



EDUCATION

A STATES OF GUERNSEY GOVERNMENT DEPARTMENT

GUERNSEY EDUCATION DEPARTMENT

GUIDE TO HIGHER EDUCATION AWARDS

2013/14

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1. INTRODUCTION

This guide gives information about student awards offered by the States of Guernsey Education Department to students from Guernsey and Alderney attending full-time courses outside Guernsey.

This guide should be read in conjunction with appendices one to three: Schedule of Fees and Allowances, FAQ's and Glossary.

The Department assists students towards the cost of tuition fees, their living costs in the form of a maintenance allowance and travel costs. The financial assistance which the Department gives is normally subject to a parental assessment of income. Further explanations are contained in this guide and details of the fees and rates are provided in the accompanying Schedule of Fees and Allowances.

Students and parents are advised that applications should reach the Education Department by the 31st May (30th June for Postgraduates and Independent students) prior to the commencement of the course. Late applications for financial support for Undergraduate students will not be accepted after the student has completed the final term of the relevant academic year.

PLEASE NOTE: Late applications for Postgraduate and Independent students (i.e. those received after 30th June prior to the commencement of the course) will not be considered. Postgraduate and Independent students should read this guide in conjunction with the relevant guide specific to their circumstances (i.e. Guide to Postgraduate Funding or Guide to Independent Student Bursaries).

Students should note that the rules governing the entitlement to grant will change from time to time. Rates of grant and parental contribution are reviewed annually by the Education Department and therefore a fresh application must be completed for each year of the course.

In this guide the expressions 'he', 'his' and 'himself' refer generically to both male and female applicants. The term "married" refers to families where the student may live with one parent, and that parent's new partner as well as the more traditional family. The term "parents" refers to any biological parent or adoptive parent and their new partner.

The material and information contained in this guide is for general information purposes only. Whilst every effort has been made to ensure accuracy, the Department makes no representation regarding its completeness or accuracy. Students and parents who wish to obtain further information should contact the **Grants Section, Education Department, Grange Road, P.O. Box 32, St. Peter Port, Guernsey, GY1 3AU. [Tel. 733000] or grants@education.gov.gg**

2. ELIGIBILITY FOR STUDENT AWARD

Residence

A person is entitled to apply for an award if he has been ordinarily resident in the Channel Islands, the U.K., or the Isle of Man for three years immediately before the commencement of the course, **and** is ordinarily resident in Guernsey or Alderney on the relevant day. For courses commencing in the autumn the relevant day is the 30th June prior to the commencement of the course.

A person who is, or was, absent from Guernsey (or Alderney) owing to the fact that he, or his parent, is, or was, temporarily employed outside the island will normally be treated as ordinarily resident in Guernsey. In cases of doubt parents and students should seek advice from the Education Department as soon as possible.

There is an additional residence condition for Independent students, which is explained in Section 13.

The Education Department reserves the right not to make an award to a person resident in Guernsey if the person is unable to satisfy the Department that he or his parent is entitled to live in Guernsey under the Housing [Control of Occupation] Laws.

Students who cease to be ordinarily resident in Guernsey or Alderney

Education Department awards are made for the duration of the course, although the value is reassessed each year. If the student ceases to be ordinarily resident in the islands during the course (e.g. because his family has moved away from the islands), the award will continue until the end of the course.

Course

The student must be personally eligible for an award in respect of the course. This means that:

- (a) the course must be one for which the Department makes awards, and
- (b) the student must meet the relevant conditions relating to awards, in particular any relevant conditions described in sections 4, 5, and 14.

Awards from other jurisdictions

Should a student be eligible for support from elsewhere, including the Student Loan Company (SLC), then they are not eligible for support from the States of Guernsey Education Department.

3. TYPES OF STUDENT AWARD

The Department makes two types of award for full-time study:

- (i) Awards subject to parental contribution, and
- (ii) Independent student bursaries.

The conditions for an Independent student bursary are set out in Section 13 and in the Guide to Independent Student Bursaries. An applicant who does not satisfy these conditions may be considered for an award subject to parental contribution.

If the student is under 22 years of age at the commencement of the course he should apply for an award subject to parental contribution, unless he satisfies one of the status conditions given in paragraph [4] on pages 18 & 19.

Both types of award are subject to an assessment of the student's personal income, as described in section 10.

4. COURSES OTHER THAN POSTGRADUATE COURSES

General Conditions

Awards are made for **full-time** courses of at least one academic year in duration of further or higher education, subject to the following general conditions:

- (a) The course must lead to a nationally recognised educational qualification.
- (b) The course should be taken at a public-sector institution in the United Kingdom. (See page 9 and the section entitled "First Degree Courses outside the United Kingdom" for courses at institutions outside the UK).
- (c) The student should be qualified up to at least NQF Level 3.

Applications for support for courses at independent institutions in the UK are considered on a discretionary basis. The course must lead to an educational qualification accredited or validated by a university or another national educational body at NQF Level 4 or above.

Further information relating to awards for certain courses at independent institutions is given later in this section.

Higher Education courses up to Degree Level

The Department makes awards for higher education courses leading to a:

- Higher National Diploma (HND)
- Foundation Degree

- first degree (such as BA, BSc, LLB, etc), or a
- degree course in medicine.

