



# Housing Funding Support

Student  
Services



# CONTENTS

Housing Funding Information.....1

Housing Funding Case Studies.....6

## HOUSING FUNDING SUPPORT

### Student Guidelines

#### What is it?

This is a discretionary fund the college has provided so you can apply for help towards the cost of your housing and is dependent upon the level of funding the college receives.

- **Funds are limited and are allocated to applicants starting in August and January. This is a cash limited fund and once all funds are allocated applications may be closed.**

#### Eligibility

- Full-time students who meet residency eligibility\*.
- The amount of assistance with housing you will be awarded will depend upon how much your household income is (see scales as below).
- We will only pay housing costs for students with a valid tenancy agreement or mortgage statement, which must include the students name as a liable person (sole/joint tenant/owner).
- We are unable to assist students living in the parental home, residing with family members or renting from a family member.
- Lone Parents and students who receive Housing Benefit are not entitled to receive help from the Housing Fund.

**Please note:** if you are a lone parent or disabled or living with a partner with children on a low income or below the age of 21 if on Further Education non-advanced course, then you are within a small group of students who can still claim housing benefit. You must first claim

housing benefit from the Local Authority and only if refused housing benefit, and you submit proof of this, can the College consider you for assistance provided sufficient funds are available.

### **Further Education (FE) non-advanced Full-Time Students**

You can apply for assistance with housing costs **only** if you are 21 years of age or over.

### **Advanced - HNC/HND Full-Time Students**

Please note that to receive any financial assistance with your housing costs from Dundee and Angus College you must have applied for the maximum support (including full loan) from the SAAS.

### **How is it Paid?**

Housing costs are paid to you subject to satisfactory attendance. It is paid to you fortnightly in arrears directly into your bank account. How is it Assessed?

Your online housing application cannot be finalised until your Bursary/SAAS application has been decided. The amount of housing support you will be awarded will depend on your household income. This will be taken from the documentation you provide with your online application.

Gross Income	College Contribution for FE Students (Students on Further Education non-advanced courses)	College Contribution for HE Students (Students on Higher Education advanced courses)
	Maximum Weekly Allowance	Maximum Weekly Allowance
£10,000 or below	£40.00	£22.00
£10,001 - £12,500	£35.00	£20.00
£12,501 - £15,000	£30.00	£18.00

£15,001 - £17,500	£25.00	£15.00
Over £17,500	£0.00	£0.00

**\*\*Please note the above figures may change due to 2017/18 College allocation of Funds from the Scottish Government**

If you are below 25 at the start of your course then your total household income is taken into account, including; parental income and your income, unless you are self-supporting.

**Your parental income is required if you, the student, are below 25, unless you:**

- Have no living parents / Permanent estrangement from your parents, or
- Are married or living in an established relationship (showing both names on Council Tax, etc.)\* or,
- Are caring for a child dependent on you, or
- Have supported yourself for 3 years or a minimum period of 36 months outside of education (P60 certificates for any 3 years OR Letter from HMRC confirming pay details for any 3 years OR letter from DWP confirming benefits received for any 3 years OR a copy of your formal rent agreement for any 3 years. Income from employment must be at least £3010.80 for each year)

**Please note: you cannot receive help from both the *Childcare Fund* and the *Housing Support Fund*.**

**How is it awarded?**

Once the assessment has been done you will be provided with an award email.

## **Holidays**

Holidays taken out with the normal College holiday periods will be treated as a normal absence.

## **Attendance**

For any absences you should continue to submit online self-certificates of absence within five days counting from the first day of your absence.

Attendance will be monitored throughout the academic year and if your attendance becomes unsatisfactory (below 100%) at any one time your housing payment will be cancelled by the automatic system.

## **Long Term Absence**

If you have been absent for a period approaching 4 weeks, your funding will automatically be suspended until such time as you have returned to your studies, achieved a sustained period of attendance and completed all outstanding work.

## **Responsibilities**

- You must submit your online housing application fully completed before 6th October 2017. If you fail to submit your application by this deadline you may not receive any backdated funding.
- You must also have enrolled and attended your course before payment is made.

## **Documentation required in support of your application**

You will be required to provide evidence of your rent or tenancy agreement. If you require a copy of this please contact your local housing association, local council department or landlord.

Please see below a list of local council contact details who should be able to provide a letter confirming your current rental agreement including costs.

