

Procedures and Guidance for students age 19 plus applying for financial support

- **Adult Education Discretionary Learner Support Fund (DLS)**
 - **Advanced Learner Loans Bursary Fund**

Introduction

The above funds exist to enable students who have been identified as experiencing the greatest need for financial support to remain in education and thereby improve their choices in life.

We recognise that education brings with it a financial burden and for this reason we are likely to receive many more applications than we can approve. We are committed to assessing all applications received in a fair, consistent and objective manner.

As students can apply at any point in the year, we may find the available funds are fully utilised during the year and be unable to consider any further applications from that point. Please note that these sources of support are limited.

Eligibility and Criteria

To be eligible for financial assistance learners must: (1) be an enrolled student as defined by the college; (2) have been 'ordinarily resident' in the British Isles or European Economic Area (EEA) for purposes other than education for the last three years, and students must satisfy the residency criterion. This means having a British or Northern Ireland passport, or

- ◆ Having your passport endorsed to show you have the right of abode in the UK
- ◆ Having 'settled status' in the UK.

This guide seeks to outline the eligibility criteria for the following support funds and how to apply:

- Discretionary Learner Support
- Advanced Learner Loans Bursary

Learners who are eligible for the funds will not automatically be entitled to them.

Discretionary Learner Support Fund (DLS)

DLS is aimed at supporting learners with a specific financial hardship that prevents them from taking part in learning. The specific financial hardship categories are:

- **19 and over in financial hardship**
- **20 or over with childcare issues**
- **Covid-19 response DLS**

Learners who are eligible for the fund will not automatically be entitled to it.

Eligibility for DLS

You must meet all the usual eligibility criteria for GMCA/ESFA funding for your main programme of study. This will be assessed at enrolment. If you are eligible to be funded for your programme of study by the GMCA/ESFA, then you are eligible to apply for DLS. Please seek advice if you are unsure.

- If you are being “fully funded” by the GMCA/ESFA for your programme of study, you may only apply to DLS for support with childcare issues (if you are 20 plus), transport or Covid- 19 Response DLS.
- Learners who are paying something for their programme of study and are part funded by GMCA/ESFA may apply under any of the categories; 19 and over in financial hardship, 20 or over with childcare issues, Covid-19 response DLS.

Learners whose needs would be better supported with the provision of learning support rather than DLS will be advised accordingly.

Income thresholds for eligibility

The income thresholds below do not apply to the Covid-19 response DLS category and you can apply regardless of your financial circumstances. For this category each case will be reviewed on an individual basis with the recommendation of your tutor and subject to supply/demand.

You can apply to the DLS if you, your parent/carer (if you are living at home) or your spouse/partner are receiving “out of work” income based benefits or have a low income. Please see below for income thresholds.

You can apply to the DLS if your household income does not exceed £26,000. For a household with more than one dependent child, the income threshold is £30,000.

Reasons for which you can apply for DLS:

| | |
|--|---|
| <p>19+ Hardship</p> <ul style="list-style-type: none">• Course related costs e.g. trips, books, equipment• Transport• Exam fees, accreditation fees, fees or charges due to external bodies or registration fees• Support provided by others, or provide items, services or cash direct to the learner (grant or repayable loan) | <p>Please note, depending on your application, if successful you may be offered items, services or money to enable you to take part in learning. The most suitable means of support will be assessed and discussed with you. Any award made will normally be a contribution towards total costs, not payment in full.</p> |
|--|---|

| | |
|---|--|
| <p>20+ Childcare</p> <p>Conditions on your childcare payments apply:</p> <ul style="list-style-type: none"> • This fund can only be used for a childminder, provider or agency that is OFSTED registered. • The agreement or contract for the services of childcare is between you and the provider not the provider and the college. • You are expected to use your child/children's entitlement to nursery education funding for each day they are receiving funding for childcare costs from the college. • You must maintain an overall attendance of 90%. This will be checked as and when the childcare invoice is received. • Payments are made to your childcare provider by the college in arrears. • Assistance with childcare is available for term-time only and for the time you attend your timetabled classes at college, for the duration of your course. Therefore, over half term, Christmas and Easter breaks the DLS fund will not pay for your child's place. • If you withdraw from your course, you will be responsible for any costs to cover the period of notice needed by the childcare provider if applicable. • Where you continue to use childcare provision after completing your course, you will be liable for all childcare costs. | <p><u>You must attach proof of household income/income based benefits to your application as well as indicate your reason (s) for applying.</u></p> <p>The outcome of your assessment for DLS will be recoded on a learning agreement for you to sign.</p> |
| <p>Covid-19 Response DLS</p> <p>Supporting learners who cannot undertake online delivery in the event of local or national measures in response to Covid-19. If you are self-isolating, or caring for others affected by coronavirus, or are otherwise affected by local/national measures and continue with the course via online learning and you:</p> <ul style="list-style-type: none"> • do not have Internet access at home and/or • do not have a suitable device ie laptop or tablet to complete course work online <p>A device (eg. dongle/laptop) will be loaned out to you with the expectation you return this, in the same condition in which you received it, to college once your course is completed, or if you withdraw from the course.</p> | |
| <p>Other</p> <ul style="list-style-type: none"> • You may indicate a need not outlined above | |

