

**Guidance notes for Bursary application**

**2022/2023**

**Please read the guidance notes before completing the application**

**form.**

**Important:**

* When you first login and access the Bursary area in [MySSSC](https://www.sssc.uk.com/signin/) you will see a link to the Downloadable Documents located just above the section where you see your Bursary applications listed.
* Please fill in and submit the online application form by the deadline and forward on any additional documentary evidence afterwards. This will place your application in the queue. Any application received after the stated date will be assessed but will be deemed a late application, which may result in a late assessment and a delay in your first instalment.
* Requests for outstanding evidence will not be made until the time of assessment. Please read the **Welcome Screen** (toggle it on the main application page near the top) and send in any documents listed that apply to you. They are also stated in this guidance.
* If we need to request further information, or if you have not completed the form correctly or fully, this may delay the assessment and therefore any payment due to you at the appropriate time.
* Any statements of income or claims for any allowance must be supported by certified documentary evidence.
* Important: please read the Declaration pages at the end very carefully.This will be your contract for the Bursary. You do not need to print it off or send it in. For a copy of the declaration forms for your own information or to ask about the Bursary, please email onlinebursariessupport@sssc.uk.com

**SSSC Registration**

The Bursary is dependent on your registration with the SSSC Registry. Please apply for this at the same time as your Bursary.

If you have received a Bursary Award letter but you are not “Student Designate” or “Registered” at the start of the course, no part of the Bursary will be paid (including Tuition Fees) until your Registration status is confirmed.

Please contact the SSSC Registry at registration@sssc.uk.com or call **0345 6030891** or view <http://www.sssc.uk.com/registration>

**Identification**

We will require ID documents to confirm your identity and also to verify your date of birth and place of birth.

**Acceptable evidence:**

* A certified\* copy of your Birth certificate or Passport (not driving licence).
* If you have sent these to the SSSC Registry we can use their copy.
* Please note that the SSSC Registration team may require a different endorser/certifier for your ID. We can use their endorser for the Bursary. Please check the following webpage for advice on this: <https://www.sssc.uk.com/registration/how-to-apply-to-register/>

**Residence eligibility**

Residence eligibility will be derived from The Education (Fees and Student Support) (EU Exit) (Scotland) (Amendment) Regulations 2021. Below is an overview of the new criteria for frequently asked queries.

Please note that all Bursary students MUST be resident in Scotland to undertake the course, to be eligible for the Bursary.

**Acceptable evidence:**

* If you are an EU/EEA/Swiss/Irish resident or have restrictions to your UK residence, please send certified\* copies of passports, UK Home Office documents, EU Settlement Scheme evidence, and biometric passes.
* If you were not born in Scotland or have not been living here for the last three years, but consider you are currently ordinarily resident here, you must send in certified\* evidence of your residence in the 3/4 years prior to the relevant date.

This will apply to applicants born in England, Wales, Northern Ireland, and the EU/EEA/Switzerland/Ireland as well as to applicants who were born outside the EU/EEA - even if you have British or EU/EEA/Swiss/Irish nationality.

These can be certified\* copies of e.g., P60s; payslips; council tax letters; university transcripts; bank statements; funding letters (e.g., SAAS); or job contracts etc. A certified\* copy of **one** document per year will be sufficient.

* Please complete, sign and date a Supplementary Bursary Form. This can be found in the downloads section in MySSSC. This will give a timeline of your residence to help with your residence eligibility.

(Please note that depending on your answers in the Supplementary Bursary Form, we may require more information or request further documents at time of assessment)

UK Exit from the EU (Brexit), basic outline of criteria:

* EU/EEA/Swiss students must have been resident prior to 31 December 2020 and have the EU Settlement Scheme status (settled or pre-settled).
* Irish citizens - if you arrived in the UK after 01 January 2021, you must be ordinarily resident in Scotland (and no part of this residence was specifically for educational purposes).

**Marital/civil partnership status**

If you are married or in a civil partnership, please send in the following:

* A certified\* copy of your marriage certificate or civil partnership certificate.
* A certified\* copy of your Husband’s/Wife’s/Civil Partner’s/Spouse’s P60 for the previous financial year.

If your marital or civil partnership status changes at any time after application or is expected to change during the course, you must inform the SSSC Bursaries Team as soon as possible by email at onlinebursariessupport@sssc.uk.com

**Acceptable evidence:**

* A certified\* copy of your new marriage certificate or civil partnership certificate.
* A certified\* copy of your Husband’s/Wife’s/Civil Partner’s/Spouse’s P60 for the previous financial year.
* Declaration from solicitor of divorce/separation/or dissolution of a civil partnership or affidavit (sworn statement) prepared by a Solicitor or Justice of the Peace.

**Independence**

This section is mainly for students who are applying for their first year of the course (or Year 2 not previously nominated).

If you are a progressing Year 2 student previously in receipt of a Bursary, please answer the questions in the online form, in any case. However, your assessment was established in Year 1.

