Student and Adult Declaration

Please ensure that the RSS application form is accompanied by the institutions Data Protection and Privacy Notice.

Applying for the Residential Support Scheme (RSS) - An Introduction

Who can apply for the Residential Support Scheme?

To be eligible:

- You must be aged 16 to 18 years old. You must have started your study programme before you turn
 19
- You must satisfy the residency criteria set out in the EFA Funding Regulations (we will verify this as part of your enrolment)
- You must have been offered a place on a full-time study programme that has 16 to 19 funding by the Education Funding Agency EFA at an institution in England (we will verify this as part of your enrolment, but the Foundation Diploma at Falmouth does qualify)
- The substantial qualification that is part of your study programme must **not** be available locally i.e. within reasonable daily travelling distance. 'Reasonable daily travelling distance' means:
 - a daily return journey which takes a maximum of two hours on public transport; or
 - a distance of under 15 miles from your home to the institution
- You must be about to study for your first full Level 2 or first full Level 3 substantial qualification (in exceptional circumstances, RSS may support study for a second Level 2 or second Level 3 substantial qualification, such as the Foundation Diploma)
- Your household income for the 2024-25 tax year must be £30,993 or less. Your application for RSS will be assessed on your household income. This is your income and the income of the adult(s) who are mainly responsible for you e.g. your parent(s) or your main carer(s)
- You (the student) must not be in receipt of Housing Benefit.

If you received RSS in the 2024-25 academic year but will be aged 19 before 31 August 2025 you will not be eligible for RSS support in 2025-26 even though your study programme may be continuing in this year. Instead you should talk to your institution about support that may be available to you through their Residential Access Funds for students aged 19 or over.

Additional Help

If you need help to complete this form you should speak to your student support officer. Further information about RSS can be found at www.gov.uk/residential-support-scheme

Student Details (Part A)

Part A - to be filled in by the student

IMPORTANT: Backdating payments You should apply for RSS before your study programme starts where possible. To apply you must have an unconditional offer of a place. Applications may be made after the study programme has started but payments will only be backdated to the beginning of the term in which you apply.				
A1 - Your name				
Surname / Family Name:				
First Name(s):				
A2 - Your date of bir	rth			
Date of Birth:	You must be aged 16 to 18 years old. You must have started your study programme before you turn 19.			
A3 - Your permaner	nt home address			
House No. / Flat No. / Name:				
Street / Road:				
Town / City:				
County:				
Postcode:				
A4 - Your term tim				
provide a rental agreem term time address, the da Your landlord cannot be re You must provide a rental	ere you will be lodging during your study programme, enter the address below. You must nent or landlord's letter with your application form. This must show your name, your ates of your tenancy, the cost of the rent and your landlord's name, address and signature related to you. If you have not yet arranged your lodgings leave questions A4 to A7 blank all agreement or as you have made arrangements. No payments will be made until the documents have be			
House No. / Flat No. / Name:				
Street / Road:				
Town / City:				
County:				
Postcode:	You must enter the postcode.			
Is your term time address 15 r Yes Go to A5	miles or less from campus you will be attending?			
No If your term tir	me address is more than 15 miles from campus you are not eligible for help from the RSS			

your study programme
Landlord / Agency Name: Address:
Postcode: You must enter the postcode.
A6 - Your rent
Enter the amount of rent you will be paying per week: Or Enter the amount of rent you will be paying per month: £ ££££.
monur.
Do you know what date you did / will take up your term-time Yes Enter the date here and go to A7 D D M M Y Y Y
accommodation? You will need to confirm this before payments can be made. Go to A7
A7 - What qualification do you already have (mark the boxes below)
(change and a great and a grea
Do not tell us about qualifications that you are due to start or are part way through. Only tell us about qualifications that you have fully completed.
Access to HE BTEC Level 3 National Certificate / National Diploma
NVQ Level 3 BTEC Level 2 First Diploma
NVQ Level 2 BTEC Level 1 Introductory Diploma
NVQ Level 1 Vocational-Related Qualification Level 3
International Baccalaureate Vocational-Related Qualification Level 2
For the following qualifications, tell us if you have them and how many you have fully completed. A Level How many? GCSE at grade 9 to 4 How many?
A Level How many? GCSE at grade 9 to 4 How many? AS Level How many? GCSE at grade 3 to 0 How many?
Overseas qualifications. If you have an overseas qualification, you must enclose a National Recognition Information Centre (NARIC) certificate with your application. Your educational institution may be able to help you obtain one.
Other qualifications (for example OCR / Cambridge Nationals/City and Guilds). Enter the details in the box below. You must
provide a photocopy of your certificate(s) with your application.

A5- Your landlord's address or the agency to which you have to pay rent during

Income Details (Part B)

Part B - to be filled in by the adult(s) and the student

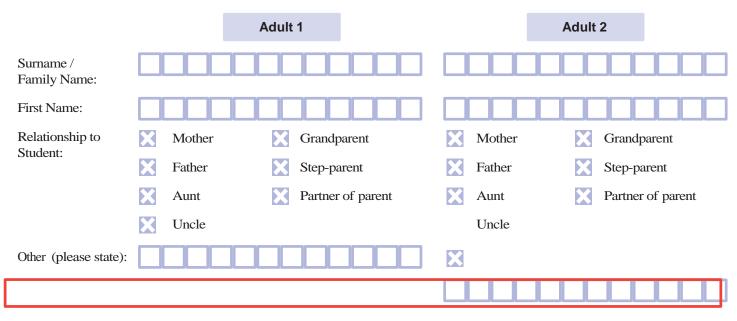
IMPORTANT: We need the income details for your household for the tax year 6 April 2024 to 5 April 2025 to assess your application. We need the income for you and the adult(s) who are mainly responsible for you. Before you complete this section, make sure you read pages 5-11 of the Guidance Notes.

