

3. COURSE DETAILS

Full Course Title

Year of Course: 1st or 2nd

Full-Time / Part-Time?

4. ADVANCED LEARNING LOAN

Are you applying for an Advanced Learning Loan to pay for your Tuition Fees?

Yes No

5. FINANCIAL DETAILS To be completed by the learner

Important Note: If you, the learner, lives with your parent(s), as per government guidelines, parental income must be declared and evidenced

TYPES OF INCOME	YES / NO	EVIDENCE REQUIRED
Partner / Spouse's Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return
Working Tax Credit and/or Child Tax Credit		All pages of the HM Revenue & Customs Tax Credit award notice dated April 2016 – April 2017
Income Support (IS) / Universal Credit (UC)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Job Seekers Allowance (JSA)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Employment Support Allowance (ESA)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Housing Benefit		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account OR latest remittance advice.
Council Tax Benefit		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR copy of the 2016/17 Council Tax Bill.
State Pension / Pension Tax Credit		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Student's Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return
Parent(s) / Guardian(s) Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return
Parent / Guardian Bank Statement AND Student's Bank Statement		Copy of the up-to-date bank statements (dated within the last three months) showing at least 1 month of credit and debit transactions
Other – Please Specify (do not include Child Benefit, Maintenance or CSA payments)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.

IMPORTANT NOTE:

You must include ALL income evidence with the application. If you do not have the specified evidence, please contact the Student Finance Officer to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case. We advise you to provide photocopies of income evidence as Loughborough College cannot be liable for the loss of original copies.

6. FREE SCHOOL MEALS

Are you aged between 19 and 25 and have a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) in place?

Yes No

If so, whilst at school were you eligible for Free School Meals? Yes No

You MUST enclose evidence of the Learning Difficulty Assessment (LDA) or Education Health and Care Place (EHC Plan)

7. HOW ARE YOU PLANNING TO TRAVEL TO / FROM COLLEGE

(Please tick as appropriate)

Bus Car Train Walk Motorcycle / Motorbike Other (Please specify)

If you are travelling by bus

Please specify the service providers you intend to use (i.e. Arriva, Kinch, Centrebus, etc)

You MUST enclose evidence of your bus pass purchase to include the cost i.e. copy of the receipt / a copy of your bus pass / copy of the standing order mandate / etc.

8. DETAILS OF ASSISTANCE

Financial assistance will be determined by the course-related costs attached to your learning and your own personal circumstances. Additional assistance offered is as follows – please tick the box(s) below and submit the relevant paperwork as appropriate:

Travel in Exceptional Circumstances only

- You must submit a written statement detailing your specific circumstance for consideration. Applications will be dealt with on a case by case basis

Childcare

- Your childcare provider must be Ofsted Registered
- You and your childcare provider must complete and submit the “Application for Childcare Costs” available on request

Other Please specify

- Eg Exam Fees, Professional Membership Fees, Registration Fees, etc

9. PAYMENT METHOD

Any payment that can be made direct to you will be paid into the **Learner's account only**. Please note we are unable to make payments into Parent / carer's accounts. For your convenience and a more secure and effective payment method, the college make financial awards by Bank Transfer (BACS).

Please provide your Bank Details as follows:

Bank Name: (e.g. Barclays, HSBC, etc):

Sort Code

Account Number

Building Society Roll/ Reference Number (if applicable)

Name of Account Holder (e.g. Mr J Bloggs):

You MUST enclose an account statement or letter from your bank or building society that show your name, sort code, account number and home address to ensure correct details are submitted.

10. DECLARATION

By signing in the box below

YOU CONFIRM THAT:

- The information you have given on this form is—to the best of your knowledge—correct and true
- You are NOT on New Deal or a Work-Based Learning scheme
- You have NOT applied for help towards any general living costs
- You will inform the Adult Learner Support Fund, in writing, of any change to your personal, family or financial circumstances
- You have NOT applied to any other organisation (e.g. a charitable trust) for any help that the College might give you from any Bursary

YOU AGREE THAT:

- Loughborough College can process your personal data contained in this form and on your Student Learning Agreement in order to assess your eligibility for support through the Bursary Fund. If you have given personal information relating to anyone else on this form you have obtained their permission to disclose it
- Loughborough College are able to speak to your parent(s)/guardian(s) about your bursary application where they have supplied their income as evidence

YOU UNDERSTAND THAT:

- You may be committing a criminal offence if you omit to disclose any information that may affect your application
- Awards from the Adult Learner Support are made on a LOAN BASIS. If you successfully complete your course, the loan may be converted to a non-repayable grant
- If you leave your course early, the College will ask you to return any money, equipment or travel pass that has been given to you from the Fund

Sign your name in this box

Write (print) your name in this box

Write today's date in this box

WHEN YOU HAVE COMPLETED THIS FORM YOU SHOULD SEND IT (WITH THE EVIDENCE REQUIRED) TO:

Discretionary Adult Learner Support Fund Applications,
Loughborough College, Radmoor Road,
Loughborough, Leicestershire LE11 3BT

BY THE DEADLINE OF: 16th SEPTEMBER 2016

If you need any further information or help with making an application please contact us:
Tel: 01509 215831 E-Mail: studentfinance@loucoll.ac.uk

WHAT INFORMATION DO I NEED TO SUPPLY WITH THIS FORM?

You must supply additional evidence with your application where requested.

Please remember:

- Evidence to support your application must be correct and in date as per Sections 5, 6, 7, 8 & 9.
- Each page should be marked with the name and date of birth of the applicant
- Send the originals or good quality photocopies.
- Any original documents will be returned although at busy times we cannot guarantee to return originals to you quickly.

Confidentiality: applications are only seen by staff involved in the delivery of the Adult Learner Support Fund. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made.

Data Protection Act 1998: Loughborough College is a data controller in terms of the 1998 legislation. Learner Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support. The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

The Discretionary Adult Learner Support Fund is cash limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.