

What you can expect

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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Yasmin Husain

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Donna Forbes-Hamilton

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Richard Ojei

Discretionary Learner Support Funds Administrator

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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 16-19
2011/12

CITY OF
WESTMINSTER
COLLEGE

Help for students 16 -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.

The NEW 16-19 Bursary

The most vulnerable students

- 16- 18 year olds who are In Care
- Care Leavers aged 16,17 and 18
- Young people ages 16,17 and 18 in receipt of income support

will be eligible for a bursary of £1,200 a year. All other students will need to apply for the equivalent of the current discretionary Learner Support Funds which will be known as the **Bursary Fund**. This will be a means tested benefit and payments will be linked to your attendance and punctuality, behaviour and completion of work.

Education Maintenance Allowance (EMA)

Students who applied for EMA in 2009/10 and had a three year notice of entitlement will be eligible for payments at the same level until the end of 2011/12.

Students who are already in receipt of the full £30.00 allocation and who are continuing on a two year programme may be eligible for EMA payments of £20.00 for each week until the end of academic year 2011/12. Same attendance criteria applies, HOWEVER WE ARE WAITING FOR CLARIFICATION FROM THE YPLA.

Childcare

If you are aged under 20 at the beginning of your course and are caring for your own child you may be entitled to £175.00 maximum per week, per child through Care to Learn. For further details go to www.direct.gov.uk/caretolearn, call the helpline on 0800 121 8989 or speak to a Student Advisor.

Social Security Benefits

If you are getting benefits when you start your course you may be able to continue to get the benefit while on the course. This will depend on your personal circumstances and the type of course. It is important that you get advice on this from a Student Advisor, as the rules for getting benefits and studying can be complicated.

Housing Benefit/Council Tax Benefit

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

Council Tax Exemption

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.

Child Benefit

Child benefit is payable to your parent/guardian up until your 19th birthday if you are attending a course of up to 12 or more per week. If you are 19 years old and continuing a course of education you may be eligible for Child Benefit until you turn 20. For further information, please contact the Child Benefit Office Helpline on 0845 302 1444 or the Student Advisor at your centre.

Help with Travel Costs

You can apply for a 16+ Oyster photocard which will allow them to travel at reduced rate. Students who are still 18 on 31 August before the start of the academic year 2011/12

- and are in full-time education
- and live in a London borough

can apply for a 16+ Oyster photocard which also gives free travel on buses and trams.

Full-time education means:

- At least 12 hours of guided learning per week between 09:00-18:00 Monday-Friday for at least 10 weeks on Further Education courses at Level 3 or below (up to and including A level or equivalent vocational qualifications)

and

- at a School, Sixth Form College or Further Education College.

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 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 campus.

Appropriate Referral

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