## **Dundee City Council**

Rent Control

Dundee House  
50 North Lindsay Street  
Dundee  
DD1 1QE  
01382 307300

**Angus Council**

Arbroath Access Office  
Old Parish Church  
Kirk Square  
Arbroath  
DD11 1DX  
03452 777 778

(For all other Angus Towns please call the Access Hotline 03452 777 778 for rent information)

**Perth City Council**

Housing Advice Centre  
10-16 York Place  
Perth  
PH2 8EP  
01728 476000

**Fife City Council**

Housing Advice Line: 03451 550033

**Aberdeenshire Council**

Housing Advice Line: 03456 081203

**Frequently Asked Questions – Housing Support Information**

**Q. Am I eligible for financial assistance from the College to help me pay my rent/mortgage?**

A. You are eligible to apply for assistance from the Housing Support Fund if you are a full time student and have applied for your full funding, from either the College Bursary or the maximum loan from SAAS (whatever is applicable) and provide evidence that you are responsible for paying rent or mortgage payments and not in receipt of any housing benefit.

**Q. How much financial help will I get towards my rent/mortgage?**

A. The actual amount you may be eligible to receive is based on your household income, which includes your parents or partner's income (whichever is applicable) and any unearned income you may receive

**Q. What evidence do I need to submit?**

A. You will need to submit your SAAS or College funding award letter (whichever is applicable), evidence of your parents' or partner's income for the last financial year (if applicable) and evidence of any unearned income you may receive during the current academic year. We will also need evidence that you pay rent (lease/tenancy agreement) or mortgage (bank letters or statements which clearly show you pay mortgage payments). You can submit this online by uploading the relevant documents or by bringing the documents into the Student Services area.

**Q. If I am eligible for assistance, how will this be paid?**

A. Housing support will be paid directly to your bank account on a fortnightly basis throughout the duration of your course. Continuation of this payment is subject to 100% attendance which will be monitored every 2 weeks.

**Q. Will I still receive Housing Funding assistance during the holiday weeks?**

A. Yes, your payments will cover holidays throughout the Academic year (subject to attendance), but not during the summer if you are a continuing student

**Q. Can I get help to apply for the Housing support?**

A. Yes, you can go along to any campus Advice Centre or Student Services area to get help completing the online application form and uploading documents.

**Q. Will my Housing support assistance be backdated if I am late in applying?**

A. All applications received before the October College holiday will be backdated. However, we will not backdate any Housing



support applications received after the 6<sup>th</sup> October 2017 and only under the discretion of Student Services will an individual case be considered for backdated payments.

**Q. What happens if my SAAS/College funding has not been awarded after I start College, can I still apply to receive help from the Housing Fund?**

A. A four week provisional payment may be put in place, until you provide evidence that your SAAS/College funding has been approved.

**Q. If I am EU student will I be eligible to apply for Housing Support?**

A. You may be eligible if you meet the residency requirements and receive full funding from SAAS or the College (whichever is applicable)

**Q. Can I receive help from both the Childcare Fund and the Housing Support Fund?**

A. Unfortunately, you cannot make an application to receive help from both funds; you must either submit funding application or a Housing Support application

**Q. My name is not on the tenancy/mortgage agreement.**

A. You will be required to provide evidence of this from your Council Tax Notice

**Q. What is unearned income?**

A. Unearned income is income you receive from e.g. Working Tax

**Q. Can I apply if I am a lone parent, living with a partner with children and on a low income, under the age of 19?**

A. Please note that if you are a lone parent or disabled or living with a partner with children on a low income or a FE student below the age of 21yrs, you are within a small group of students who can still claim housing benefit. You must first claim housing benefit from

the Local Authority and only if refused housing benefit, and you can submit proof of this, then the College consider you for assistance provided sufficient funds are available.

## **Housing Support Case Studies**

### **Case 1**

“Cheryl is currently on NC Hairdressing course. She is a single parent of two, age 5 and 7. She is unemployed and on benefits. She would like to apply for Housing Support from the college”.

**Cheryl** is not eligible for college housing support as she is within the small group of student’s studying FE Level course who can still claim housing benefit due to her lone parent status. She must first claim housing benefit from the Local Authority and only if refused housing benefit, and she submits proof of this, can the College consider her for assistance.

### **Case 2**

“Jane is 23, living with her partner in their own accommodation. She is currently doing HNC Accounting. She is unemployed and not receiving benefits. Her partner is 26, on minimum wages, working around 32 hours a week, claiming Working Tax Credit.

Jane would like to apply for Housing support from the college. Unfortunately, Jane did not apply for the maximum support from the SAAS and will not qualify to receive financial assistance from the college.