Should your course not lead to a qualification listed above, you should contact the Grants Section at the Education department as soon as possible in order to establish if funding is available. Please make applications in writing, enclosing details of the course, the qualification it leads to, and the institution.

Students should also refer to the section entitled “**Awards for more than one course**” on page 9.

Access Courses/Art Foundation Courses/Extended Degree Courses including Foundation Years/Year 0

Access Courses

The Department may support students who are required, by the institution, to undertake an Access to Higher Education course before embarking on a degree. This does not apply to students who are already in possession of an NQF Level 3 qualification.

Art Foundation Courses

Awards for Art Foundation courses are available to those students who are required, by the institution, to undertake such a course.

Extended Degree courses including Foundation Years/Year 0

Some institutions offer degree courses with a foundation year/year 0 for students who lack the normal degree entry requirements. The Department may make awards for such courses provided that the student intends to complete the degree course, that the degree course is in the same subject and that the length of the course does not exceed that detailed below.

Students should receive authorisation from the Grants Section before enrolling on any of the above courses. Students should enquire, in writing, enclosing details of the course, the institution, the cost and a letter from the institution confirming that the student is unable to commence a degree without the relevant course as detailed above.

Further Education courses at or below NQF Level 3

(NQF Level 3 means a course above the standard of GCSE but below the standard of a HND or a degree.)

The Department will not make awards for courses of further education at an off-island institution at or below NQF Level 3.

The Department will not make an award for AS and A2 Level courses at institutions outside Guernsey.

Length of Education Department Support

Students will not be eligible for an award for more than five years of study in total if they are studying qualifications up to and including masters' courses at level 7 unless they are studying medicine and dentistry where the undergraduate course is (by necessity) longer. Similarly, awards are restricted to seven years in total where students opt for a PhD/DPhil course.

If the course for which the student will be applying will take them beyond this limit, the student will be required to fund the first one/two/three years of funding themselves, before a grant is awarded. Applicants **must** apply to the Department in the first instance before they start any year of the course.

This refers to the length of time regardless of where studied and by whom funded.

Home Fee Rate

The home fee rate is an amount equivalent to the Student fee (in England) and any central funding given to the university for students on particular course bands. Therefore, the Home Fee rate can be higher than just the fee charged to the student, as it includes other subsidies given to the university. The agreement with Universities UK is that Channel Islands students and those from the Isle of Man should be allowed to attend a course in the UK and that the institution will receive no more or less for a student from the Crown Dependencies than they would from accepting a home student. This means Channel Island students will not have to pay higher overseas rates.

Students commencing their studies for the first time in 2013/14 will do so on the same basis as current students. The exception being students attending Imperial College where there is no change to the current arrangement (see below for details).

The universities of Cambridge, Cardiff and Warwick have indicated that they will be charging Island Students fees above the Home Fee Rate from 2013. The Board has agreed to meet any additional tuition fee applied by these institutions for students commencing in 2013. Further the Board has entered into negotiations with those universities concerning tuition fees for students starting in 2014 and beyond.

Should these institutions, and indeed any other institution, persist in charging Island Students tuition fees in excess of the Home Fee Rate it is likely that, for students commencing in 2014, the Department will limit funding to the same level as elsewhere and that the student/parent will be charged the balance.

Imperial College, London

Fees for students who attend Imperial College, London are limited to Island Fees (continuing students) or Home Fees (new students). Parents/students will be expected to pay the balance. This can be considerable and parents/students are advised to contact the Grants Section for further information before accepting a place at Imperial College, London.

Oxford and Cambridge College Fees

For students commencing a new course at Oxford or Cambridge in 2013, the Department will assess the College Fee in addition to the tuition fees and maintenance by way of means-testing.

Consequently, for some students/parents the maximum parental contribution level will no longer apply.

If students/parents are unsure if this will impact on them, they should contact the Grants Section for clarification.

Courses at independent institutions

The Department is able to make awards for certain courses of further and higher education at independent institutions, as described in the following paragraphs:

(a) Dance/Drama/Musical Theatre

The Department may make an award for a course in dance subject to the following conditions:

- (i) The student must be at least 18 years of age on or before 31st August prior to the commencement of the course.
- (ii) The student should be qualified up to at least NQF Level 3.
- (iii) The course must be accredited by either the Council for Dance Education and Training or by the National Council for Drama Training. (Full lists of accredited courses are available from the Education Department. The lists can be found on the CDET website: www.cdet.org.uk or on the NCDT website: www.ncdt.co.uk).

(b) Courses at theological institutions

The Department may make an award for a course at a UK theological institution provided that it leads to a qualification validated by a university at NQF Level 4 or above.

(c) The Department may make an award in respect of a degree at:

- The University of Buckingham
- The Anglo-European School of Chiropractic
- Institutions offering the BSc. in Osteopathy

In the majority of cases, the Department will meet the full cost of study for courses as described in (a) – (c) above (subject where appropriate to parental and/or student assessment), however, the Department reserves the right to limit any award.

(d) Other courses of higher education

The Department may consider applications from students wishing to take higher diplomas and degrees at other independent institutions in the UK. However, the Department will take into account the cost relative to the cost of a similar course at a public-sector institution and reserves the right to refuse an award. The Department will limit an award, up to the cost of study in the public sector.

