



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

BURSARIES FOR STUDENTS ATTENDING COLEG HARLECH WEA(N)

**a guide for applicants for courses
at the long-term
residential college**

2009/10

**ADRAN ADDYSG, DYSGU GYDOLOES A SGILIAU LLYWODRAETH CYNLLUNIAD CYMRU
DEPARTMENT FOR EDUCATION, LIFELONG LEARNING AND SKILLS
WELSH ASSEMBLY GOVERNMENT**

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Ffynnon Las, The Orchards, Ilex Close, Llanishen, Cardiff CF14 5DZ
Fynnon Las, Y Berllan, Clos Llex, Llanisien, Caerdydd, CF14 5DZ

Contents

Page

<i>Introduction</i>	1
<i>Eligibility</i>	2
<i>How to apply</i>	3
<i>What the bursary covers</i>	3
<i>The personal maintenance grant</i>	3
<i>How the personal maintenance grant is paid</i>	3
<i>Travelling expenses</i>	4
<i>Tuition and other fees</i>	4
<i>Other Grants for full-time students</i>	4
<i>Childcare grant</i>	5
<i>Adult Dependants' Grant</i>	5
<i>Students with learning difficulties and/or disabilities</i>	5
<i>Contributions by the student, spouse or parents</i>	5
<i>Independent status</i>	6
<i>How contributions are calculated</i>	7/8
<i>Change of circumstances</i>	8
<i>Suspension or termination of a bursary</i>	8
<i>Appeals Procedure</i>	9
<i>Financial Contingency Funds and student loans</i>	9
<i>National Insurance Contributions and welfare benefits</i>	9
<i>Appendix</i>	10/11

This edition was prepared in June 2009 for the guidance of candidates applying for courses starting during the 2009/2010 academic year. It replaces guides to Adult Education Bursaries published in previous years. The rates and conditions of grant herein may be subject to amendment in accordance with any revised rates and conditions for 2009/2010 which are not available at the time of going to print.

Further copies of this booklet are available from:

**The Student Grants Officer, Coleg Harlech WEA (N), Harlech, Gwynedd, LL46 2PU.
Tel: 01766 780 363 Fax: 01766 780 169 email: bursary@fc.harlech.ac.uk**

INTRODUCTION

What is a long-term residential college?

The long-term residential colleges in England and Wales offer the opportunity for full-time pre-university education to adult students who, for economic or other reasons, did not have the opportunity for such study at the 'usual' time. Students at the residential colleges are drawn from all walks of life and formal entry qualifications are not required.

Each of the colleges, although offering broadly similar courses, is independent of one another, and has its own distinctive approach. Coleg Harlech WEA (N) is the only college of this kind in Wales. It was established in 1927 and since then has provided full-time education for men and women from all parts of the United Kingdom and abroad. In 2001, Coleg Harlech and the Workers' Educational Association (North Wales) merged to form a new organisation, Coleg Harlech WEA (N).

What financial support is available?

Bursaries will be available in 2009/10 for full-time students attending certificate (24 weeks) and diploma programmes (38 weeks) at Coleg Harlech WEA (N). They are not available to part-time students, students on programmes leading to professional or higher education qualifications or for programmes of study at first degree level, for which awards may be sought from local education authorities.

Bursaries for residents of England and Wales, who wish to study at Coleg Harlech WEA (N), are funded by the Welsh Assembly Government (WAG) and administered by Coleg Harlech WEA (N) on behalf of the National Council. These bursaries are based, as in previous years, on the relevant provisions of the Regulations governing Local Education Authority Student Support for students taking first degree and comparable courses.

Bursaries for residents in England and Wales who wish to study at a residential college in England are funded by the

Learning and Skills Council and are administered by the Residential Colleges Committee through its Awards Officer. Students from Northern Ireland and Scotland should contact the Department for Employment and Learning and the Students Awards Agency for Scotland respectively for information on financial support available in their regions.

What does this booklet cover?

