

NORTH EAST
SCOTLAND
COLLEGE



Get ready to start your

NESCOL *story*

Important info for full-time applicants

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NESCol story

Important info for full-time applicants

**If you have been offered a place
on a non-advanced course
(any course that is not an HNC or
HND) at NESCol, Congratulations!**

This presentation is to help you get started with your online funding application, information on what you could apply for as well as a few key points to remember.

Get ready to start your

NESCol story

Important info for full-time applicants

Your guide on how to apply for Non-Advanced Student Funding

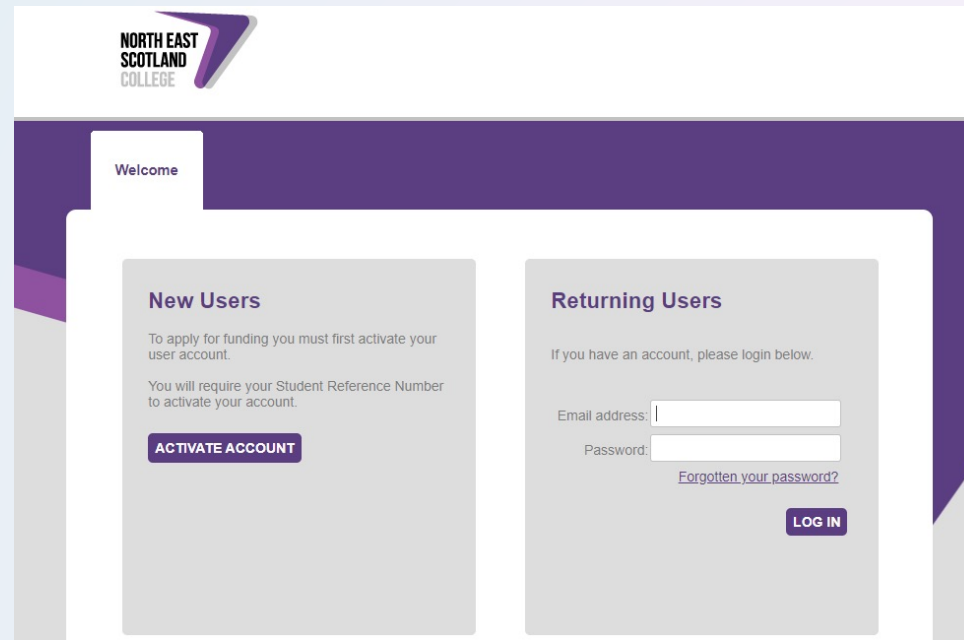
AY 2021-2022

Bursary applications are due to open in the next few weeks. If you have been given a conditional offer or a full offer, please look out for an email from **(check email address)**, we will send this email to the address you used on your course application form. If you have changed your email address or no longer have access to the email account you used, please email studentfunding@nescol.ac.uk and we can update your details.

I have received my email
inviting me to apply for
funding.....

What do I do next?

First of all, click on the link in the email you received, you will be directed to this webpage:



The screenshot shows the NESCol user interface. At the top left is the logo for North East Scotland College. Below it is a 'Welcome' message. The main content area is divided into two columns. The left column is titled 'New Users' and contains instructions for activating an account, mentioning the need for a Student Reference Number and an 'ACTIVATE ACCOUNT' button. The right column is titled 'Returning Users' and contains instructions for logging in, with fields for 'Email address' and 'Password', a 'LOG IN' button, and a link for 'Forgotten your password?'.

- If this is your first time applying for funding at NESCol, you will need to activate your account first.
- If you applied for funding previously, you will need to enter your email address and password. Don't worry if you have forgotten your password, just click on [Forgotten your password?](#) and follow the instructions.
- If you are still having problems, please email studentfunding@nescol.ac.uk and the team will help you log on.

What Can I Apply For?

You must fit in to one of the following categories:

- You are under 18 years of age at the start of the course
- You are parentally supported and aged between 18 and 24
- You are self-supporting
- You are care-experienced
- You are in receipt of Universal Credit

Don't worry, all you need to do is answer the questions in the bursary application and the system will do the rest!

I Am Under 18, What Can I Apply For?

Under 18 (and not Care Experienced)

- If you are under 18 at the start of the course, you can apply for a travel and materials award. A travel and materials allowance is not means tested on parent/guardian income if you are under 18.
- You may also be eligible to receive Education Maintenance Allowance or EMA. This is a weekly allowance you can apply for to help cover general living costs while you attend College. This funding is only available to you if you are under 18 at the start of the course. The assessment depends on the level of parent/guardian income, so we will need to ask for evidence of income.

I Am Under 18, What Can I Apply For?