First Degree Courses outside the United Kingdom

(Note: This section does not apply to periods of study outside the UK which form a required and integral part of a course at an institution in the UK; for example, a year spent at a European university as part of a modern language degree course at a university in the UK. Information about assistance for such periods of study is given on page 11).

Applications for awards for first degree courses at institutions outside the UK will be considered but the Department will need to be satisfied that:

- (a) the applicant has overwhelming educational reasons for wishing to study outside the UK.
- (b) the course is fully accredited and is of an educational standard at least as high as that of recognised courses in the UK.
- (c) the cost of attending the course is not higher than that of a similar course in the UK. If the cost is higher the Department will limit the value of the award to that of a course in the UK.

Students who wish to study outside the UK must contact the Department, in writing, prior to completing the application form, giving details of the course and the institution and their overwhelming educational reason, and including documentation to confirm points (b) and (c) above.

Students will be expected to meet the balance of travel costs and the balance of tuition fees in excess of UK rates.

If the Department agrees to assist with the costs of a course outside the UK, the student will be expected to pay the tuition fees directly to the institution and to claim back the Department's contribution in arrears. Parents/students will be expected to provide receipts to confirm fees paid.

Awards for more than one course

- (a) In the following circumstances the Department may agree awards for two courses. The award for the second course is normally dependent upon successful completion of the first course.

Higher education course following a course at or below NQF Level 3

A student who has exceptionally been granted an award for a course at or below NQF Level 3 may be eligible for an award for a course above Level 3 (e.g. for a first degree) provided that he has obtained the NQF Level 3 qualification and the content of the two courses is related.

Higher education course following an Art Foundation course

A student who has had an award for an Art Foundation course may be eligible for an award for a higher education course (e.g. HND or first degree) provided that he has obtained the Art Foundation Degree and the content of the two courses is related.

Degree course following Dip HE, HND or Foundation Degree

A student who has had an award for a course for a Diploma of Higher Education, a HND or a Foundation Degree may be eligible for an award for a further one or two years of study to obtain an honours degree, provided that he has obtained the Diploma/Foundation Degree and the content of the two courses is related.

Medical students – Intercalated course

A student attending a course in medicine may be eligible for an award for a one-year intercalated course on the recommendation of his medical school.

Students must provide a copy of the written confirmation of the recommendation of his medical school as early as possible but no later than at the time of submitting his higher education grant application form for the relevant year.

- (b) Students should note carefully the following restrictions on awards for more than one course:

Courses at an equal or lower level

A student, who has completed a course at a particular level, is not eligible for an award for another course at the same level or lower, regardless of where studied and by whom funded. For example the Department will not make an award to a student for the second of two first degree courses.

Applicants who have withdrawn from a previous course

Information about awards for students who withdraw from a course and wish to commence another course is given in section 14.

5. POSTGRADUATE COURSES

Postgraduate awards are discretionary and made on a competitive basis. The closing date for such applications is **30th June prior to the commencement of the course.** Late applications are unable to be considered.

Potential postgraduate students should refer to the Guide to Postgraduate Funding for further information. This can be found at www.education.gov.gg. Any enquiries should be addressed to the Grants Section at the Education Department.

6. MAINTENANCE COSTS

The award covers two main elements: the maintenance allowance and tuition fees. Details of these elements are given below. Any figures quoted in the separate schedule of fees and allowances are the maximum rates, i.e. before deduction of the parental contribution, student's contribution or spouse's contribution.

A. Maintenance Allowance

The student's maintenance allowance, as set by the Department, is based on the number of weeks he is expected to attend the institution. The allowance is a contribution towards the cost of board and lodging, meals taken in college or university, books and stationery, other special equipment e.g. art equipment, daily travel, laundry and essential out-of-pocket expenses during term-time. The maintenance allowance is not intended to meet the cost of social activities or maintenance during the vacations.

B. Travel Allowance

As mentioned above an allowance to meet the cost of daily travel is included as part of the maintenance allowance.

A travel allowance is also included as part of the maintenance allowance towards the cost of three return trips annually.

Students who choose to study in the UK and do not return to Guernsey between each academic year of their course will only qualify for the travel allowance in the first year of their course.

Study Abroad

Students, who have elected to and are eligible to study abroad (see section 4), will have their maintenance and travel limited to the levels which apply to courses studied in the UK.

Students who choose to study abroad and do not return to Guernsey between each academic year of their course will only qualify for the travel allowance in the first year of their course.

7. TUITION FEES

Full details of tuition fees to be charged for 2013/14 can be found in the Schedule of Fees and Allowances. For information on institutions not charging the Home Fee Rate, please refer to pages 7 & 8.

Paid Placements

A reduced rate fee is charged by a university if the student is spending a year out on industrial placement.

Oxbridge College Fees

The universities of Oxford and Cambridge charge college fees in addition to tuition fees the cost of which is currently met by the Education Department for students who commenced their course prior to 2013. However, for students who commence in 2013 these fees will be assessed in addition to the means-testing for tuition fees and maintenance.

8. THE PARENTAL CONTRIBUTION

The Education Department assesses parental contribution on the basis of household income, that is, the gross worldwide income from all sources of the parent(s) of the student and/or any new partner they may now live with. Therefore, parental contribution refers to the contribution of the household.

All parts of the award [including tuition fees] are subject to parental contribution.