This booklet outlines the financial support available to students who wish to attend Coleg Harlech WEA (N) in 2009/10. Where a course extends into the 2010/2011 academic year, then the award for that period will be based on the bursary scheme for the year it starts. The booklet is intended as a general guide and does not cover every individual circumstance or 'special case'. For further details, please contact:

The Student Grants Officer
Coleg Harlech WEA (N)
Harlech
Gwynedd
LL46 2PU

Tel: (01766) 780 363
e-mail: bursary@fc.harlech.ac.uk

ELIGIBILITY

To be eligible for a bursary you must:

- (i) be 20 years old before the start of the academic year in which the course begins (the academic year begins on 1 September for courses starting in the Autumn and 1 January for courses starting in the Spring);
- (ii) be 'ordinarily resident' in the United Kingdom, the Channel Islands or the Isle of Man for three years prior to the above date; and
- (iii) be ordinarily resident in England and Wales on the first day of the academic year in which your course starts.

On the first day of the academic year in which your course starts you must also have settled status - which means you must be settled in the UK within the meaning of the Immigration Act 1971. That is, living here, without being subject, under the immigration laws, to any restriction on the period for which you may stay.

If you were away from the UK and Islands because you or your family were temporarily employed or receiving full-time education abroad, you may be treated as if your 'ordinary residence' had not been interrupted.

If you are living here wholly or mainly for the purpose of receiving full-time education and you would normally have lived elsewhere, you will not usually be treated as having been 'ordinarily resident' in the UK.

Students who do not meet the criteria for ordinary residence

If you do not meet the rules for 'ordinary residence' in the UK you may still be eligible for a bursary if any of the following applies to either you, your husband or wife or your parents:

- ◆ You or they are UK nationals who have returned from work in another member;

- ◆ country of the European Economic Area (EEA) and have got a job in the UK and you have been ordinarily resident in the EEA for three years prior to the first day of the academic year in which the course begins; and/or
- ◆ you or they are from another EEA country, and you can show that you, your husband or wife, or either of your parents have 'migrant worker' status and enjoy the benefit of EC Regulation No 1612/68; and/or
- ◆ you are recognised by the British Government as a refugee.

If you think you fall into one of these categories you should apply to Coleg Harlech WEA (N) giving full details of your circumstances.

The flow chart at Appendix 1 indicates the basis on which your residence status will be assessed. It is, however, only a guide and should not be taken as an authoritative statement of the law. Responsibility for assessing eligibility in individual cases rests with the Student Grants Officer at Coleg Harlech WEA (N).

For a full statement of the law relating to eligibility on residential grounds for awards, you should refer to The Education (Fees and Awards) Regulations 1997, published by Her Majesty's Stationery Office.

European students

If you or your parents are nationals of a member state of the European Community and have been ordinarily resident in a member state of the EEA during the three years preceding the academic year in which your course begins, you may seek an award for fees, provided you can satisfy the requirements that UK students satisfy to be eligible for a bursary. However, you need to have been ordinarily resident in England or Wales for 3 years to be eligible or for the Personal Maintenance Grant or have migrant work status here. If you think you fall into this category you should contact Coleg Harlech WEA (N).

Previous study

If you have previously received state funding for a programme of study at a long-term residential college, or for a programme of higher education, other than an Open University course you will not normally be eligible for a bursary. However, if you followed only one programme of study and did not stay on it for more than one academic year, the Student Grants Officer will consider your application for a bursary.

HOW TO APPLY

- ◆ First of all apply to Coleg Harlech WEA (N) for a place on a programme of study.
- ◆ If you are accepted by the College, you will be issued with a bursary application form which you should complete and return to the college for certification. The College will then forward your application to the Student Grants Officer.
- ◆ If your application for a bursary is approved, you will be asked to complete a statement of financial circumstances so that the value of your grant may be assessed.

To allow time for the Student Grants Officer to consider your application, and assess your entitlement to a grant before the beginning of the academic year, you should submit your application form as soon as possible and **not later than 31 September 2009**. If your form is received after this date we cannot guarantee that you will receive the first instalment of grant in time for the start of the autumn term.

WHAT THE BURSARY COVERS

A bursary includes the following:

- ◆ a personal maintenance grant and certain additional allowances where applicable;
- ◆ in most cases, approved travelling expenses in excess of £80 a year;
- ◆ tuition and other fees.

