

Important Information for Enrolment 2017 Students Aged 16-18

To make your enrolment process as smooth as possible, please read this leaflet carefully and bring the correct documents with you when you enrol.

Examination results and ID

You should bring your certificates or exam results on your school/college headed paper showing subject, examination board, and grade and whether, in the case of GCSEs, it is a single, double or a short course.

Evidence of vocational qualifications will also be required.

If you have overseas qualifications, please bring them in and we will compare them to English qualifications.

We will also require a form of identification. This can be a passport, national insurance card, bank or credit card, driving licence or examination results/certificates.

You will need to provide an up to date reference.

No course fees for students under 19

You will not pay tuition, examination or registration fees if you are a home student*.

Early years and health and social care students will not have to pay DBS fees.

The 16-18 bursary

The bursary is divided into two categories; a discretionary and a vulnerable bursary for eligible young people. If you are living independently, in care or leaving care (up to 19 years), on Employment Support Allowance and Disability Living Allowance, you will get a guaranteed bursary of £1,200 for a full year study programme.

If you are not covered by the above categories but your parents income is below £16,190 you will be able to apply for a discretionary bursary.

- You will need to bring evidence of parental income when you apply for the bursary.
- Three payments will be made per year.
- Bursary payments will be conditional on 90% attendance and punctuality.
- **Applications should be made by 15th Sept 2017.**

Support for students with a disability

New City College provides individual support and assistance to students with disabilities. For further details, please contact your campus inclusion department.

Free college meals

You will be entitled to free meals at College if you can provide evidence of having parents' who are in receipt of one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-based Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on paid four weeks after your parent stopped qualifying for Working Tax Credit
- During the initial roll out of Universal Credit, if your parent(s) are on an income (including Working Tax Credit) which is less than £16,190, the college will consider awarding you free college meals, if it has sufficient funds.
- **Applications should be made by 15th September 2017.**

*UK immigration status

You are defined as being a home student if you have permanently resided in the UK/EU/EEA for three years or more and have settled status.

There are exceptions to this rule. This is in the case of those with a spouse visa, discretionary and exceptional leave to enter and remain, asylum seekers in the UK for six months before the start of study, those with refugee status and those under 19 who are accompanying or joining a parent(s) who have the right to abode in the UK, or who have any sort of immigration permission to be in the UK, or EEU/EU. These categories will need to be checked by a student adviser.

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