Where the parental contribution is less than the maintenance allowance, the parental contribution is deducted from the allowance and the balance is paid by the Education Department as a maintenance grant [see Section 19]. The tuition fees, in such circumstances, are paid in full by the Department.

Where the parental contribution is greater than the maintenance allowance, no maintenance grant is paid and the balance of the parental contribution must be paid towards the tuition fees. The grant for tuition fees is reduced accordingly. The university or college will invoice the student for the parental contribution towards tuition fees. The balance of the fees is paid by the Education Department.

Parents/partners can apply for a fee subsidy only, in which case a declaration of income is not required, whereby they undertake to pay all the maintenance costs and the maximum parental contribution towards fees as shown in the Schedule of Fees and Allowances.

If the appropriate fee is less than the assessed parental contribution the institution should charge the student no more than the appropriate fee.

Parental/Partner's Income

The parental contribution is assessed on all worldwide income and assets for the previous financial year. 'Income' includes but is not limited to:

- (a) gross personal worldwide income from all sources with the exception of family allowances. All other benefits and pensions are taken into consideration;
- (b) distributions to the parent[s]/partner of income from any trust established in Guernsey or elsewhere in which the parent[s]/partner is a settlor or beneficiary;
- (c) the net profit of any company in which either parent/partner has, or both parent[s]/partner jointly have, any interest, either directly or through the medium of other companies, whether registered in Guernsey or elsewhere, whether taxed or not;

In addition, a declaration must be made of any advance to the parent[s]/partner on account of loans or current accounts in companies in which the parent[s]/partner is a director and/or shareholder. Such payments may be treated as income of the parent[s]/partner at the discretion of the Department.

- (d) all regular maintenance payments received from a spouse from whom the parent/partner is separated, or from a former spouse or partner, including all payments to or for dependent children in the household. This includes payments which are not counted as taxable income;
- (e) benefits in kind.

Parents/partners who apply for an assessed award will be asked to declare their gross worldwide income and assets on the grant application form. Proof of income will be required (e.g. payslips, Final Income Tax Assessment Notices and, where appropriate, copies of bank statements).

Assessment of Capital Assets

In addition to personal income and company profit the Department may, where the declared income of the parent(s)/partner does not appear to correspond with the parents'/partners' resources, assess the parental contribution by reference to the parents'/partners' capital resources of every kind as well as their income. Such an assessment may result in a higher parental contribution than that produced by assessment on the basis of income only.

If, after requesting information as to the parents'/partners' resources, the Department considers that the information is not accurate, complete or made in good faith, or if the parent(s)/partner refuses to provide the requested information the Department may decide not to make an award.

Parent(s)/partners who have no major asset other than the home they occupy will not normally be asked to make a declaration of their capital resources.

Parent(s)/partners whose capital assets, excluding main residence, exceed £750,000 will qualify for a fee subsidy award only. In such cases parent(s)/partners undertake to pay all

the maintenance costs and the maximum parental contribution towards fees as shown in the Schedule of Fees and Allowances.

Students commencing study from 2012 onwards

From September 2012 for new students those parent(s)/partners whose capital assets exceed £100,000 will in addition to their parental contribution calculated on their worldwide household income incur an additional parental contribution of 1.65% on the value of their assets above £100,000. Assets exclude the main residence and approved pension schemes.

So as to avoid double counting where there is a declared income from the capital and this income results in a parental contribution less than the parental contribution calculated on the capital sum then that income will be disregarded.

Where there is a declared income from the capital and this income results in a parental contribution greater than the parental contribution calculated on the capital sum the Department will use the higher contribution.

Parent(s)/partners should declare any and all assets above £100,000 when completing the application form.

Where an applicant believes that the combined assessment of income and capital exceeds a level equivalent to a Fee Subsidy Only award (see Schedule of Fees and Allowances), an application for a Fee Subsidy Only award should be made and neither income nor the value of capital assets need be declared.

Please refer to the Schedule of Fees and Allowances for examples or contact the Grants Section for further clarification.

Allowances against gross parental income

All families will be awarded one or other of the following Basic Allowances as a deduction from their income:

Household containing both the student's parents, including parents by adoption, and/or one parent and their new partner	Joint allowance
Household containing one of the student's parents, including a parent by adoption	Single allowance
Household containing one of the student's parents, including a parent by adoption, and their new partner, or other adult (for students who commenced study in 2009/10 or earlier only)	Single allowance

Parent(s)/Partner may claim the child allowances against their income for other dependent children who will be wholly or mainly dependent on the parent(s)/partner

during the student's attendance at University/College. Children's ages are determined by their age on 1st September.

The parental contribution is assessed on the balance of income. This is termed as residual income.

The Parental Contribution Rate

The parental contribution is calculated at the rate of £1 for every £4 of residual income. For example, if the residual income is £8,200, the parental contribution is £2,050.

The parental contribution is re-assessed for each year of the course.

Two or more children in higher education

Where there is more than one student eligible in a family the parental contribution is assessed in the same way as if there were only one student, and is then divided between the students, usually in equal proportions.

This can be complex and anyone who requires further clarification should contact the Grants Section.

Reduction in Income

In exceptional circumstances if gross parental income is likely to be at least 15% less in the current year, the student's parent(s)/partner can apply to have the assessment made on income in that year. Such an assessment would be provisional and would need to be confirmed or modified by evidence of actual income. When an assessment has been made on current income, this basis is used for the assessments for each of the remaining years of the course.