THE PERSONAL MAINTENANCE GRANT

The standard rate of grant for full-time attendance of 38 weeks (including the Christmas and Easter vacations) is currently:

- ◆ students living in college accommodation or their own home: **£3,585**
- ◆ students living in the parental home: **£2,710**

Each of the above rates **includes** £80 towards travel expenses.

You may also receive an additional amount of grant to cover each week you have to attend your course above 38 weeks in the academic year:

- ◆ students living in college accommodation or their own home:
£72 per week
- ◆ students living in the parental home:
£43 per week

HOW THE PERSONAL MAINTENANCE GRANT IS PAID

Your grant will be paid in six half-termly instalments. Each instalment will be in the form of a cheque which you can collect from the college at the start of each half term.

If you are living in college accommodation, each instalment will be reduced by the amount of board/accommodation charge due to the College for that term.

TRAVELLING EXPENSES

You can claim for necessary travelling expenses incurred in connection with your studies **in excess of £80 a year and up to a maximum of £700**. This includes:

- ◆ 3 return journeys in the UK between home and College during the year. Home for this purpose being where your spouse or partner lives if you are a married or co-habiting student, or the parental home if you are single and not a homeowner; or
- ◆ daily travel if you live at home during term-time.

Claims will be considered on the basis of travel by the most economical route, method and class, for example by using termly season tickets and taking advantage of any cheap fares facilities for students.

Claims may not be met in full for distances or costs which the Student Grants Officer considers unreasonable. For further details please contact the Student Grants Officer.

TUITION AND OTHER FEES

The bursary also includes the payment of tuition and other fees which are paid directly to the college. **If you receive a bursary, the following fees will be paid on your behalf irrespective of your income or the income of your spouse or parents:**

- ◆ sessional or tuition fees up to a maximum of **£1,260**;
- ◆ any fees charged by an external body in respect of examinations or validation of your course;
- ◆ subscription to a students' union or similar body.

The bursary does not include payment for any examination taken a second time, fines or any deposits which are payable to the college.

OTHER GRANTS FOR FULL-TIME STUDENTS

If you have children or adult dependants

There is a range of extra support if you have dependants. These grants are set out below.

Dependants' allowances are paid for the full 52 weeks of the year. This means that if your course begins in September, dependants' grants would cover the whole year from 1 September to 31 August.

If your spouse or partner is also a student and is receiving student support, you will not be entitled to the highest allowance for your spouse or any other dependant.

The calculator at Appendix 2 will help you **estimate** how much extra support you may be able to receive for your dependants.

STUDENTS WITH DEPENDENT CHILDREN

Students with dependent children are entitled to claim **Child Tax Credit** from the Inland Revenue, which is paid to parents whether or not they are working or studying. To qualify for Child Tax Credit, you must be aged 16 or over **and** be responsible for a child under 16 or for someone aged 16, 17 or 18 who is in full-time education, or who is registered with the Careers Service or equivalent. You will qualify for Child Tax Credit at a higher rate if your child or one of your children is under one year old or is disabled.

How much you get will depend on your circumstances. To find out if you are eligible call the Tax Credits Information Line on **0800 500 222** or visit:

www.inlandrevenue.gov.uk/taxcredits

The website allows you to check how much Child Tax Credit you are eligible for and make your claim on-line immediately. Child Tax Credit is paid into your bank account ⁵ direct from the Inland Revenue every week or every four weeks.

CHILDCARE GRANT

If you have dependent children you can claim towards the costs of registered or accredited childcare during term time and short vacations. The amount of childcare grant you get will be based on 85% of actual childcare costs, up to a maximum of £148.75 a week for one child or £255.00 a week for two or more children.

The amount you get will depend on your income and that of your dependants. For further information please contact the Student Grants Officer at Coleg Harlech WEA (N).

PARENTS' LEARNING ALLOWANCE

This is a grant of up to **£1,435** to help with course-related costs for students who have dependent children. The amount you get will depend on your income and that of your dependants (including your husband, wife or partner). Jobcentre Plus will not count this grant when they work out your benefit entitlement for 2009/10.

