

# **FINANCIAL SUPPORT 2016/17** **DISCRETIONARY ADULT** **LEARNER SUPPORT FUNDS**

Loughborough College offer two Adult Learner Support Funds; **Discretionary Adult Learner Support Fund (dALSF)** and **Advanced Learning Loans Bursary Fund**. You will not need to indicate which one you are applying for this will be evident from your application form.

## **DISCRETIONARY ADULT LEARNER SUPPORT FUND (dALSF) – WHAT IS IT?**

Designed to help students aged 19 or over (as at 31<sup>st</sup> August 2016), whose household income is less than £30,000 to meet some of the costs incurred as a result of studying.

## **ADVANCED LEARNER LOANS BURSARY FUND – WHAT IS IT?**

Designed to help students aged 19 or over (as at 31<sup>st</sup> August 2016) who are eligible to receive the Advanced Learner Loan to meet some of the costs incurred for 'Additional Learning Support' and 'Childcare Fees' as a result of studying subject to available funding.

### **1. AM I ELIGIBLE?**

#### **Discretionary Adult Learner Support Fund**

To be eligible for financial assistance from the Discretionary Adult Learner Support Fund you must be in one or more of the following categories:

- Be a home student aged 19 or over as at 31<sup>st</sup> August 2016
- be attending a full or part time course funded by the Education Funding Agency or Skills Funding Agency
- Have been resident in an EU country for the whole of the last three years
- Be a Refugee whose 'Refugee' status was confirmed in the three years prior to starting the course
- Have an annual household income of less than £30,000 per year before tax
- Be an Asylum Seeker who has legally been in the UK pending consideration of their claim by the Home Office for longer than six months and no decision has been made
- Be an Asylum Seeker who has been refused asylum but eligible and granted support under Section 4 of the Immigration and Asylum Act 1999

#### **Advanced Learner Loan Bursary**

The Advanced Learner Loans Bursary Fund is aimed at helping vulnerable learners who are being funded through the Loan for course fees such as those with learning difficulties or disabilities, parents who need help with childcare and ex-military personnel.

Subject to available funding, if eligible, applications will be considered only for assistance with 'Childcare Fees' and 'Additional Learning Support (ALS)'

#### **You will not receive funding if:**

- You do not meet any of the above criteria
- You are fully funded by the Advanced Learner Loan
- In some cases if you are fully funded by the Skills Funding Agency (ie: paid no tuition fees)
- You have outstanding debts to the college
- You are already receiving financial assistance through alternative funds (ie New Deal, Charitable Trusts, etc)
- Your household income is above £30,000 per year before tax
- You are in prison or a young offender institution or have been released on temporary licence (ROTL), for example on day release
- You are studying a Higher Education course, waged Apprenticeship or provision with learning aims that are identified as wholly funded from other sources

**The College reserves the right to withdraw Discretionary Adult Financial Support Fund allocations if:**

- Your attendance falls below 95%
- Your behaviour is unsatisfactory
- You withdraw or are withdrawn from your course(s)

**2. HOW DO I APPLY?**

- If you are eligible - complete and submit the application form
- Ensure ALL sections are completed in FULL and submitted with ALL relevant evidence
- Incomplete applications will not be processed
- Failure to provide the correct documentation will cause a delay in the processing of your application
- Photocopies of evidence are acceptable. Original documents will be returned as soon as possible

If you have any queries with regard to the funds and application form, please contact the Bursary Fund Team in one of the following ways:

- **Contact us:** [studentfinance@loucoll.ac.uk](mailto:studentfinance@loucoll.ac.uk)
- **Call us:** 01509 215831
- **Visit us:** at The Welcome Desk