B1 - Does the student normally live with you at the address shown in question A3?

X Yes	Go to B2

B2 - Your relationship to the student

Enter the details below if you are the adult(s) responsible for the student and they live with you (when they are not studying away from home) at the address shown in question A3.



Questions B3 to B11 are about Income Details - these must be for the 2024-25 tax year (6 April 2024 to 5 April 2025).

The easiest way to tell us about your income is to give us your latest Tax Credit Award Notice (form TC602) that correctly states your total

household income for the tax year 2024/25. You should give us a photocopy but this must be clear and complete.

A Tax Credit Award Notice is sent to you if you receive Working Tax Credit or Child Tax Credit.

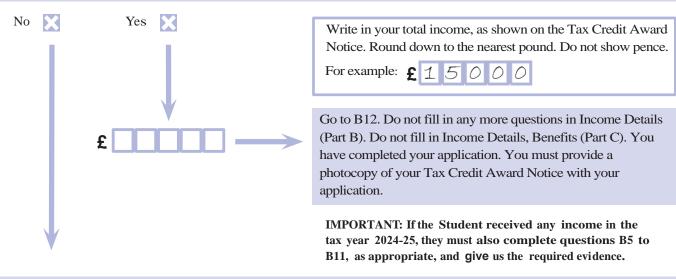
The figure you need to give us is your total income shown on the inside pages of your notice, as shown in the picture - not the amount of tax credits you receive.

Do not give us your Review Notice (form TC603R) or a Tax Credit Award Notice that does not state your correct income for the tax year 2024-25.

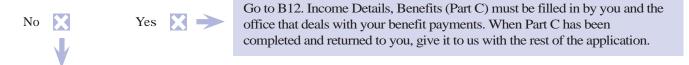
If you do not have a Tax Credit Award Notice that correctly states your income for the tax year 2024/25, you can apply using a P60 or benefits information.



B3 - Do you have a Tax Credit Award Notice (form TC602) that correctly states your household income for the tax year 2024-25?



B4 - Did you receive Income Support, Income-based Jobseeker's Allowance, Incomerelated Employment and Support Allowance, Pension Credit or received Universal Credit in place of these eligible benefits during the tax year 2024-25?



Fill in the following questions if you received any income in the tax year 2024-25 and have not enclosed a Tax Credit Award Notice showing your income for the tax year 2024-25 If you received benefits for only part of the tax year 2024-25 you must also complete Income Details, Benefits (Part C).

B5 to B7 - Income from employment

Before you complete questions B5 to B7, see Guidance Notes for help. Where income has been received, enter the amount and provide us with the evidence required. Round your answers down to the nearest pound and do not include pence.

	Adult 1	Adult 2	Student
B5 Write in your total earnings as an employee from		£	
all jobs before taking of Tax and National	You need to give	us any P60 or P60U forms ye	ou have for 2024-25.
Insurance contributions.			
B6 Write in the value of any benefits in kind from			
your employer, e.g. company car and			
Fuel or taxable vouchers £		£	£
	You need to give to employer for 2024	us any P9D or P11D forms y -25.	ou have from your
B7 Write in your total income from self-employment $\boldsymbol{\xi}$		£3	£3
	You need to give to (SA302) for 2024-	us your Self-Assessment Tax 25.	Calculation form

Work out the total for both be required to provide supp		nt of any other income, incl	uding pensions, using the ta	able below. You may
Annual amount of:	Adult 1	Adult 2	Student	
Income from savings and investments				
Income from property				
Trusts, settlements and estates				For income paid in
Foreign income				a foreign currency,
Pensions (state, occupational or personal)				state the equivalent in British pounds. See page 17 of the
Notional income				Guidance Notes.
Now add together the totals		-		
			Now deduct £30	- 3 0 0
Total (if this makes a minu	us figure, just enter £0)			
Adult Dependent's Grant of	or miscellaneous taxable i	ncome (include the full an	nount)	
Total other income (round	down to the nearest pour	nd)	1	£
If you were employed for only part of the tax year 2024-25 include this income in questions B5 to B7. If you received benefits for only part of the tax year 2024-25 you must complete Income Details, Benefits (Part C). If you received any 'other' kinds of income during the tax year 2024-25 you must complete B11 Question 7				
B9 to B10 - Allow	able deductions	(see the Guidance	e Notes)	
	A	dult 1 Ad	ult 2 Stud	ent
B9 Write in any person pension contributio paid into a registere	nal £	£	£	
scheme. Enter the gamount.	need to		d into an 'occupational pensersonal pension contribution	
B10 Statutory Maternity or Additional Pater Or Adoption Pay. F	rnity Z L	estion, see the Guidance N	£ lotes.	
•	•	, did you receive e Guidance Notes	any of the 'other' k s?	kinds of
-			ox below. You do not need a before you answer this que	

B8 - Other income (see the Guidance Notes)

Before signing- please ensure you have seen the institutions Data Protection and Privacy Notice

Adult one signature:	Date:	DD	MM	2 0 Y Y
Adult two signature:	Date:	DD	MM	2 0 Y Y
Students signature:	Date:		MM	2 0 Y Y

IMPORTANT: By signing and dating this form you are agreeing to all the conditions and eligibility criteria of the Residential Support Scheme outlined in the application form and application Guidance Notes.