

What you can expect

Psychotherapy and abide by its code.

Impartiality

Accurate, impartial and informed advice on any issue of concern.

Accessibility

You can make an appointment directly with a Student Advisor or use one of our drop-in advice sessions at your centre. You can check the times of the drop-in advice sessions at your Faculty Administration Office, Customer Services, or directly with us by phone or email

Appropriate Referral

We may direct you to an agency or persons who may have more specialist knowledge and experience.

Customer Service

Prompt reply to all correspondence, telephone calls and messages. Your enquiry will be handled professionally at all times

Student Advice Team

Sophie Knight Student Advisor

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Paddington Green Campus, Room 0SW2.5
020 7258 2759

Yasmin Husain Student Advisor

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Paddington Green Campus, Room 0SW2.4
020 7258 2836

Donna Forbes-Hamilton Student Advisor

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Queens Park Centre, Room 105
020 7258 2820

Richard Ojei Discretionary Learner Support Funds Administrator

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Paddington Green Campus, 0SW2.5
020 7258 2764

How to see a Student Advisor

No appointment necessary-drop in service is available at Paddington Green Campus.

Information on when the Queens Park Campus Student Advisor is available can be found at the places below:

- in Faculty Administration offices
- on the Student Advisors' office doors

Student Advice Team



Money to study Help for students over 19 2011/12

**CITY OF
WESTMINSTER
COLLEGE**

Help for students over 19
There are a number of ways of getting financial help with your studies - although not all are open to everyone. This leaflet can give you an idea of where to look for help you may need.

Tuition Fees

If you are aged over 19 on 31st August 2011, you will be assessed to pay a tuition fee. If you are in receipt of job seekers allowance (JSA) or employment support allowance (ESA) you may be able to pay a concessionary fee of around £30. Some courses will have an additional material fee.

If you are a 'home' student for fee purposes, aged over 19 and studying your first full Level 2 qualification, OR aged 19-25 and studying for your first full Level 3 qualification, you may be entitled to free tuition fees. You will still need to pay any exam, registration or material fees though.

Adult Learning Grant (ALG)

Students already in receipt of Adult Learning Grant may still be eligible for this to continue until the end of 2012.

- Students must be studying for their first level 3 qualification
- Students must be progressing into the 2nd year of a 2 year level 3 course
- Students CANNOT be on any means tested benefit (eg Income Support, Jobseekers Allowance, or Incapacity Benefit)
- Students must have 100% attendance

Discretionary Learner Support Fund (dLSF)

This is a discretionary fund aimed to help with course costs for students who are not eligible for Adult Learning Grant, and have exceptional social or financial circumstances. To get this help

students will need to be a 'home' student for fee purposes and met our dLSF Criteria.

To apply you need to fill an application form and provide evidence of your/your family's income. Application forms are available from the Learner Support Fund Co-ordinator in Info point at the Paddington Green Campus or from the Student Advisor at your centre. Payments from the dLSF are paid in instalments and are dependent on a positive tutor reference being obtained.

NB If you are an Asylum seeker and aged over 19 you will not be eligible for dLSF, but please contact your Student Advisor who will give you other options for funding.

Childcare 20+

The dLSF can also help towards the cost of childcare for a limited number of eligible students using registered childcare. Payments are made directly to the provider, subject to weekly attendance monitoring and positive tutor references. Application forms and advice on childcare provision is available from the Student Advisors and the Learner Support Fund Co-ordinator.

NB Please ensure that you contact the Learner Support Fund Co-ordinator or a Student Advisor as soon as possible as childcare funding is extremely limited.

Social Security Benefits

If you are getting benefits when you start your course you may be eligible to continue receiving them whilst on the course, however as the rules for getting benefits and studying can be complicated it is recommended that you seek advice from your Student Advisor.

Housing Benefit/Council Tax Benefit

If you are studying part-time you may be able to get help towards the cost of your rent and or council tax through the Housing/Council Tax Benefit. The Student Advisors have information about this.

Council Tax exemptions and discounts

If you are aged under 20 years of age and studying for more than 12 hours per week you will be exempt for Council Tax Purposes. The Student Advisors have information about this. If you are living alone or the only person in your household who is counted for Council Tax Purposes you may be eligible for a single person's discount. Please contact your Local Authority for further information.

Help with Travel Costs

For students aged 19+, Transport for London are offering 30% discount off the adult fare for season tickets, for those studying 15 hours or more per week. Application forms are available from your Faculty Administration Office.

Trusts and Charities

If you cannot get an ALG or dLSF it is worth applying to trusts and charities through EGAS, your Student Advisor can help advise you about the application process.

Please see following website for more details on how to finance your studies: www.direct.gov.uk

Confidentiality

Any private interviews will be treated in confidence, in exceptional circumstances we may need to breach confidentiality for your own safety. The Student Advice team are affiliated members of the British Association of Counselling and