The grant is payable to students with dependent children who receive childcare grant or whose dependants' income (including that of your husband, wife or partner) is less than:

£3,300 for a couple with one child;

£4,400 for a couple with two or more children;

£4,400 for a lone parent with one child; or

£5,505 for a lone parent with two or more children.

If your dependants' income is above the threshold you may still be eligible. However, dependants' income above the threshold will reduce the amount of grant pound for pound down to a minimum grant of £50.

ADULT DEPENDANTS' GRANT

If you have a husband, wife or partner or another adult member of your family who depends on you financially, you may be eligible for an Adult Dependants' Grant. The amount you get will depend on your income

and that of your adult dependants. This will be done in the same way as calculating Parents Learning Allowance, with the same aggregated income threshold for a student with no dependent children being £1,075, i.e. the income of all your dependants is taken into account in deciding if you are eligible for an extra allowance for them. The maximum grant is **£2,510** per year.

If you are over 25 and living with a spouse or partner of the opposite or same sex you may be eligible for an adult dependants' grant for that person.

If you are unsure whether a person you wish to claim for would be counted as a dependant please contact the Student Grants Officer.

STUDENTS WITH LEARNING DIFFICULTIES AND/OR DISABILITIES

If you have a learning difficulty and/or disability and wish to attend Coleg Harlech WEA (N), you should contact the Student Grants Officer for further information about the assistance available.

CONTRIBUTIONS BY THE STUDENT, SPOUSE OR PARENTS

Contributions towards your maintenance are based on your own income, that of your spouse or partner or that of your parents.

In cases where your contribution or your spouse or partner or parents' contribution exceeds your maintenance requirements, no maintenance grant will be paid. Tuition and other fees will, however, be paid for all bursary-holders irrespective of their income, that of their spouse or parents.

INDEPENDENT STATUS

If you are an independent student, your parents will not be expected to contribute to your fees or your living costs.

If you are 25 or over at the start of the academic year for which you are applying, you will automatically be classed as an independent student. This means that your parents will not be expected to contribute towards your living costs and the Student Grants Officer will not take their income into account when assessing how much maintenance you will receive.

If you are under 25 you may count as independent student if you can show that you have been supporting yourself for three years or more.

If you are not classed as an independent student your parents' income will be taken into account when your grant is assessed, and they may be asked to contribute towards your grant.

You are an independent student if you meet one of the following conditions:

- (i) you are 25 or over before the start of the academic year for which the grant is assessed;
- (ii) you have been married before the start of the academic year for which you are applying for support (the Student Grants Officer will need to see your marriage certificate);
- (iii) you have no parent living, your parents cannot be traced, or it is not feasible to contact them;
- (iv) you have been self-supporting from earnings for at least 3 years before the academic year in which your course begins. This may include:
 - ◆ periods when you were in full-time employment;
 - ◆ periods when you received Income Support or Job Seeker's Allowance or were registered for employment;

- ◆ periods when you received training under any scheme for the unemployed, or other funding by any state authority or agency;
- ◆ periods when you received incapacity benefits, invalidity pension or maternity allowance; or
- ◆ any period for which you could not reasonably have been expected to support yourself from earnings because of having the care of a young person under the age of 18 who was dependent upon you.

If you are claiming to be an independent student because you have supported yourself for three years or more, you must provide evidence that you have supported yourself.

If you have been working or claiming benefits, you must provide written confirmation of this. Acceptable proof includes your P60s or letters from employers confirming the dates you worked there and your levels of earnings. For periods where you have claimed benefits, you should ask your local Jobcentre Plus office for a letter to confirm the dates you claimed benefit and the type of benefit received. If you have a child and are claiming independent status because you have cared for a dependant, you should send your child's original birth certificate.

If you do not provide birth or marriage certificates or evidence to prove you have supported yourself for three years, it will delay your application.

The methods of calculating contributions towards your maintenance grant are explained in the following sections.

Your Income

You may be expected to contribute depending on how much income you have and its source. You will be asked to estimate your income for the coming academic year. This income includes all money you earn or receive, that you pay tax on, **except** for income from casual or part-time jobs during your course. This will include certain social security benefits.

