

SUPPORT FOR STUDENTS 19+

Important Information for Enrolment 2016



In order for us to make your enrolment process as quick as possible, please read this leaflet carefully and bring the correct documents with you when you enrol.

Fees, Bursaries and Documents Required for Enrolment on 19+ Courses

Examination Results and ID

Please bring in your certificates, if you have them. 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.

UK Immigration Status

You are defined as being a Home Student if you have permanently resided in the UK/EU/EEA for 3 years or more and have settled status.

There will be 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 and those with Refugee Status. 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.

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 Coordinator **BEFORE** you enrol.

Course Fees

The following information does not apply to 24+ students on Level 3 (and 4) courses or any students studying HNCs or students aged 19+ who are applying for their second Level 3 course.

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 DBS fees.

All students over 19 will pay a college levy of £30 unless they are continuing with their qualification and were under 19 in 2015/16.

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

- Claiming Job Seekers Allowance (JSA)¹ or Employment Support Allowance (ESA) or Universal Credit.
- Studying an Entry or Level 1 course and intend to progress to a Level 2 qualification and your current qualification is Level 1 or below and you are aged 19 – 23 years of age on the day you start the course².
- 19–23 years of age on the day you start the course² and studying your first full Level 2 qualification.
- 19 -23 years old on the day you start the course² and studying your first full Level 3 qualification.
- Have not achieved GCSE grade C or above in English and Maths and taking GCSE in English and/or Maths. There is no age restriction.
- Studying Functional Skills in English or Maths (Entry- Level 2)
- If you are an individual 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. This includes learners aged 24 and over.

You will be required to sign a declaration to say that you do not already have a full Level 2, 3 or 4 qualification where appropriate.

¹ We advise applicants claiming these benefits to inform their adviser that they intend to start a course.

² This means the actual date you start the course and not the age you are on 31st August 2016.

Payment

If the fees are being paid in instalments there are two schemes:

1. For fees between £250 and £1600 you must pay an initial amount of 25% of the total fees or £300 whichever is lower followed by four monthly instalments.
2. For fees over £1600 you must pay an initial amount of 25% of the total fee or £300 whichever is lower followed by seven monthly instalments.

You will also not pay tuition fees if you sign a declaration to say that:

- You are currently unemployed, and you are the sole or named joint claimant of Income Support or Council Tax Benefit or Housing Benefit or a non-working beneficiary of a claimant on Working Tax Credit or JSA, ESA or Universal Credit.
- You want to enter employment and need skills training to do so, and the courses on your learning agreement give you the skills that will help you enter employment, and you earn less than £330 a month.

You will also not pay tuition fees if you are a learner with special assessed needs and are aged 25+.

You will not pay tuition fees if you are claiming Pension Guarantee Credit.

Students who do not fit into the categories above and have a household income below £16,190 may apply for financial support through the College's Adult Learning Bursary.

Examination fees

All students in the previous above categories, as well as those on a low income of less than £16,190 will not have to pay examination fees.

Adult Learning Bursary

If you are on an 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 learning materials, enrichment and other education costs. **Receiving a bursary will be dependent on excellent attendance. If you are applying to the Adult**

Learning Bursary you will need to see a Student Adviser with the evidence of income and submit your application by 14 October 2016.

Documents Required

Please bring evidence of benefits eg. Letter or bank statement showing receipt of benefits- Working Capability Assessment will be required for ESA.

For waged income, please bring payslips, or an 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. This must not be older than 3 months.

Childcare

If you wish to apply for childcare support, please bring with you at enrolment your course offer letter, proof of child's/children's date(s) of birth (for example full birth certificate or passports) and proof of income (photocopies of recent payslips, proof of benefits or any other documents that show your monthly household income. These 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 nursery 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 child minders.

Receiving support for childcare will be dependent on excellent attendance.

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.

If you require this information in an alternative format please contact us on 020 7510 7510 or email: marketing@tower.ac.uk