Application Forms

Forms can be requested from Higher and Adult Education Admissions. Please contact ljp@asfc.ac.uk or call 0161 6668215. The form can also be downloaded from the College website. We cannot accept on-line applications. Applications must be submitted by paper and must be accompanied by supplementary evidence, as requested.

Incomplete Applications

Please ensure that your completed application form is submitted with the supporting evidence we have requested. We cannot process your application without the evidence required and this will almost certainly lead to delays in assessment. No back payments will be made.

Payments or other support

If your DLS application is successful, you will be notified of the outcome and the support you are to receive and by what means. Awards are dependent upon full attendance. The College can also stop payments if you do not adhere to the conditions of your Learning Agreement.

Agreement

You will be asked to sign a learning agreement which indicates you are to receive DLS.

Appeals

If you believe that the decision regarding your DLS application is incorrect, you should put in a Letter of Appeal to the Senior Admissions Officer at the College address. You will receive a decision on your appeal within two weeks of our receipt of the appeal. If you are still unhappy with the decision, you should use the College's usual Complaints Procedure.

Future changes

This policy and procedure will be updated in accordance with funding body guidance.

Privacy Notice for Students – Adult Education Discretionary Learner Support Fund (DLS)

This privacy notice explains how the college use your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to carolyn.wright@asfc.ac.uk. Your personal information is used by us to exercise our official authority to provide further education services within the relevant legal framework. We also have requirements placed on us by the Department for Education (DfE), the Education and Skills Funding Agency (ESFA) and the Greater Manchester Combined Authority (GMCA).

What information do we collect about you?

We collect information from you when you submit an application to the Adult Education Discretionary Learner Support Fund. The information we collect includes your name, address, contact details, date of birth and information about your household and personal circumstances.

How will we use information about you?

We will use the information you provide to process your application for the Adult Education Discretionary Learner Support Fund. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Education and Skills Funding Agency on behalf of the Department for Education at the end of this notice.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college's data protection officer.

Special Categories of Information

The college will also ask you to provide information relating to your residency and nationality, and information relating to benefits your household may receive which may be relevant to your health and other personal circumstances. This information is used to assess your eligibility under the categories of the support fund, and to ensure that we meet our obligations under the Equality Duty. If you would like to discuss this further, please do not hesitate to contact us.

Greater Manchester Combined Authority – Adult Education Budget: Privacy Notice (Version 1)

1. What is the Adult Education Budget?

1.1 The Adult Education Budget (AEB) is a single funding stream replacing what had previously been three separate budget lines. It is intended to fund provision which supports the local labour market and economic development. In particular, it focuses on ensuring that adults have the basic and core skills they need for work; including guaranteeing a number of statutory entitlements relating to literacy, numeracy and digital skills.

1.2 In the Chancellor's Spending Review / Autumn Statement in November 2015, and in further announcements within the Budget in March 2016, it was confirmed that AEB would be devolved to the nine Local Enterprise Partnership (LEP) / Combined Authority (CA) areas. For Greater Manchester, the devolved AEB will play a key role in the region's reform agenda, linking with other activity aimed at supporting residents into productive and sustained quality employment, as part of an integrated education, work, skills and health system.

2. Who we are

2.1 The Greater Manchester Combined Authority (GMCA) is a Public Authority and the Data Controller for the information that is provided to it by the Education and Skills Funding Agency (ESFA) to provide the Adult Education Budget funded provision.

2.2 Legislation requires the GMCA to appoint a Data Protection Officer who is responsible for protecting individuals' personal data according to current legislation. You can contact the GMCA Data Protection Officer via email at OfficeofDPO@greatermanchester-ca.gov.uk

3. How we get your personal data

3.1 The GMCA will be provided with the personal information that is collected by the ESFA in accordance with the terms and conditions of funding imposed on providers of learning, for example, further education colleges and private training organisations.

