



The City
of Liverpool
College

Finance Matters



Financial support for adults
2018/19



FINANCIAL SUPPORT AVAILABLE*

- Free course fees
- Free travel pass
- Free meals
- Student hardship fund
- Childcare support
- NUS cards

*subject to terms and conditions

Support for your studies

The City Of Liverpool College has a wide variety of financial support services to help students to come to college, regardless of their financial situation.

We want you to be able to make the most of your time at college, and will do our best to help you achieve your full potential.

Fees

All courses have fees attached to them. Fee waivers and discounts are available based on age, personal circumstances, the level and type of course you wish to study at.

Travel

You could be entitled to a free travel pass if you live more than 1.5 miles away from your college centre, attend for at least 3 days per week, and have a household income of below £25,000 per year.

The College will pay for a term time bus (Arriva or Stagecoach) or rail pass (Merseyrail), subject to a £20 contribution from the student each term.

You must also achieve an attendance rate of 90% to have your pass renewed each term.

Free Meals

You may also be entitled to free meals if you have a household income of below £25,000 per year.

Childcare

The college does offer childcare support from the Discretionary Learner Support Fund. Student parents can choose whichever setting is most appropriate for them. For more information please see our Childcare leaflet.

OTHER BENEFITS TO STUDENTS

As a student at the College you are entitled to apply for an NUS Extra card

The NUS (National Union Of Students) Extra Card allows you to access fantastic discounts from brands you love such as ASOS, Prime Student, Apple and many more

The NUS extra card comes with 1 year free ISIC. card , the only internationally accepted proof of certified student status you can use to access fantastic discounts and services for travel, at home and around the world.

To apply for your NUS Extra card please visit the NUS Extra website. A small fee of £12 is applied for your card

www.nus.org.uk



Student Fund

The College also has a limited fund available, to offer support to students who encounter additional on-course costs such as equipment, materials, books, stationery etc.

On successful application, a student fund payment is made directly to your bank account.

Students may make one application to the Student Fund per academic year, and allocation of funds is at the discretion of the College.

Welfare Benefits

Jobseeker's Allowance/Universal Credit as a Jobseeker

You may be required to provide a Learning Agreement to the Jobcentre Plus , or a Benefit Confirmation letter to confirm details of your study programme and hours of attendance.

Forms are available at any College reception or LRC.

Other Discounts

Council Tax Student Certificates

If you or your parents are liable for Council Tax payments, you can apply for a Council Tax Student certificate. As a full-time student you may receive a discount or an exemption on your bill. Forms are available at any reception or LRC.

NHS Low Income Certificates

If you are a student aged 19 or over and receive NHS treatment you may have to pay charges, for example a prescription charge. You may be able to get some help under the NHS Low Income Scheme. The amount of help you are entitled to depends on your circumstance at the time you make the claim.

HOW DO I APPLY?

You will be offered the opportunity to apply for student financial support during your enrolment.

Your application will be accepted and processed on receipt of the required evidence detailed in this booklet

Information on student financial support is available on the College website and the student intranet

Additional information is also available at any College Learning Resource Centre (LRC) or Reception Desk

Please visit www.liv-coll.ac.uk or email AskAnn@liv-coll.ac.uk for further information

Work

If you have a job when you're a student you may need to pay Income Tax and National Insurance.

You have to pay: **Income Tax** if you earn more than **£221** a week or **£958** a month – (this is your **Personal Allowance**) and **National Insurance** if you earn more than **£157** a week.

Your employer will usually deduct Income Tax and National Insurance from your wages through Pay As You Earn (PAYE).

Many students do work while studying, but there can be dangers if part time work starts to dominate. Here are some guidelines which might help you:

0-11 hours work	there should be little or no problem
12-15 hours work	your final grade is likely to be affected
15 hours or more	the balance between work and study is unhealthy. Your grades will be seriously affected and you could fail your course

Your Application

We will require evidence to be able to process your application for financial support, which you will need to submit copies of, along with your application. Acceptable evidence includes:

- The most recent copy of your welfare benefits entitlement letter
- The most recent copy of your Tax Credit Award Notification
- P60
- Month 12 or week 52/53 payslip
- Self-Assessment return/letter from accountant



How will you support yourself in College? Discounts and waivers are available based on age, personal circumstances, the type of course you are studying and the level you are studying it at.

The Finance Team at The City of Liverpool College works hard to support you during your studies. We offer support

• Course fees

• Travel costs

• ...