**3. VERY IMPORTANT INFORMATION**

**APPLICATION DEADLINE: 16<sup>th</sup> SEPTEMBER 2016**

- The budget for the Adult Financial Support Funds is fixed
- Learners who may be eligible for support are not automatically entitled to it
- Funds are aimed at those most in need of financial assistance
- Funds are limited and can only be allocated whilst funding lasts – you should apply as soon as possible
- All awards are at the discretion of the College
- Funding cannot be guaranteed in cases of over-demand
- Funds are only available to assist with costs relating to your course or attendance at college
- There is a maximum amount of money available per student, which we are unable to exceed
- Due to the limited funds available, Travel, Childcare, Food and Stationery will be given priority in this order
- You must supply all necessary evidence with your application. Your application will not be assessed without it. Failure to submit the correct evidence will delay your application being processed
- If you enrol on your course and your application for financial assistance is unsuccessful, you will be responsible for paying your course fees in full
- If you are successful and then withdraw or are withdrawn from your course(s), you will be required to repay all or some of the money awarded and also any outstanding fees to Loughborough College
- If you receive an award that will pay only part of your fees, you will be responsible for paying the remaining balance
- All awards are based on you attending 95% of your classes (including additional Learning Support and Tutorials) and completing your course. If you do not meet the conditions you will have to pay the full costs of your course. Attendance checks will be carried out throughout the year. The Adult Financial Support Fund reserves the right to withdraw funding at any time and will not be held responsible for any outstanding fees
- If you are applying for help with college fees for a part-time course, you must submit your application form to the Bursary Fund Team and obtain an award letter before enrolling on the course
- If you are applying for help with Childcare, you must complete and submit the “Application for Childcare Costs” together with your application form
- Funding is available per academic year. If you are on a two year course you will need to make a new application each year
- You must inform the Bursary Fund Team in writing, of any change to your personal or family circumstances
- You may be committing a criminal offence if you omit to disclose any information that may affect your application

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- Awards from the Adult Financial Support Funds 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 have been given to you from the Adult Learner Support Fund
- It is your responsibility to tell the Department for Work and Pensions about any DLS support that you are receiving from Loughborough College as dALSF payment may affect your eligibility to some benefits.

#### **4. WHAT CAN I GET HELP WITH & HOW WILL IT BE PAID?**

##### **DISCRETIONARY ADULT LEARNER SUPPORT FUND (dALSF)**

Financial assistance will be determined by the course-related costs attached to your learning and your own personal circumstances.

##### **TUITION / REGISTRATION FEES**

- A contribution of up to 50% (to a maximum of £750) may be made where your programme is defined as 'funded by the SFA' – please contact the college for clarification

##### **For successful applications:**

- If eligible, award payments will be made by internal transfer against your enrolment
- If eligible and you have already paid for your course the contribution will be paid to you by BACS
- If eligible and you have set-up and instalment plan, your monthly payments will be amended accordingly
- Awards will cover up to 50% (to a maximum of £750) of your fees and you should bear this in mind when budgeting for your course

##### **TRAVEL FARE SUBSIDY**

The panel may be able to assist with transport costs (up to a maximum of £300) in exceptional circumstances.

- You must submit a written statement detailing your specific circumstances for consideration
- Applications will be dealt with on a case by case basis
- You will be assessed and awarded based on your course and distance from college
- You are expected to take full advantage of public transport and any travel discounts available to students

##### **For successful applications:**

- Payment will be made by BACS directly to yourself on a termly basis (October, January, April) and subject to you achieving 95% attendance
- This award is a contribution and will not cover 100% of your travel costs

##### **ACCREDITATION FEES / PROFESSIONAL MEMBERSHIP FEES**

- We will only make awards where accreditation / membership fees are directly linked to taking the exams you need in order to complete the course
- Awards made will be up to the maximum amount of £100

##### **For successful applications:**

- Payment will be made by BACS directly to yourself
- It is your responsibility to register with the professional body and pay the fee
- This award will not in some cases, cover 100% of your fees and you should bear this in mind when budgeting for your course

##### **STATIONERY**

An award of £20 as a contribution towards Stationery costs.

##### **For successful applications:**

- It is your responsibility to purchase your stationery required for your course

## **CASH PAYMENT (£350)**

- Awards made will be up to the maximum amount of £350 and paid in instalments
- The first payment will be in November and based on October's attendance
- A payment schedule will be sent with the award
- This payment is a contribution towards ongoing costs relating to your course

### **For successful applications:**

- Payment will be made by BACS directly to yourself
- The instalments will be £50 a month for 7 months starting in November.
- You must achieve an attendance of 95% on a month by month basis to receive payments.

## **COURSE RELATED COSTS (EQUIPMENT, BOOKS, EXAMS, ETC)**

- Where possible and within the government guidelines, the fund may be able to assist with course related costs such as Equipment (kit / uniform), Exams and Books
- Eligibility will be determined once you have enrolled on the course and your course fees have been determined
- Awards made will be up to the maximum amount of £100

### **For successful applications:**

- If eligible, award payments will be made by internal transfer to the relevant department where possible. If payment is required to an external supplier, awards will be made by BACS directly to yourself
- It is your responsibility to forward the order form and payment to the external suppliers

## **FOOD ALLOWANCE**

- £10 per week from w/c Monday 24<sup>th</sup> October 2016 to Friday 26<sup>th</sup> May 2017 will be added to your ID card
- This is for food and drink purchases only from the on-site catering facilities (The View, The Box Office, Café Chino)

### **For successful applications:**

- The monies will be loaded onto ID cards at 8am each Monday morning
- No cash alternative available
- From time to time there may be technical issues. Loughborough College will aim to resolve these as soon as possible
- This funding is available term-time only
- This allowance cannot be saved up and must be used each week – use it or lose it!

