

**Jewel & Esk College
Edinburgh Campus**
24 Milton Road East,
Edinburgh
EH15 2PP

t: 0131 344 7000
f: 0131 344 7001
w: www.jec.ac.uk

**Public transport to our
Edinburgh Campus:**
6, 44, 44A, 44B, 44C,
45,124

**Train service to our
Edinburgh Campus:**
Brunstane train station
is a 15 mins walk
from the campus.

Trains run directly
from Edinburgh and
Newcraighall.

**Jewel & Esk College
Midlothian Campus**
46 Dalhousie Road
Dalkeith
EH22 3FR

t: 0131 344 7000
f: 0131 344 7002
w: www.jec.ac.uk

**Public transport to our
Midlothian Campus:**
3, 3A, 29, 49, 90, 302, 303,
X95, 140, 141



Jewel & Esk College acknowledges the dignity and diversity of all individuals and will seek to promote equality of opportunity for all.

The college will actively promote equality, diversity and inclusion by removing barriers to education, training and employment opportunities and by widening access through development of a flexible and inclusive culture.'

DATA PROTECTION ACT 1998 STATEMENT - Jewel & Esk College is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the business of the college. We will ensure that the eight principles on which the Act is based are made known to and observed by all our staff.

PLEASE NOTE: Although every attempt is made to supply accurate information, this leaflet is subject to change without prior notice. Courses or classes may be cancelled due to unforeseen circumstances or insufficient numbers attending the first or subsequent classes. For the latest information please contact the college directly on 0131 344 7000.

Funding for Further Education Students

SVQ's, NQ's, Skillpower, Access Courses
(courses up to but not including HNC/D)
Money Matters 2009/10



College Bursary

■ What is a Bursary?

A bursary is an allowance made to students to help them financially while they attend college. **The bursary fund is cash limited and is allocated on a strictly first come first served basis while funds remain available.**

A bursary consists of a: ■ Weekly allowance ■ Travel ■ Essential kit.

Bursaries are means tested therefore students may be entitled to all three parts, some, or none depending on their circumstances.

■ Who can apply?

Any student who has officially left school and is studying a full-time course that leads to a qualification up to but below HNC level e.g. SVQ's, NQ's, Skillpower, Access courses. Students should be resident in Scotland on the first day of their course and have lived in the UK for the last three years. Students from other parts of the UK or abroad should contact us before applying.

■ What if I have studied before?

If you have had any funding for a full-time course before please contact us for advice.

■ How is the Bursary assessed?

A bursary is assessed on the income of the student, the student's spouse/partner or parents/legal guardians. Students on benefits eg Income Support or Incapacity Benefit should stay on their benefits and apply to us for travel and kit only.

■ How we assess your application:

The **national policy** for Bursaries and EMAs classes students as **either**

- Parentally dependent or ■ self-supporting

If you are under 25 on the first day of the course you will be expected to provide information about your parent(s) and their earnings and your award will be means-tested based on their income.

The only exceptions are those listed below:

Self-supporting students are those who are:

- aged 25 or over on the first day of the course **and/or**
- married or living in an established relationship **or**
- able to provide evidence that they supported themselves from employment and/or benefit or have been caring for children or an adult dependant for a total of 36 months **or**
- **irretrievably** separated from their parents
- **or, if none of the above**, who have no parents living

You will be expected to provide details of your own and, if applicable, partner/spouse's income.

■ When should I apply?

You should apply as soon as you have been offered a place on a course. A bursary application form will be sent out with your letter of offer. The application will give more detailed advice on the information and documentary evidence we required to process your application.

Educational Maintenance Allowance

■ What is an Educational Maintenance Allowance?

An EMA is a weekly payment made to young students whose date of birth falls between:

- Summer leavers - 1st March 1993 - 30th September 1993
- Winter leavers - 1st October 1993 - 28th February 1994

There are also two bonuses of £150 for students who remain on their course and meet the requirements set out in their Learning Agreement. If you are 18 you may be assessed for a bursary (this would mean that you get a higher allowance than an EMA). Please contact us for advice.

■ Who can apply?

Any student who has officially left school and is studying a full-time course that leads to a qualification up to but below HNC level e.g. SVQ's, NQs, Skillpower courses. Students should be resident in the UK on the first day of their course.

To be eligible for an EMA starting in September 2009 you must be under 18 at the start of the academic year.

- **September start 2009:**
school leavers should have turned 16 between 1st March and 30th September 2009.
- **January start 2010:**
schools leavers should have turned 16 between 1st October 2009 and 28th February 2010.

■ How is the EMA assessed?

An EMA is assessed on household income. A student may be eligible for £10, £20, or £30 per week depending on their family circumstances.

Students who have received EMA prior to 2009/10:		Students qualifying for EMA for the first time in 2009/10:	
Income	Weekly payment	Income	Weekly payment
£22,404 - £27,465	£20 per week	Annual income up to £22,403	£30 per week
£27,466 - £33,156	£10 per week	(for families with more than 1 child in full-time education)	
Over £33,156	Nil	Annual income up to £20,351	£30 per week
		(for families with 1 child in full-time education)	

All students under 18 are eligible for essential kit and travel (if outwith a 2 mile radius) regardless of parental income.

■ Will an EMA affect my family's or my own benefits?

No; an EMA is paid in addition to other support and benefits you may receive. It will not affect your parent's Child Benefit or Child Tax Credit.

■ When should I apply?

You should apply as soon as you have been offered a place on a course. A EMA/bursary application form will be sent out with your letter of offer. The application will give more detailed advice on the information and documentary evidence we required to process your application.

Student Services can advise you on what to apply for, how to complete the form and what supporting documentation you may need. We are open throughout the summer.

■ Contact Student Services for more advice and information:

Student Services (addresses on the reverse of this leaflet)
t: 0131 344 7163 e: studentservices@jec.ac.uk