Parents who wish to apply for a current year assessment should complete the application from in the normal way, i.e. declaring the previous year's income, and enclose a covering letter detailing the reason(s) for the reduction in income and confirming the gross household income earned to date and providing an estimate of that which they expect to receive during the remainder of the year. Please also refer to page 13 and the assessment of capital assets.

Parents/partners are advised that in many cases this may lead to a higher parental contribution for the remainder of the course than a previous year assessment and are asked to take this into consideration when requesting a current year assessment. Once a current year assessment has been awarded, it is not possible to revert to a previous year assessment.

An exceptional circumstance does not include a voluntary change of employment or early retirement prior to the receipt of a State Old Age Pension aged 65.

Separated or Divorced Parents

If the student's parents are legally separated or divorced by 30th June prior to the commencement of the course, they can apply to have the parental contribution assessed on the income of one of the parents. The application should be made by the parent with whom the student lives. Where the student's parents have separated or divorced by 30th June prior to the commencement of the course, and the parent whose income will be assessed now lives with a new partner, the income of that partner will be taken into account. In certain circumstances, and at the discretion of the Education Department, the assessment may be based on the income of the absent parent's household.

Where the parents are living together on 30th June prior to the commencement of the course, but cease to live together at a later date, the grant will be assessed by reference to the income of both parents until the end of the course. The parents should complete separate application forms, and will be assessed separately. Each parent will be allocated 50% of the married couple allowance.

Where a court order exists, any ruling of the court regarding contribution of either parent to the costs of the students' higher education will need to be taken into account. A copy of the court order should be enclosed with the application.

Separated or divorced parents without a court order will be assessed by taking regard of both parents gross household worldwide income.

9. EXAMPLES OF ASSESSMENT

The operation of the scheme is shown in the schedule of Fees and Allowances.

10. STUDENTS' INCOME

Students who have their own income are expected to contribute towards the cost of their higher education.

All students with relevant worldwide income are expected to declare such income.

In assessing a student's income the Education Department disregards the following:

- (a) wages from employment in the vacations and outside normal study time (e.g. evening and weekend work).
- (b) assistance given to the student by any public body on the grounds of financial hardship

Other types of income may be disregarded. Please refer to the Schedule of Fees and Allowances for further details.

Independent students should note that income received prior to the course will be taken into account. It is also possible that any income received during the course will be taken into account.

Students may be asked to verify any statement of income.

It is a condition of an award by the Department that the student may not receive an educational award from any other government body or local education authority without having first obtained the permission of the Department. Failure to obtain permission may result in the termination of the Department's award and the recovery of any monies paid on the students' behalf thus far.

Students who receive a bursary should declare this to the Department immediately. In some circumstances the value of the bursary may be taken into account.

A student taking a PhD may undertake teaching or demonstrating with the approval of his academic supervisor. Earnings for such work should be notified to the Department and may be disregarded.

11. MARRIED STUDENTS

If the student is married on or before 31st August prior to the commencement of the course for which the grant is being assessed, his parents are not required to make a parental contribution. The student's spouse will be assessed for a contribution towards the student's expenses. The contribution will be assessed in the same way as the contribution payable by a single parent who has a child in receipt of an award subject to parental contribution.

If the student and their spouse separate during the course, the spouse's income will continue to be taken into account.

Students who marry during the course will continue to be assessed on parental income.

12. STUDENTS LIVING WITH A PARTNER

If a student who qualifies for an Independent student bursary is living with a partner as husband and wife, the student's partner will be assessed for a contribution. The contribution will be assessed in the same way as the contribution payable by a single parent who has a child in receipt of an award subject to parental contribution.

A student who is living with a partner and who fails to satisfy the conditions for an Independent student bursary (see below) should apply for an award subject to parental contribution. The income of the student's partner will not be taken into account if the award is subject to parental contribution.

13. INDEPENDENT STUDENT BURSARIES

Potential Independent students should also refer to the Department's Guide to Independent Student Bursaries, which details the procedure and criteria for new students applying for an award as an Independent student.

An Independent student bursary is an award without a parental contribution. Bursaries are awarded at the discretion of the Department and are subject to financial limits.

The usual conditions to qualify for an Independent student bursary are:

- Three years' full-time employment in Guernsey or Alderney by 31st August prior to the commencement of the course for the academic year starting 1st September;
- Three years' residence in Guernsey or Alderney prior to the commencement of the course; and
- Age 22 on or before 31st August by the beginning of the course.

The full conditions are set out below and in the Guide to Independent Student Bursaries.

Conditions for an Independent student bursary

In order to qualify for consideration for a bursary an applicant must satisfy conditions [1] and [2], and either [3] or [4].

[1] He must satisfy the residence condition described below.

[2] He must not normally be older than 35 years by the completion of the intended course;
(If the applicant will be 36 years or over before the end of the course he may be awarded a bursary if he can satisfy the Department that he wishes to take the qualification for a vocational purpose and has a good prospect of working for at least ten years in employment where possession of the qualification is necessary.)

[3] He must be at least 22 years of age on or before 31st August at the commencement of the course, and he must have supported himself out of his earnings for three years.