1. If you were under 25 in Year 1 (on or before 01 August/01 January or in previous years) and not assessed as independent you must submit your parent(s) certified details again in Year 2, even if you have turned 25 in between Year 1 & 2.
2. If you were assessed as independent in Year 1 then this will apply for Year 2. Independence can only be claimed in Year 1.
3. If you are Care Experienced or Estranged, please note this in the Your Declaration section of the online application (last section).

**Claiming Independence**

Please note that the academic year refers to the year beginning 01 January for courses commencing January to March and 01 August for courses commencing August to December.

If you are under 25 years old at the beginning of the academic year in which your course starts you can claim independence in the following ways:

a) You can demonstrate that you have no parents living.

or

b) You are married or in a civil partnership.

or

c) You have been entirely self-supporting out of your own earnings for a total period aggregating not less than 3 years (36 months), before 01 August (or 01 January) preceding the start of your course. You cannot include time spent as a student in receipt of a grant/tuition fees only award or a student loan, although you can include any period, however short, during vacation periods.

* You can also include time spent looking after your children, i.e., if your child is two years old, the period of 24 months can be counted towards your independence.
* 3 years (36 months) means any aggregate period of 3 years before the start of the academic year and not just the months preceding the start of the academic year.
* Periods of registered unemployment may also be included to make up the 3-year (36 month) period required.

**Acceptable evidence:**

Any of the following may be submitted to cover the 3-year (36 month) period required:

Certified\* copies of:

* P60 or end of March pay slip
* P45s
* Letters from employers stating the period of employment and gross income
* Statement from HMRC stating total amount of taxable benefits paid and total period claimed for.
* Benefits forms filled in – please see downloads section in MySSSC
* Accountant’s Certificate – please see downloads section in MySSSC
* Care Experienced: certified\* evidence of being care-experienced e.g., a letter from the organisation who looked after you, or guardian, or foster carer, where applicable.
* Estranged: written confirmation from you and confirmation from e.g.: a professional such as a Doctor, Nurse, Solicitor, Teacher, Social Worker, Police Officer, Family Mediation Worker, Counsellor, University/College Student Advisor, Notary Public, Minister of Religion, Accountant, University Lecturer etc. or the person who endorsed your SSSC Registration application.

**Your own unearned income**

If you expect to receive any unearned income during the academic year such as voluntary maintenance, property income, investment income, pensions annuities, grants, scholarships, inheritances, pension lump sums or income you will need to send in evidence at the end of the tax year. Evidence is required for unearned income totalling £1,000 or more.

**Acceptable evidence – any of the following**:

Certified\* copies of:

* Pension P60
* Dividend tax certificates
* Tax return
* Bank/Building Society statements
* Letter stating amount of voluntary maintenance paid to student
* Letter from applicable benefits agency
* Benefits forms filled in – please see downloads section in MySSSC

**Dependants Allowance**

**Adult Dependant**

Your dependant must live in the United Kingdom, and you must be legally married/or in a civil partnership.

A claim cannot be made for an adult dependant whose net income exceeds the threshold contained in the Schedule of Rates.

You may wish to inform Jobcentres Plus, the DWP, HMRC and any other interested bodies that you have applied for a student award including a dependants allowance for an adult dependant as it may affect benefits claimed.

Your spouse/civil partner must complete the financial details section in all cases giving details of their income.

If you wish to claim dependant’s allowance for your spouse/civil partner, you must give details of earned income (net of income tax and national insurance contributions) expected by your dependant for the academic year.

You will also have to give details of expected unearned income of your spouse/civil partner (net of income tax) in the current academic year, including benefits.

**Acceptable evidence – any of the following**:

Certified\* copies of:

* P60
* Bank/Building Society statements
* Letter/statement from DWP
* Benefits form.

**Child Dependants**

**Note for online application:** As the Bursary has been revised, please only select the Childcare option if you require this during the course. We no longer offer the Single Parents Allowance separately, as this has been incorporated into the Dependants Allowance. You can claim for the Childcare Allowance at any time during the course year even if you do not select it in the application.

You may wish to inform Jobcentres Plus, the DWP, HMRC and any other interested bodies if you wish to apply for a student award including a Dependants Allowance

Students going into their second year do not need to send in birth certificates again if they were sent in the first year.

To claim a Dependants Allowance, the child must be wholly or mainly financially dependent on the student during the current academic year. You must also have the parental right of residence or be the natural parent and be paying maintenance.

In cases where children live with an estranged spouse/civil partner you must prove that they are wholly or mainly financially dependent on you.

If a dependant is 16 and over during the academic year and at school or in further education (but not those in Higher Education and in receipt of a grant or student loan) we will require confirmation of this.

**Acceptable evidence**:

* Certified\* copies of your children’s birth certificates showing parent(s) name
* Certified\* passport
* A certified\* letter from the Child Maintenance Agency or court order.
* Current year maintenance payment arrangements e.g., current Child Maintenance Agency letter. This evidence must be supplied when applying for your first and second year
* A certified\* court order granting parental right of residence (if applicable) and in each case the documentation proving that the child lives with you.
* A letter or email from their school/college to confirm their attendance during the current school/college year.

