,000.00	1,099.00	34,195.00	50.00
23,000.00	1,986.00	29,000.00	921.00	35,000.00	0
24,000.00	1,808.00	30,000.00	744.00		

Lone Parent Grant

This is an income assessed grant that you can apply for if you are single, widowed, divorced, separated or your civil partnership has dissolved and you are bringing up children on your own.

The maximum amount payable is £1,305.00 a year.

Lone Parent Childcare Grant

Colleges now administer the Lone Parent Childcare Grant and students are advised to now apply directly to the College for this assistance. You can apply for an amount of up to £1,215.00, however to be eligible you must first apply for the full student support package.

Dependants Grant

This is an income assessed grant that you can apply for if your husband, wife, civil partner or partner is dependent on you financially. If your husband, wife, civil partner or partner has any other income then this may affect your entitlement. You can apply for up to £2,640.00.

Vacation Grant for Care Leavers

If you were previously in care then you can apply for a grant of up to £105.00 a week to help with accommodation costs in the summer vacation.

Disabled Students Allowance

This allowance is intended to assist students who have disabilities or learning difficulties who may incur extra expenses by coming to college. This award may be paid directly to the provider of support or the student depending upon the assistance awarded.

Travel costs

SAAS no longer pay for daily travel expenses however they have increased the overall loan package to compensate for this. The only exception to this is for students who are disabled and cannot use public transport.

5 Contribution consideration

Your parents' contribution

Your parents' income will be used to assess your application. Your parents do not have to supply their income, however, if they do not provide their income details then you will not be considered for the maximum support available. This includes non-repayable bursaries and grants. You will still be considered for tuition fee support and the non-income assessed loan.

SAAS calculate your parents' contribution by using the following:

- If your parents live together, both of their incomes are used
- If your parents are separated, divorced or no longer live together, SAAS use the income of the parent that you normally live with
- If your parent lives with a partner or you have a step parent, SAAS will use their income as well as the income of the parent you live with
- SAAS use **gross** income when assessing your award
- If your parent(s) are self employed they will use taxable profit.

Certain elements of income may be disregarded, for example if there is another child in the household undertaking full-time education.

If your parents' income is less than £24,275.00 a year then SAAS will not expect them to contribute. The table below gives examples of parental income and the contributions that may be deducted from your award.

Parental Income	Contribution
Less than £24,275.00	£0
£30,000.00	£681.00
£40,000.00	£1,792.00
£52,000.00	£3,170.00
£64,000.00	£5,016.00
£78,000.00	£7,170.00

Husband, wife, civil partner or partner's contribution

This is worked out by taking the gross income from employment or any DWP benefit received or taxable profit from self-employment or any other source of income. SAAS do not assess a contribution for incomes below £20,645.00 a year.

Certain elements of income may be disregarded.

The table below gives examples of income and the contributions that may be deducted from your award.

Household Income	Contribution
Less than £20,645.00	£0
£25,000.00	£529.00
£31,000.00	£1,196.00
£37,000.00	£1,862.00
£45,000.00	£2,751.00
£55,000.00	£4,034.00

Student support package available

Any person who applies for Higher Education financial support to SAAS will need to provide certain details regarding the household in which they live. An application would normally be assessed on either your parent(s)' or partner's yearly income. How much you receive will depend on the information that you provide. You will also be asked to provide documentary evidence to support the information within your application.

The following tables give an indication of the type of support available to students depending on circumstances and household income. The amounts are based on a 30 week college course. Please note Kilmarnock College courses are 35 weeks long (excluding holidays), therefore the amounts paid to you will vary slightly.