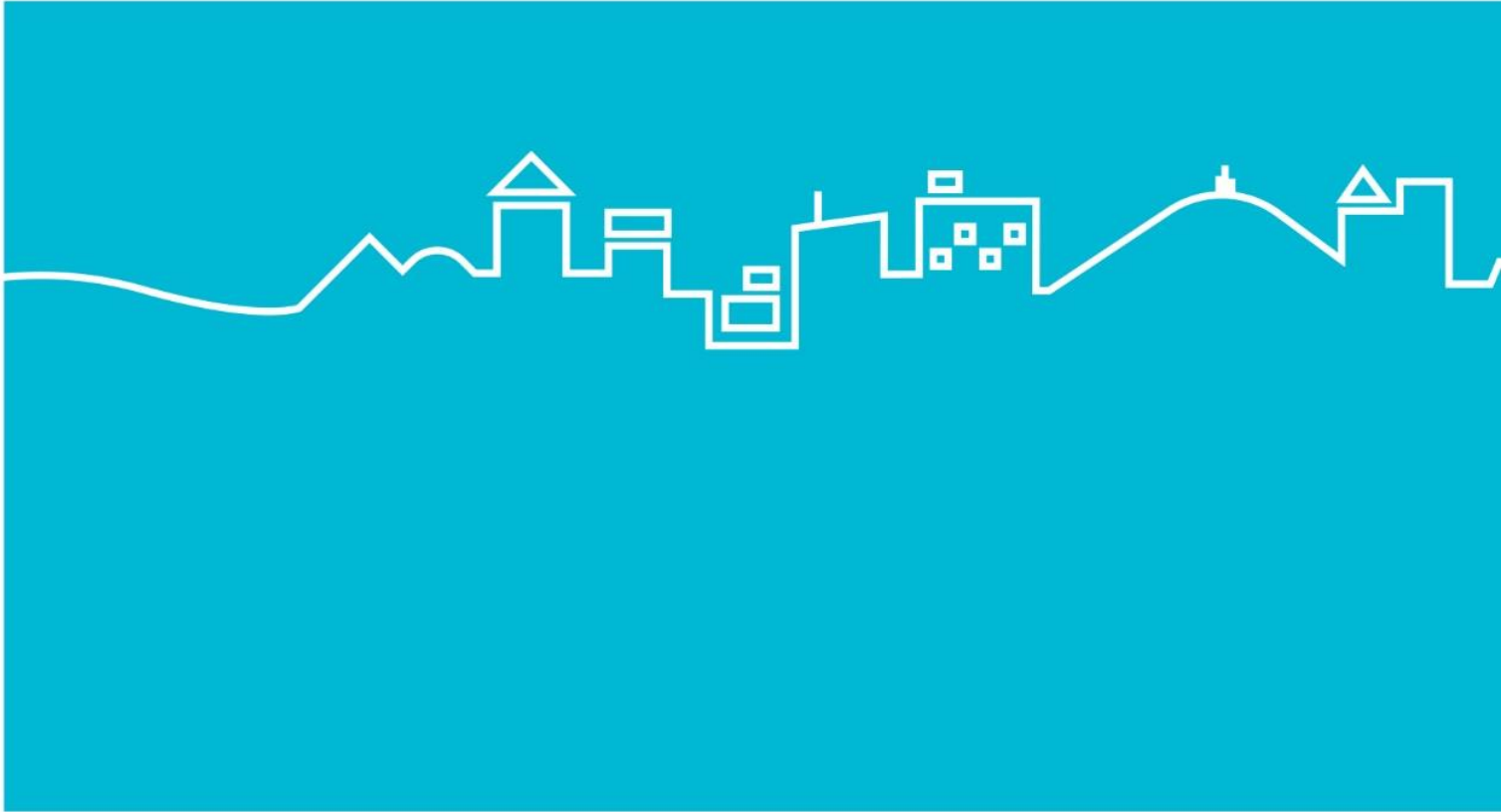
Jane has contacted SAAS and is having her loan re-assessed. However Jane is concerned that combining the full SAAS loan with her parental income may take her over the threshold.

**Jane** may be eligible for Housing support from the college, as she has applied for the full loan and she is a joint tenant living in her own accommodation. The college will only take into account their joint household income from employment.

### **Case 3**

“Craig is 19, single, living in his own accommodation with a flat mate. Craig is currently doing NC Engineering at College. He has just applied for the Housing Support from the college”.

**Craig** is not eligible for college housing support as he is under 21 and on an FE Level course. He is within the small group of students who can still claim housing benefit. He must first claim housing benefit from the Local Authority and only if refused housing benefit, and he submits proof of this, can the College consider him for assistance.



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