In calculating your income, a number of resources are ignored, including:

- ◆ any income from casual or part-time jobs during your course. This includes work during the holidays, in the evening or at weekends;
- ◆ payments made into a pension scheme and superannuation payments that qualify for tax relief;
- ◆ £1,075 for any child who is wholly or mainly financially dependent on you.

Your Family Income – Parents

Your parents' income will be assessed unless you are an **independent student**. If you are a dependent student, the income of your parents will be assessed. If your parents are separated, divorced or widowed, the income of whichever parent you normally live with will be assessed. If your parent has remarried or lives with a partner, their partner's income will also be assessed.

The Student Grants Officer will normally ask your parents to give details about all their income from the **previous** financial year. After assessing your parents' income the Student Grants Officer will work out whether your parents should contribute to your maintenance grant and, if so, how much they should give.

The starting point for assessing your parents' contribution is the gross income, as used for income tax purposes. Certain deductions are then made from the gross income to arrive at a balance (**the residual income**) to

which your parents' contribution, if any, is related.

Deductions are allowed for:

- ◆ parents' pension schemes and superannuation payments that qualify for tax relief;
- ◆ £1,075 for any child who is wholly or mainly financially dependent on them; and
- ◆ £1,075 for a parent who is also a student.
- ◆ Maintenance payments they receive under written agreement for the benefit of you or another child will not be treated as household income for the purposes of assessing a contribution.

The Student Grants Officer will usually look at your parents' income from the previous financial year. But if your parents' income has fallen significantly, they can ask for the Student Grants Officer to look at their likely gross income from the current financial year.

Once the residual income has been calculated, this will be added to any income you have and a contribution will be assessed using a **household contribution scale**.

The contribution begins with a residual household income of £23,085 where the contribution is £45. It then rises at the rate of £1 for every £9.50 of residual income up to a maximum contribution of £7,605.

Examples are given in the table below:

Residual Income £	Parental Contribution £
below 23,085	Nil
23,085	45
25,000	246
28,000	562
30,000	772
35,000	1,299
40,000	1,825
45,000	2,351
50,000	2,878

8

Your Husband, Wife or Partner's Income

If you are an independent student and married, or living with a partner, your grant

will be assessed with reference to the income of your husband or wife or partner. Your husband or wife or partner's contribution is assessed according to his or her residual income, that is, gross income minus allowable deductions to arrive at a balance (**the residual income**) to which **your income is added and a household contribution**, if any, is related. Deductions are allowed for on the same basis as those which apply to a parental contribution, as described above.

The household income threshold is also the same as that which applies to a parental contribution and the Student Grants Officer will use the same household contribution scale when assessing any contribution due.

Single Independent Students

If you are single and have independent status, an income threshold of £10,750 will apply.

The contribution begins with a residual income of £10,750 where the contribution is £45. It then rises at the rate of £1 for every £9.50 of residual income up to a maximum contribution of £7,605.

Examples are given in the table below:

Residual Income £	Contribution £
Below 10,750	Nil
10,750	45
11,000	71
12,000	176
15,000	492
20,000	1,018
30,000	2,071
40,000	3,123

CHANGE OF CIRCUMSTANCES

You should inform the Student Grants Officer immediately of any change in your financial or other circumstances which might affect the amount of grant awarded to you.

SUSPESION OR TERMINATION OF BURSARY

All students are expected to continue their full-time studies for the whole of the period for which their bursaries are awarded. You must report immediately to the Student Grants Officer any interruption lasting more than 14 days due to illness or any other reason. Supporting medical evidence must be supplied where appropriate.

Your bursary may be suspended or terminated if:

- ◆ you are absent from your studies without the permission of the academic authorities at Coleg Harlech WEA (N) or are not permitted by the college authorities to attend it;
- ◆ an unsatisfactory report on your progress is received at any time from the college authorities;
- ◆ the Student Grants Officer is satisfied, after consultation with the college authorities, that you have shown yourself by your conduct to be unfit to hold a bursary;
- ◆ your approved programme of study is ceased for any reason (except for temporary absences due to illness when a Medical Certificate should be forwarded to the Student Grants Officer).