(Where an applicant has not been in employment for three years, the Department may accept the following instead of employment:-

- periods in receipt of benefit for unemployment, sickness, injury, disability or pregnancy, and
- periods when the applicant could not reasonably have been expected to support himself out of his earnings because he had the care of a person under 18 years of age who was wholly or mainly financially dependent upon him.)

OR

[4] He must satisfy one of the following status conditions (a) to (e):

- (a) He is married on or before 31st August prior to the commencement of the course.
- (b) He has no living parent.
- (c) The Department is satisfied that his parents cannot be found or that it is not reasonably practicable to get in touch with them.
- (d) He has been in the care of the States Health and Social Services Department and his natural parents have not been required to contribute to his maintenance for a substantial period of time.
- (e) He is aged 25 or over on or before 31st August prior to the commencement of the course.

Residence

The applicant must have been ordinarily resident in Guernsey or Alderney for the period of three years before the commencement of the course, and be ordinarily resident in Guernsey or Alderney on the relevant day. [For courses commencing in the autumn the relevant day is the 30th June prior to the commencement of the course.]

An applicant who has not been ordinarily resident in Guernsey or Alderney throughout the above-mentioned period of three years, but who was ordinarily resident for some other recent period of three years may be considered for a bursary. Such an applicant will be expected to satisfy the Department that at the time of application he is:

- [a] ordinarily resident again in Guernsey or Alderney or
- [b] he would have been ordinarily resident in Guernsey or Alderney but for the fact that he is temporarily employed outside Guernsey and Alderney. (Applicants who are so employed at the time of application will be expected to satisfy the Department that they are not eligible for an award from the authority in whose area they are currently residing) and
- [c] he is not entitled to an award from another jurisdiction by virtue of his residence there.

Courses

The rules contained in sections 4 and 5 of this Guide also apply to bursaries for Independent students.

Application Procedure

Potential applicants for an Independent student bursary should refer to the Guide to Independent Student Bursaries.

The Bursaries are:

- discretionary,
- subject to conditions, as detailed in this document, being met by the student, and
- subject to the overall financial limit set by the Education Department

Application forms are available from Easter prior to the commencement of the course and must be completed and returned to the Education Department with all relevant supporting documentation by 30th June prior to the commencement of the course. Applications which are received after this date will be ineligible.

An applicant for an Independent student bursary will be required to make a declaration of income. (Refer to Sections 10-12 for further information)

All applications for Independent student bursaries must be received by **30th June preceding the course**. Late applications are unable to be considered. Applications will be checked for eligibility. The Department will write to the applicant confirming receipt of the application, requesting any missing or additional documentation and when the applicant can expect to hear further from the Department. Applications will be considered by the Independent student panel in early July and once the panel has met, the Department will write to the applicant confirming its decision and any conditions attached thereto and giving a rough estimate of the contribution the applicant will be expected to make towards his first year costs. A full award letter will follow in August.

14. DURATION OF AWARDS, WITHDRAWALS AND NEW AWARDS FOLLOWING WITHDRAWALS

Awards are made by the Education Department for the normal duration of the course. A student, who requires funding for a new course or for a repeat of one year, must apply in writing to the Department for such funding detailing the reasons for this request and enclosing supporting or explanatory documentation from the University.

Student Progress

Any student in receipt of funding from the Department is expected to attend tutorials etc and to progress on target within their chosen course. The Department carries out spot checks throughout the year and reserves the right to amend, withdraw or recover any grant awarded to the student if these checks reveal that the student is not attending or progressing as expected.

A student who holds an award **must inform the Department immediately** if:

- He is absent from the course due to illness or any other reason for more than 40 days.
- He abandons or leaves the course voluntarily or at the request of the university or college.
- He transfers to a different course at the same, or at a different, university or college.

- He has to repeat part of the course.

If a student withdraws from a course, for any reason, he must ensure that all relevant paperwork as required by the university or college has been completed and that he has notified the Education Department in writing.

Repayment of Grant

If a student withdraws from a course he will be asked to repay all or part of the maintenance grant for the relevant term. The Department may also ask for repayment of all or part of the tuition fees depending upon the circumstances.

If the student knows he will be returning the following year, he may opt to repay the maintenance allowance in full to reduce the costs he will incur that year.

Awards for repeat years

A student who has to repeat a year of his course will only be given a grant for a repeat year, in exceptional circumstances, such as a major interruption of study due to illness. In such cases a medical certificate, giving full details of the illness and the effect it has had on the students' ability to study, is required.

If a further grant is not awarded, the Department may offer the student a loan subject to written confirmation of satisfactory attendance and effort from the university or college.

The loan will be repayable in monthly instalments when the student has finished the course and is subject to interest at either 5% or 2% above base rate, whichever is the higher. Rules concerning loans to students can be obtained from the Grants Section at the Education Department.

Students who opt to take a loan from the Department should be aware that if they default on repayments or the terms of the loan, legal action will be taken to recover the debt and any costs incurred by the Department.

Awards for new courses

If a student withdraws from his original course and applies for an award in respect of another course, the Department may, at its discretion, make an award for the new course. The student will be expected to satisfy the Department that he acted with good sense when making his original choice of course and when choosing his new course.

Students who have completed more than one year of study are not eligible for a new award.

