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 to19 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:	DD		Μ	Μ	[Y	Y	Y	Y	h	You r nave : urn 1	starte								
A3 - Your permanent home address																				
House No. / Flat No. / Name:																				
Street / Road:																				
Town / City:																				
County:																				
Postcode:																A		•		
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 bee submitted.																				
House No. / Flat No. / Name:																				
Street / Road:																				
Town / City:																				
County:																				
Postcode:]					Yo	ou m	nust e	enter	the	post	code	.				
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:		ttt. DD
Do you know what date you did / will take up your term-time accommodation?	Yes No	Enter the date here and go to A7 DDMMYYYYY 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.

X	Access to HE		X	BTEC Level 3 National Certificate / National Diploma						
X	NVQ Level 3		X	BTEC Level 2 First Diploma						
X	NVQ Level 2			BTEC Level 1 Introductory Diploma						
X	NVQ Level 1			Vocational-Related Qualification Level 3						
X	International Baccalaureate			Vocational-Related Qualification Level 2						
X	For the following qual A Level	lifications, tell us if you have them and How many?	how	many you have fully completed. GCSE at grade A* to C How many?						
X	AS Level	How many?	X	GCSE at grade D to G How many?						
X	Other qualifications (f	or example OCR / Cambridge National	ls/Cit	y and Guilds). Enter the details in the box below. You must						
	provide a photocopy	of your certificate(s) with your applicat	tion.							

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.

			Adul	:1				A	dult	2		
Surname / Family Name:												
First Name:												
Relationship to Student:	N	Aother	×	Grandpa	arent	X	Mother		X	Grand	parent	
Student.	F	Father	×	Step-par	rent	X	Father		X	Step-pa	arent	
	A	Aunt	×	Partner	of parent	X	Aunt		X	Partner	r of parent	
	τ	Jncle					Uncle					
Other (please state):						X						

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.

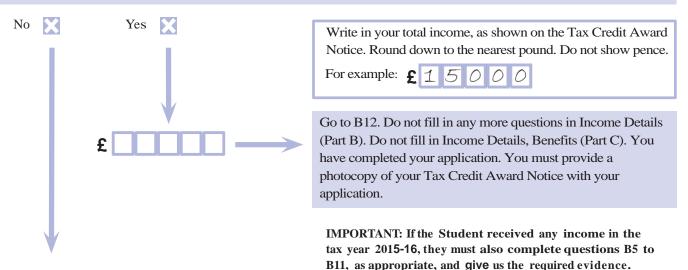
Do not give us your Review Notice (form TC603R) or a Tax Credit Award Notice that does not state your correct income for the tax year 2015-16.

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.

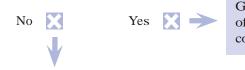
Front page	Keyensee Heightees Representations 109 Microsoft Featboard 14.5 400 3900 Microsoft Featboard 14.5 400 4000 Microsoft Featboard 14.5 400 4000
	Date 18 May 2015
	Tax credits award for 06/04/2015 to 05/04/2016
	MR KURT STONE National Insurance number AB 44 67 88D
	MRS GRACE STONE National Insurance number PY 56 57 58A
	Summary Tax credit for the period - see Part 2 Working tax credit (other than childcare) £85.37 Child Tax Chedit £428.30 Amounts still to be paid to you - see Part 3 Working Tax Chedit 7
	to MR KURT STONE EXAMPLE £85.37 Child Tax Credit to MRS GRACE STONE E4268.30
	E4208.30
· · ·	Your income for the year 6 April 20134to 5 April 2015
Inside	MR KURT STONE
page	Your total income Example Eti0000.00 £10000.00
	Earnings as an employee <u>£5000.00</u> Your total income (Total income for the year 6 April 2013 to 5 April 2014 <u>£15000.00</u>

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?



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



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.

	Adult 1	Adult 2	Student
B5 Write in your total earnings as an employee from		£	
all jobs before taking of Tax and National			
Insurance contributions.	You need to give us a	ny P60 or P60U forms you ha	ve 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 £		£	£
	You need to give us a for 2015-16.	ny P9D or P11D forms you ha	ave from your employer
B7 Write in your total income from self-employment £		£	£
	You need to give us y for 2015-16.	our Self-Assessment Tax Calc	culation form (SA302)

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							
Income from property							
Trusts, settlements and estates				For income paid in			
Foreign income				a foreign currency,			
Pensions (state, occupational or personal)				state the equivalent in British pounds. See page 17 of the			
Notional income				Guidance Notes.			
Now add together the totals	+	+					
			Now deduct £300	- 3 0 0			
Total (if this makes a minu	us figure, just enter £0)						
Adult Dependent's Grant	or miscellaneous taxable i	ncome (include the full am	nount)				
Total other income (round	down to the nearest poun	d)	£				
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.							
you received any 'other'	kinds of income during th	e tax year 2015-16 you mu	ast complete question B11.				
		e tax year 2015-16 you mu					
	able deductions	(see the Guidance	e Notes)	nt			
	able deductions	(see the Guidance	e Notes)	nt			
B9 to B10 - AllowB9 Write in any person pension contribution	rable deductions	(see the Guidance dult 1 Ad £ 1	e Notes)	on scheme'. You may			
 B9 to B10 - Allow B9 Write in any person pension contribution paid into a registered scheme. Enter the gamount. B10 Statutory Maternith or Additional Pate 	vable deductions aal ns you xd gross y, Ordinary y, Ordinary ymain	(see the Guidance dult 1 Ad £ 1 t include anything you paid o provide evidence of the p	e Notes) ult 2 Stude £	on scheme'. You may			
 B9 to B10 - Allow B9 Write in any person pension contribution paid into a registered scheme. Enter the gamount. B10 Statutory Maternite or Additional Pate Or Adoption Pay. H B11 - During the scheme scheme	able deductions all fe and fe	(see the Guidance dult 1 Ad f Ad f Ad f Ad f Ad f Ad f Ad f Ad f	e Notes) ult 2 Stude f into an 'occupational pension ersonal pension contribution f otes. any of the 'other' ki	on scheme'. You may s. We will contact you			
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Before signing- please ensure you have seen the institutions Data Protection and Privacy Notice

Adult one signature:	Date:	DD	MM	20 Y Y
Adult two signature:	Date:	DD	MM	20YY
Students signature:	Date:	DD	MM	20YY

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.