If you leave your programme of study early you will be required to refund any over-payment made to you under the bursary scheme.

However, if you withdraw from your programme of study at the end of the autumn or spring terms you will not normally be required to refund the element included within the term's grant payment in respect of the vacation period.

APPEALS PROCEDURE

If you disagree with a decision that the Student Grants Officer has made concerning

your bursary you have the right to appeal. You should write to the Student Grants Officer explaining why you think the decision is wrong. The Student Grants Officer will refer your case to officers at the Welsh Assembly Government (WAG) you may be asked to provide the officers with some further information. You will be notified of their decision in writing.

FINANCIAL CONTINGENCY FUNDS AND STUDENT LOANS

Unlike higher education students, bursary holders are not able to receive loans from the Student Loans Company, neither are they eligible for an Assembly Learning Grant from the Welsh Assembly Government. However, you can apply for financial help from the Financial Contingency Fund. The Financial Contingency Funds are funded by the Welsh Assembly Government and distributed to colleges to enable them to provide, at their discretion, additional financial support to students in cases of hardship. For further information please contact the Student Grants Officer.

NATIONAL INSURANCE CONTRIBUTIONS AND WELFARE BENEFITS

Although most full-time students are not entitled to social security benefits, certain students in vulnerable groups, including lone parents and disabled students, may be able to receive benefits. **If you are embarking on a full time programme of study, you should contact your local Jobcentre Plus and Housing Benefit Offices as early as possible for advice on your particular circumstances.**

If you are eligible for benefits, Jobcentre Plus will take account of any income you receive through the Personal Maintenance Grant or Dependants' Allowance. If your partner is eligible for benefits, Jobcentre Plus will take account of your student income in the same way in calculating his or her benefits.

Students' position in relation to National Insurance Contributions and Social Security benefits is described in **School-leavers and students: Leaflet GL19**. For further

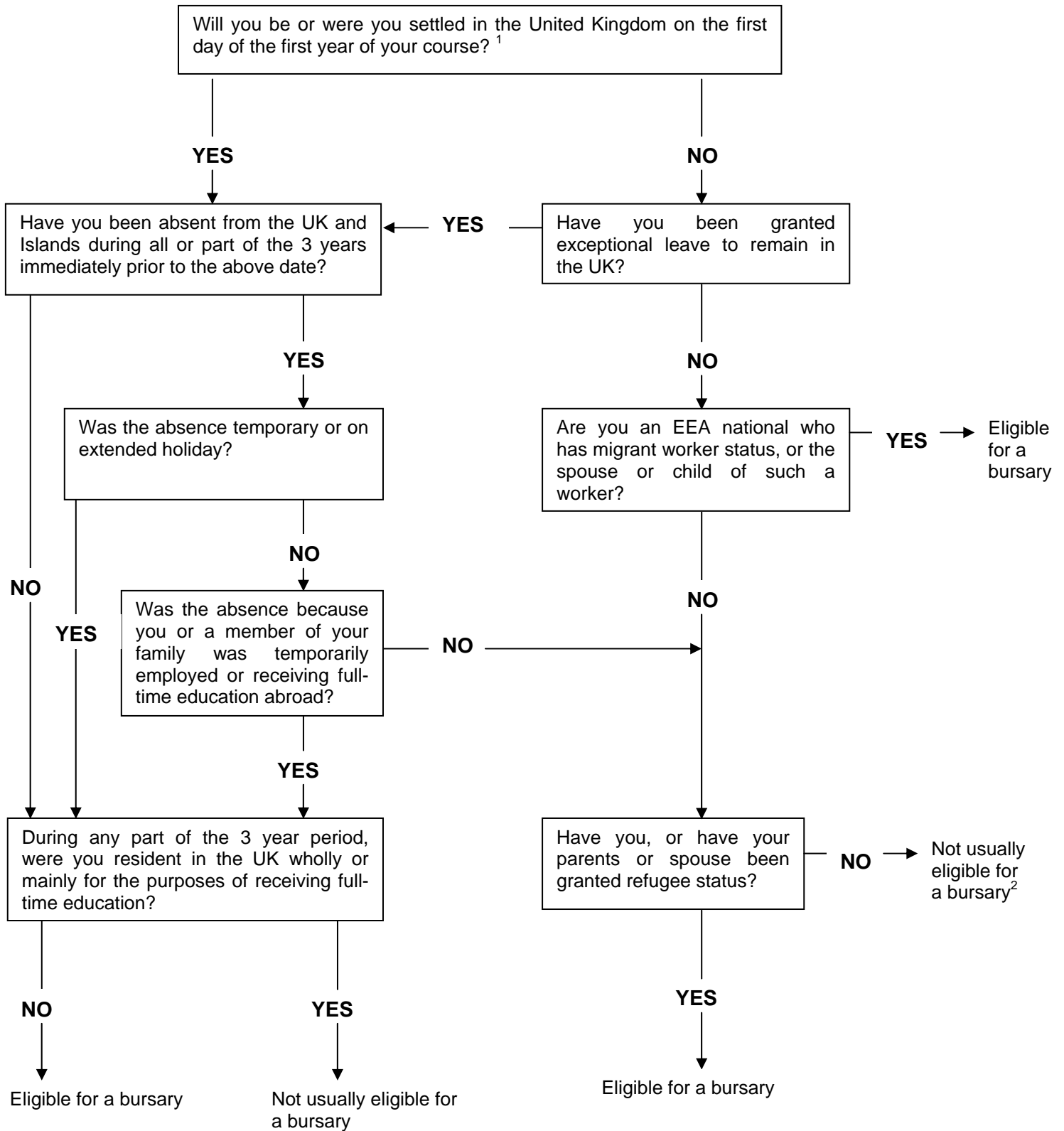
information you should contact your local Jobcentre Plus.

