

Notes to help you with your 2009/2010 ILA Scotland £500 application

These notes are to help you fill in your application for funding towards part-time higher education and professional qualification courses. If you are a full-time higher education student you are not eligible for this funding. Please do not use this form to apply for any other type of ILA Scotland account as we will not be able to process your application. You can get more detailed information about ILA Scotland from the leaflet that is included with this pack or by visiting the ILA Scotland website at www.ilascotland.org.uk. You can also contact the helpline free on 0808 100 1090.

What you need to do

- Read these notes carefully before you fill in your application. If you have any questions, call the helpline free on **0808 100 1090**.
- Please use a **black ballpoint pen** and give us all the details we ask for. Make sure that you sign and date the declaration box.
- **Please do not fold the application form.** Return it to us in the envelope supplied or send it to ILA Scotland, PO Box 17277, Edinburgh, EH12 9GA.
- Please send us copies of all the documents we ask for as we won't be able to process your application without them. To protect your original documents, please send us photocopies if possible.
- You must tell us if there is any change in your circumstances that may affect any ILA Scotland funds due to you.
- If you need any help or advice about applying you can give us a call on **0808 100 1090**.

If you do not fill in the form correctly we may not be able to process your application.

Note A: Your Personal Details

- A.1** This is your ILA Scotland reference number. Please have this number handy if you call as it will help us to find your details more quickly.
- A.2-A.9** We have filled in these details using information you gave us over the phone. If we need to contact you we will use these details, so please check them carefully. If any details are wrong please fill in the correct details in black ink in the space provided.
- A.10** If you have to change any of the details in A.2-A.9 then cross (x) the box and make any changes, as instructed, in the space provided.
- A.11** You must be ordinarily resident in Scotland to make your application for an account.
Ordinarily resident means that you live in Scotland year after year by choice, apart from temporary or occasional absences such as holidays or business trips. Living here totally or mainly for the purpose of receiving full-time education does not count as being ordinarily resident.
If you are not a UK national, you must be settled in Scotland (as set out in the Immigration Act 1971) immediately before the date on which you made your application.
If you are not sure whether you are eligible, please call the ILA Scotland helpline on **0808 100 1090**.
- A.12** If you have not been living in Scotland because you are employed abroad in the armed forces, you will still be able to apply.

Note B: Details of Your Income

Sections you must complete

- B.1** If your income is £22,000 a year or less, and you are studying an eligible course at the required level, you will be eligible for ILA Scotland funding of up to £500 a year. If you receive any of the Benefits/Tax Credits listed under B.3-B.8, there is no need to complete this section. Otherwise, please provide details of your income.
- If you are paid monthly, send your three most recent payslips.
 - If you are paid weekly, send three payslips you have received in the last three months.
- or,
- If you do not have three recent payslips, you can ask your employer to complete the Employer Certification of Income form.
 - If you are self-employed, you should still complete this question, and you will also need to complete the Certification of Self-Employed Income form.

If you also receive a State pension please provide us with one of the following:

- a letter from the Department of Work and Pensions (DWP) confirming your pension
- a copy of your bank statement showing payment reference DWP – SP

If you also receive a private pension please provide us with the following:

- a copy of your most recent pension statement.

Note: You do not need to fill in this section if you receive any of the Benefits/Tax Credits listed under B.3-B.8.

B.2 If you do not have any income of your own, you should cross (x) the box. We will contact you and you may be required to provide further evidence of your income status.

B.3-B.8 Please mark the box with a cross (x) if you receive any of these benefits or tax credits:

- Jobseeker's Allowance
- Income Support
- Employment and Support Allowance
- Carer's Allowance
- Pension Credit (also known as the State Pension Credit)
- Child Tax Credit (maximum rate).

If you receive more than one of these Benefits or Tax Credits, please cross (x) all the boxes that apply.

It is unlikely that ILA Scotland funding will affect your benefits but you should always check this with your local Jobcentre Plus office before you book a course.

We need to see evidence of your Benefit entitlement or Tax Credit. You can send:

- your latest Benefit entitlement letter
- your most recent Tax Credit Assessment Notification.

You must send this with the application as we cannot process your application without this information. If for any reason you do not have your Benefit entitlement letter, you can ask the Jobcentre Plus office to complete the Confirmation of Benefit form contained in the pack. If you do not have your Pension Credit Award Notification you should contact your local Pension Service office and for your Tax Credit Assessment Notification, you should contact HM Revenue & Customs.

We need your evidence of income information before we can process your application for a £500 account. Clear unmarked photocopies of documents are preferred as we cannot guarantee original documents will be returned safely.

Note C: Qualifying part-time course

C.1-C.6 Fill in the details of your course. If you are unsure of any of this information contact your course provider.

C.7 If you receive any financial help towards your course fees from another source such as your employer, please detail the amount. If your course provider is already funding you from the fee waiver scheme then you are not eligible to apply for this support.

Note D: Declaration and Undertaking

D.1-D.2 Please read the declaration carefully and, when you are happy that your application is complete and accurate, you should sign and date it. If you do not do this, we will have to return your application form to you which will delay the processing of your application.

Note E: Course Provider Endorsement

E.1-E.7 **This section must be completed by your course provider.** They will need to confirm that your course is eligible for funding and that you are studying at the required level leading to an HNC, HND, degree, taught postgraduate, Professional Development Award or Continuing Professional Development course. Make sure that they have signed, dated and stamped the form before you send it back to us.

Note F: Checklist

Please take a moment to run through the checklist provided on the application form and check that you have included everything we need to process your application.