3.2 Learner information collected by the ESFA is known as the Individualised Learner Record (ILR). The specification and standards for the ILR are published for each academic year (1st August to 31st July) by the ESFA (<https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2019-to-2020>). This specification provides more information about the use of your information.

4. Our legal basis for using your information

4.1 The GMCA has a legal responsibility to provide AEB funded provision for the people of Greater Manchester. Therefore, the GMCA is using your data as it "is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller".

4.2 For the special category data, for example gender or ethnicity, our legal basis would be that "it is necessary for reasons of substantial public interest" as the GMCA is carrying out work given to it by law.

5. What do we do with your information?

5.1 The GMCA will only be able to use the data ESFA provide for specific purposes. These are: • Storing your information to make sure it is available when needed; • Processing financial transactions including grants and payments; • Maintaining accounts and records; • Supporting and managing our employees; • Providing adult education services; • Administering any corporate activities the GMCA are required to carry out as a data controller and public authority; • Undertaking research and evaluation of the services provided; • Supporting internal financial and corporate functions; and • Providing reports to governance boards regarding the adult education services. When using the data for the above purposes GMCA will be considered as a Data Controller.

6. What do we do to make sure your information is secure?

6.1 The information the ESFA provide will be subject to rigorous procedures to make sure it can't be seen, accessed or shared with anyone who shouldn't see it. These include: • All staff receive specific information security training; • All staff comply with Information Security policies and procedures. These set out how your information is protected and what happens if the security of the information is breached; • All laptops used by staff are encrypted and need a unique logon password and ID to access the computer systems; and • Staff only have access to the information they need to do their job. This means if they are not the right person in the right team they will not be able to see your information.

6.2 The GMCA also has responsibilities to keep our computer systems secure and take steps to stop outside malicious access, also known as hacking. This requires us to comply with requirements specified by central Government.

7. How long will we keep your information?

7.1 The GMCA will delete your information after December 2032.

DLS/Advanced Learner Loans policies Feb22

8. How can I exercise my information rights?

8.1 The GMCA must comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. Under data protection law you have rights, including:

- Your right of access – you have the right to ask us for copies of your personal information;
- Your right to rectification – you have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure – you have the right to ask us to erase your personal information in certain circumstances;
- Your right to restriction of processing – you have the right to ask us to restrict the processing of your information in certain circumstances;
- Your right to object to processing – you have the right to object to the processing of your personal data in certain circumstances;
- Your right to data portability – you have the right to ask what we transfer the information you give us to another organisation, or to you, in certain circumstances.
- You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you. If you have any requests in line with the above, please contact us at OfficeofDPO@greatermanchester-ca.gov.uk

9. How to find out more

9.1 To find out more about how the GMCA handle your data please visit our Organisational Privacy Notice (<https://www.greatermanchester-ca.gov.uk/who-we-are/publication-scheme/privacy-policy-and-data-protection/>)

9.2 If you feel we have not handled your information appropriately, you can complain to the Information Commissioner's Office. For further details on this and your information rights, please visit the Information Commissioner's website (<https://www.greatermanchester-ca.gov.uk/who-we-are/publication-scheme/privacy-policy-and-dataprotection/>)

Privacy Notice 2021 to 2022 - Education and Skills Funding Agency

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Advanced Learner Loans Bursary

The loans bursary is provided to help vulnerable and disadvantaged loan funded learners to overcome costs associated with study which may prevent them from taking part in or continuing in learning.

This bursary will be prioritised for the most vulnerable and disadvantaged learners. Learners who are eligible for the fund will not automatically be entitled to it. The funding available is limited.

Eligibility

You must meet all the usual eligibility criteria for funding for your main programme of study. This will be assessed at both enrolment and when you apply for an Advanced Learner Loan. You must have a loan approved by the Student Loan Company (SLC).

Income thresholds for eligibility

You can apply to the Advanced Learner Loans Bursary if you, your parent/carer (if you are living at home) or your spouse/partner are receiving "out of work" income based benefits or have a low income. Please see below for income thresholds.

You can apply to the Advanced Learner Loans Bursary if your household income does not exceed £26,000. For a household with more than one dependent child, the income threshold is £30,000.