Package available with parental contribution (examples)

Income (£)	Contribution (£)	YSB (£)	Loan (£)	Additional Loan (£)	Total package (before deductions) (£)
18,000.00	0	2,640.00	2,777.00	785.00	6,202.00
23,000.00	0	1,986.00	3,431.00	0	5,417.00
26,000.00	237.00	1,453.00	3,727.00	0	5,417.00
32,000.00	903.00	389.00	4,125.00	0	5,417.00
41,000.00	1,903.00	0	3,514.00	0	5,417.00
47,000.00	2,570.00	0	2,847.00	0	5,417.00
50,000.00	2,903.00	0	2,514.00	0	5,417.00
56,000.00	3,785.00	0	1,632.00	0	5,417.00
58,000.00	4,093.00	0	1,324.00	0	5,417.00

Package available with spouse/partner contribution (examples)

Income (£)	Contribution (£)	ISB (£)	Loan (£)	Additional Loan (£)	Total package (before deductions) (£)
18,000.00	0	1,000.00	4,417.00	785.00	6,202.00
20,000.00	0	954.00	4,463.00	488.00	5,905.00
26,000.00	640.00	551.00	3,876.00	0	5,417.00
32,000.00	1,307.00	147.00	3,613.00	0	5,417.00
41,000.00	2,307.00	0	2,760.00	0	5,417.00
47,000.00	2,973.00	0	2,094.00	0	5,417.00
50,000.00	3,307.00	0	1,760.00	0	5,417.00
56,000.00	4,188.00	0	915.00	0	5,417.00

6 How to apply

You can apply for your main support (student loan, tuition fees and supplementary grants) to SAAS from April of the year that you want to study. You should always apply as early as possible; do not wait for exam results or a firm offer.

To ensure your funding is in place for the start of your course, you should submit a correctly completed application by 30 June. If you do not get on the course that you originally applied for then SAAS will change your application to another course or cancel your application if you contact them.

Apply online

You should apply online for your main student support. You can also make changes to your details after you have applied for your support. For example a new address or bank details.

To apply online for the first time you must first register your personal details. Please note you must only register your personal details once. Existing users should login using the username and password you used when you first registered.

Applying online is quick and easy. The system guides you through the application form and notifies you if there is any essential information you have missed. Once you have completed your first application online, the system saves all your information. This means you only have to update any changes in following years. The benefit of online applications for SAAS is that they can deal with electronic information faster and more securely.

What you need to apply online

- A current email address
- Your SAAS reference number if you've applied before
- Your National Insurance number and passport details
- Your bank sort code and account number
- Your institution and course details
- A breakdown of your household income.

It is important that you keep your username and password safe. You will need these again to use online services at www.saas.gov.uk.

7 Processing your application form

Correctly completed applications received by 30 June will be processed in time for the start of your course. Your award will be assessed and a letter sent to you to confirm your award. This letter will tell you how much you will receive and how you will be paid.

If you have not heard from SAAS within **28 days** of submitting your application, please contact them.

If you have applied for a student loan, SAAS will send your information electronically to the Student Loans Company (SLC). The SLC will set up your loan account and send you a payment schedule to tell you how and when they will pay your loan. You should normally expect to receive your payment schedule about **six weeks** before the start of your course.

How long it takes to process your application

SAAS aims to process applications within 21 days of receiving a correctly completed form. They will assess your entitlement and send you an award notice that will tell you how much you will get and when. If you have applied for a student loan, SAAS will send your loan information directly to the SLC. They will then set up your loan account and contact you regarding a payment schedule.

Your support is paid in monthly instalments and your first payment will be a double payment.

It is important that you take your SAAS award notice to the College Finance Office to confirm that your Tuition Fees will be paid. You can do this any time after 1 August.

The College will confirm that you have completed the enrolment process so that your payments can be released. Your first payment date on your SLC payment schedule is not necessarily the date that the money will be in your bank account.

You must complete the College enrolment process as soon as you can once you have started college.

Closing dates

Do not submit your application late or you may not receive any support. The closing dates to apply for support depend on when you start your course. For the majority of students who start a course in the autumn term, the closing date is 31 March.

Documentary evidence

Students are required to post photocopies of evidence (such as P60s) directly to SAAS. Originals should not be sent, as SAAS cannot guarantee they will be returned. Photocopies are normally destroyed once the application has been processed.