Entry to new course at Year 1

If the Department agrees to make a new award, the student will normally be required to borrow the value of the Department grant already paid for his first course (including the grant for tuition costs) as a loan. The balance of the costs will be awarded as a grant. The normal rules for the assessment of a parental contribution will apply.

The loan will be repayable in monthly instalments when the student has finished the course and is subject to interest at either 5% or 2% above base rate, whichever is the higher. Rules concerning loans to students can be obtained from the Grants Section at the Education Department.

Students who opt to take a loan from the Department should be aware that if they default on repayments or the terms of the loan, legal action will be taken to recover the debt and any costs incurred by the Department.

Entry to new course at Year 2 or above

If the student enters the new course at year 2 or above he will normally be awarded a grant. (This would apply if, for example, the student had completed the first year of a degree course in one subject and transferred to the second year of another degree course.)

However, if the new course is in a higher fee band, the student may be required to meet the difference in cost.

15. STUDENTS' DEPENDANTS

If other persons, i.e. a spouse, an adult dependant or a child, are wholly or mainly dependent on the student, the student's maintenance allowance may be increased.

If the student has to arrange childcare in order to meet the requirements of the course the Department may be able to assist in meeting the cost of care. All arrangements should be in place prior to the student commencing study. Please contact the Grants Section for further details.

16. DISABLED STUDENTS ALLOWANCE

Assistance may be available for disabled students who

- (a) require special equipment, specialised training and/or the services of a non-medical helper as a result of their attendance on the course and in order to enable them to benefit fully from the course, and
- (b) satisfy the conditions for a higher education award described in the other sections of this Guide.

Disabilities which may give rise to the need for such support include dyslexia.

The student will be expected to demonstrate that he has a disability which affects his ability to study and that he needs specific assistance to enable him to study effectively and may be asked to have his disability assessed.

The Department will not provide financial assistance towards books, consumables, internet costs, printing costs and equipment normally required by all students including

but not limited to a laptop, PC, printer, memory sticks/storage devices, warranties and insurances.

Any student who believes that he requires specific assistance because of a disability should notify the Education Department as soon as possible.

The student may be asked to arrange to have his disability assessed. In the case of students who may be dyslexic, the Education Department expects students to produce an assessment recently undertaken by a psychologist.

If the Department accepts that the student has a disability which affects his ability to study, it will ask the student to produce a needs assessment from a recognised access centre, detailing the support that the student requires to study effectively. Many universities have learning support advisers who can advise students about obtaining assessments and who can, in many cases, carry out the needs assessment. The Department is prepared to contribute towards the cost of the needs assessment. (See Schedule of Fees and Allowances for details.)

17. TRAVEL EXPENSES

A contribution towards the cost of travel between Guernsey and where the student is studying is included in the student's maintenance allowance.

The standard maintenance allowance rates include an element in respect of the cost of daily travel between the student's term-time residence and the institution, and the Department will not make additional payments for such journeys.

Students who are requested to undertake work placements (e.g. students training to be teachers and health professionals) may claim the cost of travel to their placement. The current rate is shown in the Schedule of Fees and Allowances. Form HET2 is available from the Education Department. Receipts detailing the travel (i.e. taxi, train, bus) or petrol purchased are required and the form must be counter signed by the course tutor. (We do not accept credit/debit card receipts or statements as they do not provide sufficient information).

Students awarded a fee subsidy, or those in receipt of a minimum grant, are not eligible for travel grants.

The Department does not provide financial assistance towards field trips and individual study visits.

18. HOW TO APPLY FOR AN AWARD

Application forms are available at schools and colleges or from the Education Department from Easter. Students wishing to apply for a grant, subject to parental contribution, should complete Form HE3 and return it to the Education Department by the end of May. For students applying for an Independent student bursary or Postgraduate funding, there

is a **strict deadline of 30th June prior to the start of the course** and late applications are unable to be considered.

Part A of Form HE3 must be completed by the student's parent(s), and Part B by the student. Part's A and B should be returned together. Applications will not be processed until both parts of the form are received. When an application is returned after the end of May, or the information required to complete the assessment is not available, the student may experience some delay in payment of grant. Applications for awards [including fee subsidy] will not be accepted for the current academic year after the student has completed the final term of the year.

Proof of income, e.g. payslips and Final Income Tax Assessment Notices, will be required. Unverified figures may be accepted for a provisional assessment but must be verified later. If the assessment is revised and the parental contribution is increased as a result of the re-assessment the student's parents will be expected to repay to the Department any overpayment of grant.

For first year students notification of the parental contribution and the amount of grant will not be sent until the student has definitely been accepted on a course and has completed the "Exam Results" tear-off slip at the bottom of their acknowledgement letter.

A new grant application form must be submitted for each year of the course.

The award for a second or subsequent year of study for a student whose award remains provisional will be assessed on a Fee Subsidy Only basis until such time as all outstanding awards for previous years have been made definitive.

Award Letters

Following the Department's assessment of an application, it will produce an award letter giving a breakdown of both the contribution of the parents/student and of the Department. A copy will be sent to both the parent and the student and should be kept until the end of the academic year.

The student should take his copy of the award letter with him when he goes to university/college as he may be asked by his institution to provide evidence of the value of his award. The institution may take a photocopy but the student should retain the original document as they may need to refer to it from time to time for other purposes.

