

Student and Adult Declaration

Please ensure that the RSS application form is accompanied by the institutions Data Protection and Privacy Notice.

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 satisfy the residency criteria set out in the EFA Funding Regulations (we will verify this as part of your enrolment)
- You must have been offered a place on a full-time study programme that has 16 to 19 funding by the Education Funding Agency EFA at an institution in England (we will verify this as part of your enrolment, but the Foundation Diploma at Falmouth does qualify)
- The substantial qualification that is part of 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 a maximum of two hours on public transport; or
 - a distance of under 15 miles from your home to the 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, such as the Foundation Diploma)
- Your household income for the 2015-16 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)
- You (the student) must not be in receipt of Housing Benefit.

If you received RSS in the 2015/16 academic year but will be aged 19 before 31 August 2016 you will not be eligible for RSS support in 2015 to 2016 even though your study programme may be continuing in this year. Instead you should talk to your 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 should speak to your student support officer. Further information about RSS can be found at www.gov.uk/residential-support-scheme

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 you apply.

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

House No. / Flat No. / Name:

Street / Road:

Town / City:

County:

Postcode:

A4 - Your term time address

If you have arranged where you will be lodging during your study programme, enter the address below. **You must provide 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 A4 to A7 blank. You must provide a rental agreement or landlord's letter as soon as you have made arrangements. No payments will be made until the documents have been submitted.

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 campus you will be attending?

Yes **Go to A5**

No If your term time address is more than 15 miles from campus you are not eligible for help from the RSS

A5- Your landlord's address or the agency to which you have to pay rent during your study programme

Landlord / Agency Name:

Address:

Postcode:

You must enter the postcode.

A6 - Your rent

Enter the amount of rent you will be paying per week:

£ .

Or

Enter the amount of rent you will be paying per month:

£ .

Do you know what date you did / will take up your term-time

Yes

Enter the date here and go to A7

accommodation?

No

You will need to confirm this before payments can be made. Go to A7

A7 - What qualification do you already have (mark the boxes below)

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Access to HE | <input checked="" type="checkbox"/> BTEC Level 3 National Certificate / National Diploma |
| <input checked="" type="checkbox"/> NVQ Level 3 | <input checked="" type="checkbox"/> BTEC Level 2 First Diploma |
| <input checked="" type="checkbox"/> NVQ Level 2 | <input checked="" type="checkbox"/> BTEC Level 1 Introductory Diploma |
| <input checked="" type="checkbox"/> NVQ Level 1 | <input checked="" type="checkbox"/> Vocational-Related Qualification Level 3 |
| <input checked="" type="checkbox"/> International Baccalaureate | <input checked="" type="checkbox"/> Vocational-Related Qualification Level 2 |

For the following qualifications, tell us if you have them and how many you have fully completed.

- | | | | |
|--|-----------|---|--------------------------------|
| <input checked="" type="checkbox"/> A Level | How many? | <input checked="" type="checkbox"/> GCSE at grade A* to C | How many? <input type="text"/> |
| <input checked="" type="checkbox"/> AS Level | How many? | <input checked="" type="checkbox"/> GCSE at grade D to G | How many? <input type="text"/> |

Overseas qualifications. If you have an overseas qualification, you must enclose a National Recognition Information Centre (NARIC) certificate with your application. Your educational institution may be able to help you obtain one.

Other qualifications (for example OCR / Cambridge Nationals/City and Guilds). Enter the details in the box below. You must provide a photocopy of your certificate(s) with your application.

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 2015 to 5 April 2016 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 5-11 of the Guidance Notes.

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

Yes

Go to B2

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 2015-16 tax year (6 April 2015 to 5 April 2016).

The easiest way to tell us about your income is to give us your latest Tax Credit Award Notice (form TC602) that correctly states your total household income for the tax year 2015-16. You should give 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 give us your Review Notice (form TC603R) or a Tax Credit Award Notice that does not state your correct income for the tax year 2015-16.

If you do not have a Tax Credit Award Notice that correctly states your income for the tax year 2015-16, you can apply using a P60 or benefits information.

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HM Revenue & Customs
Helpline: 0345 300 3900
Minicom/Telephone: 0345 300 3909
TAX CREDIT OFFICE
PRESTON
PR1 0SD
Date: 18 May 2015

Reprint-reference-X: 999
MR KURT STONE
MRS GRACE STONE
1 ANY STREET
ANYTOWN
ANYWHERE
XX00 0XX

Tax credits award for 06/04/2015 to 05/04/2016
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

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Your income for the year 6 April 2013 to 5 April 2014

MR KURT STONE	
Earnings as an employee	£10000.00
Your total income	£10000.00
MRS GRACE STONE	
Earnings as an employee	£5000.00
Your total income	£5000.00
Total income for the year 6 April 2013 to 5 April 2014	£15000.00

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 2015-16 tax year.

B3 - Do you have a Tax Credit Award Notice (form TC602) that correctly states your household income for the tax year 2015-16?

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: £ 15000

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 provide a photocopy of your Tax Credit Award Notice with your application.

IMPORTANT: If the Student received any income in the tax year 2015-16, they must also complete questions B5 to B11, as appropriate, and give us the required evidence.

B4 - Did you receive Income Support, Income-based Jobseeker's Allowance, Income-related Employment and Support Allowance, Pension Credit or received Universal Credit in place of these eligible benefits during the tax year 2015-16?

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, give it to us with the rest of the application.

Fill in the following questions if you received any income in the tax year 2015-16 and have not enclosed a Tax Credit Award Notice showing your income for the tax year 2015-16. If you received benefits for only part of the tax year 2015-16 you must also complete Income Details, Benefits (Part C).

B5 to B7 - Income from employment

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

B5 Write in your total earnings as an employee from all jobs before taking of Tax and National Insurance contributions.

Adult 1	Adult 2	Student
<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 give us any P60 or P60U forms you have for 2015-16.

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"/>
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You need to give us any P9D or P11D forms you have from your employer for 2015-16.

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"/>
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You need to give us your Self-Assessment Tax Calculation form (SA302) for 2015-16.

B8 - Other income (see 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"/>	
Income from property	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Trusts, settlements and estates	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Foreign income	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Pensions (state, occupational or personal)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Notional income	<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"/>
				Now deduct £300
				<input type="text"/>
				- 3 0 0
Total (if this makes a minus figure, just enter £0)				<input type="text"/>
Adult Dependent's Grant or miscellaneous taxable income (include the full amount)				<input type="text"/>
Total other income (round down to the nearest pound)				£ <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 2015-16 include this income in questions B5 to B7.
 If you received benefits for only part of the tax year 2015-16 you must complete Income Details, Benefits (Part C).
 If you received any 'other' kinds of income during the tax year 2015-16 you must complete question B11.

B9 to B10 - Allowable deductions (see 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"/>
	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 the Guidance Notes.	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

B11 - During the tax year 2015-16, did you receive any of the 'other' kinds of income listed on page 8 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.

Before signing- please ensure you have seen the institutions Data Protection and Privacy Notice

Adult one
signature:

Date:

Adult two
signature:

Date:

Students
signature:

Date:

IMPORTANT: By signing and dating this form you are agreeing to all the conditions and eligibility criteria of the Residential Support Scheme outlined in the application form and application Guidance Notes.