8 Repaying your student loan

You will not have to start repaying your loan until after the April you graduate or leave your course. The SLC will expect you to pay 9% of your annual income over £15,000.00 a year. You do not pay your loan back over a fixed period.

Student loans are cheaper than other types of finance such as bank loans, overdrafts, credit cards and so on. For example, when you are earning £17,000.00 a year, the repayments of your loan will only be £15.00 a month. Interest on the amount you owe will be linked to inflation, in line with the Retail Price Index (RPI). This means the amount you pay back will be about the same in real terms as the value of the amount you borrowed.

Please visit the SLC website www.slc.co.uk for more information about how you repay your loan.

9 Additional support funds

Discretionary Fund

The purpose of the College Discretionary Fund is to assist students who endure financial difficulties while attending college. It is used mostly to assist students who have their own accommodation and require assistance in paying their housing costs and associated expenses.

Students who apply must be aged 18 years and over and be able to provide official documents to support any claim for additional financial support.

Only students who can provide proof that they are suffering from financial difficulties will be considered for an award. The amount each student receives will be dependent on each individual's personal circumstances.

To be eligible you must first have applied for your full student loan entitlement and any supplementary grants that you may be eligible for.

Application forms must be fully completed and submitted with all necessary documentation. Incomplete applications will not be backdated to the start of term and will only be assessed from the date the application is deemed complete.

The maximum amount that will be paid out to any one student from the Discretionary Fund is £1,800.00.

Please see the application form for further guidance.

Childcare Fund

If you have children then you can claim assistance with your childcare costs but only for the days when you are timetabled to be in college or in a mandatory work placement as part of your course.

Application for support from the Childcare Fund is income assessed with the maximum amount being paid out to any one student from the Childcare Fund shown below:

HE Discretionary Childcare	£7,500.00
Maximum Hourly Rate	£4.00
Maximum Daily Rate	£32.00 per child.

Students who are lone parents can also apply to this fund however any amount awarded will take into consideration any Lone Parent Childcare Grant awarded.

Children over three years of age may also be entitled to 2.5 hours per day free childcare in certain council and private nurseries. Please discuss this with your child's nursery staff.

The College can only give assistance with registered childcare providers, nurseries or breakfast/after school clubs. All completed application forms must therefore be submitted along with a copy of your childcare provider's Care Commission/SCSWIS Service Detail certificate and the front page of their most recent inspection report.

All payments will be made to your childcare provider and will be transferred directly into their bank account. It is important that you ensure that your childcare provider provides accurate bank account details as no other alternative payment method will be available.

You should also be aware that some childcare providers and private nurseries charge deposits or fees during the holiday periods. **The College gives no assistance with these costs or for the costs incurred during private study days.**

No formal contract will exist between the childcare provider and the College. The College only pays childcare costs on behalf of their students who will be expected to adhere to current policy to ensure continued payment.

The College is **not** responsible for making childcare arrangements for students. If you need assistance in finding childcare provision within your area then you can contact the Childcare and Recreation Information Service (CARIS) on 0845 351 3000.

10 Useful contacts

Student Awards Agency For Scotland (SAAS)

Gyleview House
3 Redheughs Rigg
Edinburgh
EH12 9HH

Tel: 0300 555 0505

Website: www.saas.gov.uk

You can also follow SAAS on Facebook and Twitter @

[Facebook.com/saasfb](https://www.facebook.com/saasfb)

[Twitter.com/saastweet](https://twitter.com/saastweet)

Student Loans Company (SLC)

100 Bothwell Street
Glasgow
G2 7JD

Tel: 0845 026 2019

Website: www.slc.co.uk





If you have any queries about your application then you should contact SAAS or speak to a member of the Student Funds Service before sending your application.

Kilmarnock College
Holehouse Road
Kilmarnock
KA3 7AT

Tel: 01563 523501

Fax: 01563 538182

Email: student_funding@kilmarnock.ac.uk

Website: www.kilmarnock.ac.uk

This booklet offers general guidance only and is not binding as each applicant's circumstances will be assessed on an individual basis according to the information submitted with their application forms.

Kilmarnock College

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