Winter Leaver

- If your date of birth falls between 1st October 2005 and 28th February 2006 you are not legally permitted to leave school until after the official school leaving date on 22nd December 2021. Although your school may give you permission to attend College from August 2021, you are not entitled to any payments from Bursary or EMA funds until after the official school leaving date.
- If you need help with travel costs between August and December you should contact, at the earliest opportunity, your school for an application form (PTU100) to apply for help through the Local Authority Education Department.
- **Please note** that Winter Leavers who start courses before their official school leaving date will not be eligible to receive Course Materials payments until January 2022

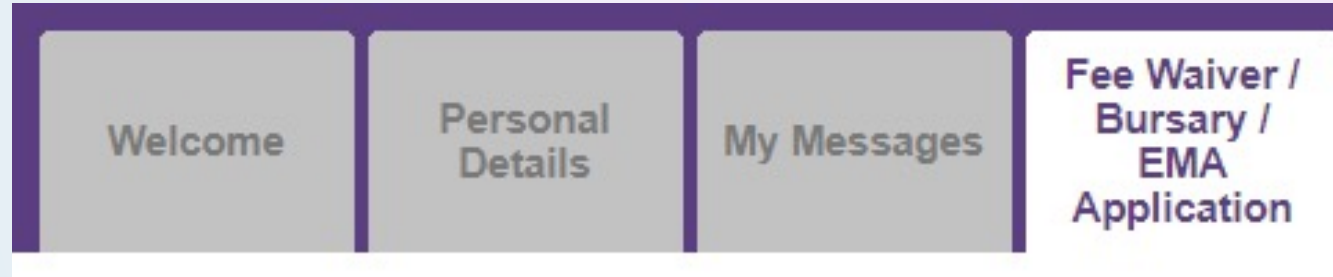
What Can I Apply For?

The table below is a quick guide as to what you can apply for. Please remember that these may be means tested and could result in a nil award. We offer appointments with the Student Funding Team, so if you have any specific questions, please contact studentfunding@nescol.ac.uk

Student Category	Fee Waiver	Bursary Maintenance	Travel	Materials	Universal Credit Top-up
Parentally Supported (18 to 24)	•	•	•	•	
Self Supporting	•	•	•	•	
Care Experienced	•	•	•	•	
In Receipt of Universal Credit	•				•

Starting Your Funding Application

- The first part is about you! Some of your information will be pre-populated for you, but please check that the information is correct.
- Please make sure you answer the questions correctly as this will have an impact on future questions as well as the documents we ask for.
- Once you are logged in, you should see something similar to this:



Please remember, the application will be based on the questions you have answered

Once you are logged in, you will see sections similar to this, you need to complete each section until they are all ticked.

Application Overview	
Residency	✓
Personal Details	✓
Other Personal Details	✓
Assessment Information	✓
Education / Work Experience	✓
Your Income	✓
Family Details	✓
Parental Income	✓
Travel	✓
Bank Details	✓
Additional Information / Declaration	✓
Required Evidence	
Review and Submit Application	

[<< Previous section](#)

Personal Details

[Next section >>](#)

Some fields have been completed for you - this information came from your application. Please complete the remaining fields.

The navigation bar on the left shows the sections you must complete. When a section is fully completed it will be marked with a ✓ (tick icon). If information is required, it will be marked with a ✗ (cross icon).

Your changes are automatically saved as you move through the application form, however, changes are not automatically saved if you close your browser. The save button at the bottom of the page allows you to save your changes at any time.

Fields marked * are mandatory and you will not be able to progress your application without this information. Select the 'Review and Submit' section to see at a glance which fields are incomplete.

Essential Information For Completing Online Application

Please see below the information you require before you can start completing your online application.

- Student Reference number – this will be on your college offer letter
- ID (birth certificate, or passport or driving licence or Young Scot card)
- Bank Details
- Previous Education since leaving school – all Full-time courses undertaken
- Employment/Unemployment record over last six years
- Details of household income for 2020/21 tax year
- Details of current benefit award

You may be asked to submit other documents depending on evidence submitted and your circumstances at the time of applying for funding.

Things To Remember – Checklist

Here is a list of the key points:

- Forgotten your password? Click on the forgotten password link on the welcome page (see slide 6 in this presentation for further information).
- Check that the documents you upload are clear. If we have to ask for the evidence again this will delay your application.
- Check that you are submitting the correct documents which show name, address and are for the correct tax year. If we need to ask for the evidence again, this will hold up your application.
- Don't forget to submit your application.

The Team Are Here To Help You!

If you need any help with any aspect of your funding application, please contact the team at studentfunding@nescol.ac.uk and your question will be dealt with by the Student Advice Centre Team. If your question is more complex or specific to your circumstances, we will refer you to one of our Student Funding Advisors who will be able to assist you

It is important that you complete your funding application as soon as possible, please don't forget to submit it.