Reasons for which you can apply for an Advanced Learner Loans Bursary:

| | |
|---|--|
| <p>19+ Hardship</p> <ul style="list-style-type: none"> • Course related costs e.g. course trips, books, equipment • Transport costs • Exam fees, accreditation fees, fees or charges due to external bodies or registration fees • Support provided by others, or provide items, services or cash direct to the learner (grant or repayable loan) | <p>Please note, depending on your application, if successful you may be offered items, services or money to enable you to take part in learning. The most suitable means of support will be assessed and discussed with you. Any award made will normally be a contribution towards total costs, not payment in full.</p> <p><u>You must attach proof of household income/income based benefits to your application as well as indicate your reason (s) for applying.</u></p> <p>The outcome of your assessment for the bursary will be recoded on a learning agreement for you to sign.</p> |
| <p>20+ Childcare</p> <p>Conditions on your childcare payments apply:</p> <ul style="list-style-type: none"> • This fund can only be used for a childminder, provider or agency that is OFSTED registered. • The agreement or contract for the services of childcare is between you and the provider not the provider and the college. • You are expected to use your child/children's entitlement to nursery education funding for each day they are receiving funding for childcare costs from the college. • You must maintain an overall attendance of 90%. This will be checked as and when the childcare invoice is received. • Payments are made to your childcare provider by the college in arrears. • Assistance with childcare is available for term-time only and for the time you attend your timetabled classes at college, for the duration of your course. Therefore, over half term, Christmas and Easter breaks the bursary fund will not pay for your child's place. • If you withdraw from your course, you will be responsible for any costs to cover the period of notice needed by the childcare provider if applicable. • Where you continue to use childcare provision after completing your course, you will be liable for all childcare costs. | |
| <p>Learning Support</p> <p>Learning support such as in class support or additional learning support with the college IL team. (Note that in this case, payment is not made to you but is paid to the college to fund your learning support if it is being provided by the college).</p> | |

Application Forms

Forms can be requested from Higher and Adult Education Admissions. Please contact ljp@asfc.ac.uk or call 0161 6668215. The form can also be downloaded from the College website. We cannot accept on-line applications. Applications must be submitted by paper and must be accompanied by supplementary evidence, as requested.

Incomplete Applications

Please ensure that your completed application form is submitted with the supporting evidence we have requested. We cannot process your application without the evidence required and this will almost certainly lead to delays in assessment. No back payments will be made.

Payments or other support

If your Advanced Learner Loan Bursary application is successful, you will be notified of the outcome and the support you are to receive and by what means. Awards are dependent upon full attendance. The College can also stop payments if you do not adhere to the conditions of your Learning Agreement.

Agreement

You will be asked to sign a learning agreement which indicates you are to receive a bursary.

Appeals

If you believe that the decision regarding your bursary application is incorrect, you should put in a Letter of Appeal to the Senior Admissions Officer at the College address. You will receive a decision on your appeal within two weeks of our receipt of the appeal. If you are still unhappy with the decision, you should use the College's usual Complaints Procedure.

Future changes

This policy and procedure will be updated in accordance with funding body guidance.

Privacy Notice for Students – Advanced Learner Loans Bursary

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What information do we collect about you?

We collect information from you when you submit an application to the Advanced Learner Loan Bursary Fund. The information we collect includes your name, address, contact details, date of birth and information about your household and personal circumstances.

How will we use information about you?

We will use the information you provide to process your application for the Advanced Learner Loan Bursary Fund. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Education and Skills Funding Agency on behalf of the Department for Education at the end of this notice.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college's data protection officer.

Special Categories of Information

The college will also ask you to provide information relating to your residency and nationality, and information relating to benefits your household may receive which may be relevant to your health and other personal circumstances. This information is used to assess your eligibility under the categories of the support fund, and to ensure that we meet our obligations under the Equality Duty. If you would like to discuss this further, please do not hesitate to contact us.

Privacy Notice 2021 to 2022 - Education and Skills Funding Agency

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>

APPLICATION FOR SUPPORT FROM THE DISCRETIONARY LEARNER SUPPORT FUND 21/22

Please read the information on this page carefully. If you do not understand any of the points, please ask the Senior Admissions Officer. Learner Support Funds are used to assist students who may have difficulties in completing their course because of financial considerations.

To be eligible for financial assistance from the Learner Support Fund you must: (1) be an enrolled student as defined by the college; (2) have been 'ordinarily resident' in the British Isles or European Economic Area (EEA/EU) for purposes other than education for the last three years.

Please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.

