




**Support for Students:**  
Important Information for Enrolment 2011



# THE FULL MIX

✓ **EMPLOYMENT**    ✓ **BUSINESS**    ✓ **UNIVERSITY**

**Tower Hamlets College will get you there**

Poplar High Street, London E14 0AF    For advice call **020 7510 7777**  
Email **advice@tower.ac.uk**    Go to **www.tower.ac.uk**   

# IN ORDER FOR US TO MAKE YOUR ENROLMENT PROCESS AS QUICK AND EASY AS POSSIBLE, PLEASE READ THIS LEAFLET CAREFULLY AND BRING THE CORRECT DOCUMENTS WITH YOU WHEN YOU ENROL.

## Examination Results

If you receive your GCSE results in August you will have to bring them printed on your school/college headed paper showing subject, examination board, grade and whether the GCSE is single, double or a short course.

*Evidence of vocational qualifications will also be required.*

## UK Immigration Status

If you have lived in the UK legally for less than three years, and/or you have restrictions on your stay in this country, (e.g. you are a visitor, an Asylum Seeker, recently arrived spouse of a UK resident, work permit holder, a foreign student on a visa or a dependent of any of these), please make sure you bring your passport, travel document or any other Home Office document relation to your stay in the UK.

Recently arrived spouses should bring both their own passport as well as their partner's passport.

If you are an EU/EEA/Swiss National and have not resided in the UK for the 3 years preceding the start of this academic year (1st September 2011) please bring evidence of both your nationality and 3 years' residence in the EU/EEA/Switzerland.

If you are in the UK on a Student Visa (Tier 4 Points Based System) or wanting to switch to a Student Visa by enrolling on a College course, you **MUST** speak to a Student Adviser or the Admissions Co-ordinator BEFORE you enrol.

## Course Fees and Bursaries

### Students under 19:

If you are under 19 years you will not pay tuition, examination or registration fees (unless you are assessed as an overseas student). Depending on your course, you may have to pay fees for materials. The College has limited funds available to assist with materials.

Early Years and Health and Social Care Students will not have to pay CRB fees.

**The Education Maintenance Allowance** has now finished, however if you successfully applied for EMA in 2009/10 you will continue to receive payments at the level set out in their EMA Guarantee until the end of the 2011/12 academic year. If you successfully applied for the maximum weekly EMA payment of £30 in 2010/11, you will be eligible for £20 for each week that you are in education or training until the end of the 2011/12 academic year. You will receive a Notice of Entitlement for 2011/12 which you must bring with you at enrolment and give to our EMA/Bursary Administrator.

## The 16-19 Bursary

If you are living independently, in care or leaving care (up to 21 years) on Employment Support Allowance and Disability Living Allowance you will get a guaranteed bursary of £1200.

If you are not part of the above categories but your parents' income is below £16,190 you will be able to apply for a discretionary bursary. Applications must be received by 23rd September 2011 and payments will be made three times a year in October; February and May. Bursaries will be conditional on 90% attendance and punctuality.

Evidence of household income will be needed with your application – a letter or bank statement showing receipt of benefit or for those on low wage income, payslips or an original letter on your parents' employers' headed paper. Evidence must be dated within the last 3 months.

If your parent is self-employed, evidence of their most recent End of Year Tax Return or a letter from the Inland Revenue will be required.

You can apply for the bursary during enrolment.

## Students 19 and over

All students over 19 will pay an annual registration fee of £30. Learners on non-concessionary courses will be liable for the full costs.

Early Years and Health and Social Care students will not have to pay CRB fees.

You will not pay tuition fees if you are in the following categories:

- Claiming Job Seekers Allowance (JSA) or Employment and Support Allowance in the Work Related Activity Group (ESA) (WRAG).
- Studying on a basic English or Maths course (SFL).
- Studying an Entry or Level 1 course and intend to progress to a Level 2 qualification and have not achieved a level 1 qualification.
- Studying your first full level 2 qualification.
- 19 – 24 years old on your first full level 3 qualification.
- Studying a level 3 qualification but do not have a full level 2 qualification (known as a level 3 jumper).

**You will be required to sign a declaration to say that you do not already have a full level 2/level 3 qualification or any higher qualification.**

Access students who do not fit into the categories above can apply for an **Adult Learning Bursary** (see overleaf).

The College will also waive tuition fees if you are on Income Support, ESA (Supported) or Pension Credit Guarantee and do not fit into the above categories.

You will also not pay tuition fees:

- If you are studying your first full level 3 qualification and have left the British Armed Forces after completing 4 or more years of service or have been medically discharged, due to an injury in active service, after completing basic training.

If you are on Job Seeker's Allowance, ESA (WRAG and Supported), Income Support, Pension Credit Guarantee, on a low wage income of less than £16,190 or studying a basic English or Maths course (SFL) you will not need to pay your **examination fees**.

**Please bring evidence of benefits e.g. letter or bank statement showing receipt of benefits; Working Capability Assessment will be required for ESA WRAG and ESA Supported.**

**For waged income please bring payslips, or original signed letter from your employer on headed paper. If you are self-employed you will need to bring your most recent End of Year Tax Return or a letter from the Inland Revenue.**

If you are on an Access course (see overleaf) or on a low wage income of less than £16,190 and studying on a course that is over 3 hours per week, you can apply for a college **Adult Learning Bursary** to help towards travel, learning materials, enrichment and other educational costs. Please see a Student Adviser with evidence of income as above.

**You will need to submit your application by 23rd September 2011.**

This publication is also available in large print and other alternative formats. Please contact the Marketing Department on 020 7510 7563 if you require this service.

## Childcare

If you wish to apply for childcare support, please bring with you at enrolment your course offer letter, proof of Child Benefit, proof of child's/children's date(s) of birth (for example full birth certificate or passports), proof of income (photocopies of recent payslips, proof of benefits or any other documents that show your monthly household income. This must not be older than 3 months).

You will receive your timetable at induction and will need to take this to a Student Adviser.

For places at our crèche at Arbour Square, priority will be given to students on full-time courses.

If you are applying for external provision, you will need a written confirmation from the nursery/registered minder or any other carer including a full price list showing daily and weekly prices and bank details. Copies of registration and insurance documents will need to be provided by childminders.

## Support for Students with a Disability

Tower Hamlets College provides individual support and assistance to students with disabilities. For further details, please telephone 020 7510 7982.

*The information in this leaflet is accurate at the time of print.*