The National Union of Students produces a series of information sheets on student finance. You can send an A4 stamped addressed envelope, specifying the subject on which you require information, to The Welfare Unit, NUS, Nelson Mandela House, 461 Holloway Road, London N7 6LJ.

You can also get more information from the NUS website at:

www.nusonline.co.uk

APPENDIX 1 Personal eligibility



¹ Settled within the meaning of the Immigration Act 1971 (ie ordinarily resident here without being subject, under the immigration laws, to any restriction on the period for which you can remain. This includes EC Citizens).

APPENDIX 2

Calculator for supplementary grants for student parents

You can use this calculator to help you **estimate** how much extra support you may be able to receive for your dependants. Follow the calculation until you get a final figure.

Step 1: Add together all the grants you may be eligible for.

Grant	Amount	Your figures
Adult Dependants Grant	£2,510	
Parents' Learning Allowance	£1,435	
Childcare Grant (85% of the actual childcare costs x number of weeks). For example, the maximum for one child is 85% of £175 x 42 weeks = £6,248 (The maximum for two or more children is 85% of £300 x 42 = £10,710)	£6,248	
Total A	£10,193	£

Step 2: Add up any income your dependants may have (this includes any income your children may have, such as maintenance payments).

Dependant's name	Income
Total B	£

Step 3: Choose the circumstance that applies to you (choose only one).

Circumstance	Amount	Your figure
Two parents, one child	£3,300	
Two parents, two or more children	£4,400	
Lone parent, one child	£4,400	
Lone parent, two or more children	£5,505	
Total C		£

If the amount in step 3 (total C) is greater than total B, you should receive the maximum grant or grants you are entitled to. If it is less than total B, go on to step 4.

Step 4: Take total C off total B to estimate your contribution.

	Amount
Your dependants' income (total B)	£
The limit (total C)	Minus £
Total D	= £

Step 5: Amount of grant or grants you are eligible for

	Income
Maximum grant or grants you are entitled to (total A)	£
Your contribution (total D)	Minus £
Total extra funding you may receive Total E	= £

If the total E amount in step 5 is between £1 and £49, then you should receive a grant of £50.

Please note that if you have any income yourself that is still to be taken into account (after the main income test for the Personal Maintenance Grant), we will reduce the extra funding that you receive using a household contribution scale (see page 7).