19. HOW THE AWARD WILL BE PAID

[a] Maintenance Allowance

The Maintenance allowance [which includes the travel allowance] is normally paid to the student's designated bank account in termly instalments. The student must ensure that the Department has their correct bank account details by completion of the vendor information/bank details form.

The student must give the Education Department at least two weeks' notice should any of these details change. Changes must be notified by completion of the vendor information/bank details form. It is the responsibility of the student to ensure they have provided the Education Department with the correct bank account details.

The dates for payment of maintenance will be shown on the award letter. Payment of maintenance is made to the designated bank account only, therefore, if account details are not provided to the Department, payment will not be made.

The Department will aim to arrange payment to be in a student's bank account on the Friday before they are due to start on the subsequent Monday. (If a term starts on any other day, it is probable that the payment will be made on the Tuesday prior to commencement of the term).

[b] Tuition fees

The award letter shows whether there is a parental contribution towards the tuition fees. The institution may refer to this as the student's contribution.

The institution may expect the student to produce his award letter as evidence of the parental contribution to tuition fees. The institution may take a photocopy but the student should retain the original as this may be required from time to time throughout the relevant academic year.

Where the Department is due to pay fees, these will be paid directly to the institution upon receipt of an invoice.

Where the parents are responsible for part payment of fees the student may either be asked to make arrangements for payment when enrolling, or be sent an account for his share by the institution. The institution may allow the student to pay the parental contribution towards fees by instalments, or it may expect payment in one lump sum. Some institutions encourage immediate payment of the full parental/student contribution by offering a discount.

Parents/students should only pay their contribution to fees, as payment of the full fee can cause confusion at the institution and the institution may not be able to refund the difference until it has received the Department's contribution in full.

20. INTERVIEW AND OPEN DAY EXPENSES

Parents may claim a means-tested grant for their child's expenses for the purpose of attending interviews and open days. Awards are based on the household income where the student resides and are only available for those households with gross worldwide household income of less than the figure shown in the Schedule of Fees and Allowances. Claims may not normally be made for more than one visit to the United Kingdom, but can include the cost of visiting more than one institution during the visit up to the limit stated in the Schedule of Fees and Allowances.

The Education Department will not normally meet the expenses of a person accompanying a student.

Application forms are available from the Education Department and parents will be asked to provide evidence of income in the same manner as in the application for the main award. The proportion of expenses which will be refunded will depend on the parental income. Refunds are normally made in arrears and air tickets and receipts (accommodation, bus, train, taxi etc) must be produced. (We do not accept credit/debit card receipts or bank statements as they do not provide sufficient information).

Claims must be made within six months.

Claims will only be accepted from students currently in year 13.

21. FUNDING ARRANGEMENTS FROM 2014

The Department will be presenting a report to the States of Guernsey early in 2014 detailing its proposals for funding higher education from September 2014 onwards. It is possible that the Department may make changes to the level of awards made, or the way it calculates those awards.

Students and parents should note that whilst the Department is continuing its negotiations with certain universities, it is likely that, from September 2014, any student commencing a new course at any institution which opts to charge fees in excess of the Home Fee Rate may be expected to meet the additional costs.

Any changes will be for students commencing in September 2014 onwards and not for continuing students i.e. those who commenced prior to 2014.

22. REVIEW OF DECISIONS

A student who receives an adverse decision may ask to have the decision reviewed by the Education Department. Requests should be made in writing to the Director of Education.

23. NATIONAL HEALTH SERVICE TREATMENT FOR STUDENTS

The UK Department of Health has given the following advice regarding the position of Guernsey students who wish to have National Health Service treatment:

Courses over 6 months' duration

Students who go to the United Kingdom for a course known at the outset to have a duration of more than 6 months are entitled to use the full range of NHS services, exempt from any charges (subject to the payment of such charges as are payable by people ordinarily resident in the United Kingdom).

Dental treatment

Students receiving dental treatment through the NHS are responsible for a percentage of the cost up to a specified maximum level. However, some groups are exempt from NHS dental charges e.g. students under 19 (including Guernsey students attending courses of more than 6 months) while others may be eligible for remission of charges under the NHS Low Income Scheme.

Any student who seeks NHS treatment irrespective of the length of his course may have to produce evidence of his status. A copy of the Education Department award letter should be produced in these circumstances.

24. GRANTS FOR STUDY IN GUERNSEY

Students and parents who require information about grants for full-time or part-time study in Guernsey are advised to contact the Grants Section at the Education Department [Tel: 733000] or email grants@education.gov.gg .

Further information about funding is available for students wishing to study at the Guernsey College of Further Education or through the Open University.

Information on the courses available at the above institutions may be found at:

www.guernseycollege.ac.gg or www.open.ac.uk

25. GUERNSEY CAREERS SERVICE

Any young person in Guernsey or Alderney who requires advice about his career, or information about courses of further and higher education can consult the Education Department's Careers Service (www.careers.gg), which is based at the Education Department in Grange Road [Tel: 733000]. Students at school are advised to seek advice from their Careers Teachers in the first instance.

26. FURTHER INFORMATION

Should you require further information about grants, please contact the Grants Section at the Education Department [Tel: 733000] for an appointment or write to: **Grants Section, Education Department, PO Box 32, Grange Road, St. Peter Port, Guernsey, GY1 3AU** or email grants@education.gov.gg .