Your completed application form should be delivered to the Senior Admissions Officer, Higher and Adult Education, as soon as possible, as funds are limited and will be distributed on a first come first served basis.

| To qualify for the Discretionary Learner Support fund you will need to meet one of the following criteria | Tick |
|---|--------------------------|
| 19 and over in financial hardship –for course related costs such as trips, books, equipment, transport, exam fees and registration fees. | <input type="checkbox"/> |
| 20 or over with childcare issues Conditions on your childcare payments apply: <ul style="list-style-type: none"> • This fund can only be used for a childminder, provider or agency that is OFSTED registered. • The agreement or contract for the services of childcare is between you and the provider not the provider and the college. • You are expected to use your child/children's entitlement to nursery education funding for each day they are receiving funding for childcare costs from the college. • You must maintain an overall attendance of 90%. This will be checked as and when the childcare invoice is received. • Payments are made to your childcare provider by the college in arrears. • Assistance with childcare is available for term-time only and for the time you attend your timetabled classes at college, for the duration of your course. Therefore, over half term, Christmas and Easter breaks the DLS fund will not pay for your child's place. • If you withdraw from your course, you will be responsible for any costs to cover the period of notice needed by the childcare provider if applicable. • Where you continue to use childcare provision after completing your course, you will be liable for all childcare costs. | <input type="checkbox"/> |
| Covid-19 Response DLS Conditions will apply: <ul style="list-style-type: none"> • You are self-isolating, or caring for others affected by Coronavirus (Covid 19) or are otherwise affected by local/national measures and continue with the course via online learning and you: <ul style="list-style-type: none"> - do not have internet access at home and/or - do not have a suitable device, ie.laptop or tablet to complete the necessary online course work • You will return the device when your online learning course is complete or if you leave before completing your learning. • You will return the device in the same condition in which you received it. | <input type="checkbox"/> |
| Other need not outlined above | <input type="checkbox"/> |

*If you are being 'Fully Funded' by the GMCA/ESFA for your programme of study you may apply to DLS for support with childcare (if you are 20 plus), transport costs and Covid-19 Response DLS.

| | |
|---|------|
| You will also need to meet the criteria below (n/a for Covid-19 Response DLS) | Tick |
| You, your parent/carer (if you are living at home) or your spouse/partner are receiving 'out of work' income based benefits or have a low income and | |
| Your household income does not exceed £26, 000 or | |
| For a household with more than one dependent child, the income threshold is £30,000 | |

Please note: you will need to provide evidence that you fall into the above categories, so attach copies of any relevant documentation (household income, income based benefit letters).

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| Please give your reason/s for applying for support below: (Please attach any relevant documentation e.g. childcare invoice, transport costs) Course related costs – trips, books, equipment - transport - exam fees or registration fees - 20 + childcare - self-isolating or caring for others affected by Covid-19 - affected by local/national measures - other need |
|---|

Please complete all the details required, in full. If you do not provide the information requested, your application will not be considered.

| | | |
|--------|------------|----------|
| Title: | Forenames: | Surname: |
|--------|------------|----------|

Address:

| | | |
|-----------|---------------------------|---------------------------|
| Postcode: | Daytime telephone number: | Evening telephone number: |
|-----------|---------------------------|---------------------------|

| | |
|----------------|------------------|
| Date of Birth: | Age at 31/08/21: |
|----------------|------------------|

Course(s) you are enrolled on at the college:

| | |
|--------|-----------------------------|
| Tutor: | Timetabled hours each week: |
|--------|-----------------------------|

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|--|----|
| Please indicate if you have already received an award from the Discretionary Learner Support Fund during this academic year 2021/22? | |
| Yes | No |

| | |
|---|---|
| If yes, what amount(s) have you received? | £ |
|---|---|

| |
|--|
| By signing this form you are agreeing to the following: <ul style="list-style-type: none"> • If I leave before the completion of the course I understand I may have to repay some or all of any award issued up to that date. • If my attendance proves to be unsatisfactory I understand any award made could be withheld. • I am not already receiving help with travel or childcare costs (if applicable to claim) from JobCentre Plus or a Work Programme provider in connection with pre-employment training. • I will disclose the amount received to the Department for Work and Pensions (DWP) if applicable. (Please note: DLS payments may affect your eligibility to some benefits). • I certify that the information I have provided above is correct. • I agree to sign a Learning Agreement recording the outcome of my DLS Fund assessment. |
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| | |
|-------------------|-------|
| Signed: (student) | Date: |
|-------------------|-------|

| | |
|----------------------------------|--|
| Outcome Approved or rejected? | Approval: Assistant Principal - Higher and Adult Education & Practitioner Research Lead Date: |
|----------------------------------|--|

| |
|--|
| Rate/amount awarded and payment details: |
|--|

APPLICATION FOR SUPPORT FROM THE ADVANCED LEARNER LOANS BURSARY 21/22

Please read the information on this page carefully. If you do not understand any of the points, please ask the Senior Admissions Officer. Advanced Learner Loans Bursary Funds are used to assist students who may have difficulties in completing their course because of financial considerations.