**Assessment of income:**

If you are co-habiting during the academic year, the co-habitee must fill in the financial details section if you are claiming the child dependant’s allowance.

You will have a reduction made to the dependant’s allowance if your co-habitee's income is above the threshold contained in the Schedule of Rates.

Maintenance payments made voluntarily to you will be treated as your unearned income.

If the maintenance payment made is a result of a court order or through the Child Maintenance Agency (CMA), the payment will be treated as your dependant's income.

**Acceptable evidence**:

* A certified\* copy of your Co-habitees’ P60 for the previous financial year.

**Childcare allowance**

If you are eligible to receive a Dependants Allowance for a child aged 14 and younger, and are using a registered childcare provider, you may be eligible for the Childcare Allowance. If you are assessed as Fees Only you will not be eligible for the Childcare Allowance.

If you have selected Yes on the application form childcare claim forms will be sent to you to complete. You can claim for the Childcare Allowance at any time during the course year even if you do not select it in your application. Please email: onlinebursariessupport@sssc.uk.com

**Term-time address**

All students must fill in the Term-time address section. This will be the address that you will reside at during term-time. It is a compulsory part of the application form. This determines the amount of grant you may be paid. If this changes

**Declaration Section on the online application form**

**Important: please read the Declaration pages at the end very carefully**.This will be your contract for the Bursary. You do not need to print it off or send it in. For a copy of the declaration forms for your own information please email onlinebursariessupport@sssc.uk.com

It is SSSC policy to inform the police in all cases where there is evidence of an attempt to defraud. To prevent fraudulent applications, information will be shared or obtained from other bodies. The SSSC Registry will also be made aware of any false or misleading information provided on the application form, which may be treated as misconduct which calls into question your suitability to be on the Register.

We advise you to keep the guidance notes for future reference.

If you have completed this form later than, or close to, the advertised deadline your application will be assessed later than the application of those who did meet the deadline.

This will mean some delay in your first instalment being paid. This may also apply where we have asked for additional information before we can finalise your assessment.

We may be able to make a provisional payment but that will depend on the nature of the information we have requested. You should therefore complete your application form and reply to any request for information as quickly as possible, to avoid delay in processing your bursary.

If you are eligible and funds are available, we will send you an “Award Letter” by email which will confirm that you will receive a bursary and how much of the Tuition Fee will be paid from the bursary. This letter should enable applicants to register with the university at the start of the course.

**Payments and conditions of the Bursary:**

Payment of the first instalment will be made by BACS and as soon as possible after the start of your course. This will usually be within one week of the start of your first term where all/or additional information we have requested has been received on time.

**Important - SSSC Registration:** Where an applicant is or will be participating in a course approved by the SSSC, payment of a first instalment of a bursary will not be made until the SSSC has had confirmation that the applicant has received a “student designate” letter from the Registry of the Council, and is deemed suitable for registration on the part of the

Register for students in the Register established under s44 (1) of the Regulation of Care (Scotland) Act 2001. A second instalment will not be paid until the student is actually registered.

**Correspondence and documents:**

Please send queries and Bursary-related certified\* supporting documents to onlinebursariessupport@sssc.uk.com

**Address & email:**

It is your responsibility to keep us informed of your postal address and email address for letters, payments, and email correspondence. You can update this by logging into [MySSSC](https://www.sssc.uk.com/signin/).

**\*Certified copies**

* “**Certified**” or “endorsed” means that a true copy of the original document can be signed by a professional e.g., Nurse, Solicitor, Teacher, Social Worker, Accountant, University Lecturer etc. or the person who endorsed your SSSC Registration application.

In some circumstances we may also accept endorsement from the professions in the following link: <https://www.gov.uk/countersigning-passport-applications/accepted-occupations-for-countersignatories>

* Please use the Bursary Endorsement form in the Downloadable Documents section online, for all Bursary-related documents that you email. Instructions are on the form.
* Please label all documents to reduce any delay in processing your application.
* Please **do not** send any documents to the office.
* Please **do not** upload any Bursary-related documents into MySSSC.
* If you have any questions, please email: onlinebursariessupport@sssc.uk.com

**Appeals procedure:** If you believe your assessment is incorrect you can appeal to the Acting Director of Development and Innovation (Learning & Development) by emailing onlinebursariessupport@sssc.uk.com

**Complaints:** You can complain in person at our office in Dundee, by phone, in writing, by email or via our complaints form at: <https://www.sssc.uk.com/the-scottish-social-services-council/make-a-complaint-about-the-sssc/>

**Postgraduate Bursary Rates:** these are available from the SSSC Bursaries Team. Please email: onlinebursariessupport@sssc.uk.com

**Alternative format:** If you would like to request this document in another format or language, please contact the SSSC on 0345 60 30 891.