To be eligible for financial assistance from the Advanced Learner Loans Bursary you must: (1) be an enrolled student as defined by the college; (2) have been 'ordinarily resident' in the British Isles or European Economic Area (EEA/EU) for purposes other than education for the last three years.

Please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.

Your completed application form should be delivered to the Senior Admissions Officer, Higher and Adult Education, as soon as possible, as funds are limited and will be distributed on a first come first served basis.

| To qualify for the Advanced Learner Loans Bursary you will need to meet one of the following criteria | Tick |
|--|------|
| 19 and over in financial hardship –for course related costs such as trips, books, equipment, transport, exam fees and registration fees. | |
| 20 or over with childcare issues Conditions on your childcare payments apply: <ul style="list-style-type: none"> • This fund can only be used for a childminder, provider or agency that is OFSTED registered. • The agreement or contract for the services of childcare is between you and the provider not the provider and the college. • You are expected to use your child/children's entitlement to nursery education funding for each day they are receiving funding for childcare costs from the college. • You must maintain an overall attendance of 90%. This will be checked as and when the childcare invoice is received. • Payments are made to your childcare provider by the college in arrears. • Assistance with childcare is available for term-time only and for the time you attend your timetabled classes at college, for the duration of your course. Therefore, over half term, Christmas and Easter breaks the bursary will not pay for your child's place. • If you withdraw from your course, you will be responsible for any costs to cover the period of notice needed by the childcare provider if applicable. • Where you continue to use childcare provision after completing your course, you will be liable for all childcare costs. | |
| Learning Support <ul style="list-style-type: none"> • Learning support such as in class support or additional learning support with the college IL team. (Note that in this case, payment is not made to you but is paid to the college to fund your learning support if it is being provided by the college). | |

| You will also need to meet the criteria below | Tick |
|---|------|
| You, your parent/carer (if you are living at home) or your spouse/partner are receiving 'out of work' income based benefits or have a low income and | |
| Your household income does not exceed £26, 000 or | |
| For a household with more than one dependent child, the income threshold is £30,000 | |

Please note: you will need to provide evidence that you fall into the above categories, so attach copies of any relevant documentation (household income, income based benefit letters).

Please also provide a copy of your letter from Student Finance England showing details of your approved loan.

| | | | |
|---|--|---------------------------|----|
| Please give your reason/s for applying for support below: (Please attach any relevant documentation e.g. childcare invoice, transport costs) Course related costs – trips, books, equipment - transport - exam fees or registration fees - 20 + childcare - learning support | | | |
| Please complete all the details required, in full. If you do not provide the information requested, your application will not be considered. | | | |
| Title: | Forenames: | Surname: | |
| Address: | | | |
| Postcode: | Daytime telephone number: | Evening telephone number: | |
| Date of Birth: | Age at 31/08/21: | | |
| Course(s) you are enrolled on at the college: | | | |
| Tutor: | Timetabled hours each week: | | |
| Please indicate if you have already received an award from the Advanced Learner Loans Bursary Fund during this academic year 2021/22? | | | |
| | | Yes | No |
| If yes, what amount(s) have you received? | | £ | |
| By signing this form you are agreeing to the following: <ul style="list-style-type: none"> • If I leave before the completion of the course I understand I may have to repay some or all of any award issued up to that date. • If my attendance proves to be unsatisfactory I understand any award made could be withheld. • I am not already receiving help with travel or childcare costs (if applicable to claim) from JobCentre Plus or a Work Programme provider in connection with pre-employment training. • I will disclose the amount received to the Department for Work and Pensions (DWP) if applicable. (Please note: Advanced Learner Loan Bursary payments may affect your eligibility to some benefits). • I certify that the information I have provided above is correct. • I agree to sign a Learning Agreement recording the outcome of my bursary assessment. | | | |
| Signed: (student) | | Date: | |
| Outcome Approved or rejected? | Approval: Assistant Principal - Higher and Adult Education & Practitioner Research Lead Date: | | |
| Rate/amount awarded and payment details: | | | |