## **CHILDCARE**

**Did you know Loughborough College has a nursery on campus?? Please contact Radmoor Day Nursery by telephone 01509 515456 or e-mail [nurseryenquiries@loughcoll.ac.uk](mailto:nurseryenquiries@loughcoll.ac.uk) to check availability prior to using an external nursery**

- Childcare funding can only be awarded for childcare with a provider who is registered with Ofsted
- Assistance with childcare will only be awarded from the dALSF if you are not eligible for one of the following schemes:
  - Free Childcare for Training and Learning for Work (only for those already receiving support from this scheme)
  - New Deal for Lone Parents
  - Care to Learn
  - Childcare Element of Working Tax Credit
  - Any other childcare support
- The dALSF award will not cover 100% of your childcare costs and you will be expected to pay any difference directly to your childcare provider
- Assistance with childcare is available for term-time only and for the time you spend in timetabled classes at college. Therefore, over half term, Christmas and Easter breaks the Discretionary Adult Learner Support Fund will not pay for your child's place.
- The fund will assist with childcare fees over the academic year to the maximum value of:
  - £3,000 for one child in childcare
  - £4,000 for two children in childcare

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- £5,000 for three or more children in childcare
- The fund will not pay childcare provider registration fees
- Your childcare will be awarded based on your attendance (minimum of 90%) and regular attendance checks will be carried out throughout the year. The Discretionary Adult Learner Support Fund reserves the right to withdraw funding at any time and will not be held responsible for any outstanding fees
- It is your responsibility to inform us, in writing, if:
  - Your timetable changes (you must also let your childcare provider know)
  - Your childcare providers fees increase
  - The amount of days/hours your child attends the nursery changes

*Please Note: If you do not inform us of any of the above, your award may be withdrawn*

- The fund cannot guarantee that we will be able to meet any rise in costs during the year. This will depend on the funds available at the time.
- If you withdraw or are withdrawn from your course, the college take no responsibility for payment of outstanding fees

### **For successful applications:**

- You will be notified in writing with the details of awards granted
- Your childcare provider will be notified in writing with the details of awards granted
- Childcare awards will be paid directly to the childcare provider on receipt of a monthly invoice
- Childcare will be awarded for term-time only
- The award will not cover 100% of your childcare costs and you will be expected to pay any outstanding balance directly to your childcare provider

### **5. ONCE I HAVE APPLIED, WHAT HAPPENS NEXT?**

There is a limited amount of funds available and it is the College's priority to use these funds to help as many students as possible. Fully completed forms with all supporting evidence attached, will normally be processed within 28 days of receipt, but in peak times this may take longer. You may be contacted to discuss your particular needs. It is important that you provide evidence of all household income; **if forms are not fully completed or any evidence is missing applications will not be processed**

### **SUCCESSFUL APPLICATIONS**

If your application is successful, you will receive an award notification letter which will indicate how your award will be paid. Wherever possible, payments are made via internal transfers within the college

### **UNSUCCESSFUL APPLICATIONS**

No guarantee can be given that you will be successful in your application for financial assistance. If you are unsuccessful you will be notified in writing. You will then be responsible for all the costs associated with your chosen course(s)

### **APPEALS**

You have the right to appeal if:

- Your application is unsuccessful
- Your assistance is stopped or withdrawn due to poor attendance
- You believe your application has not been assessed correctly
- You do not receive an award or you are not happy with the level of support allocated to you

Your appeal must be made in writing within 10 working days from the date of the decision and sent to:

**Appeals  
Learner Support Funds  
Loughborough College  
Radmoor Road  
Loughborough  
Leicestershire LE11 3BT**

All appeals will be reviewed by a panel. A hearing will take place within 10 working days of receiving the appeals letter from you. The panel will send a decision in writing within 5 working days of the hearing. The decision of the Appeals Panel is final.

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## **6. EQUAL OPPORTUNITIES STATEMENT**

The Bursary Fund Panel will:

- Take positive action to ensure that all full and part time home students can apply for financial support, thus widening participation and providing learning opportunities for under-represented groups
- Ensure that no applicant to the Bursary Fund receives less favourable treatment which cannot be justified in relation to individual financial / personal circumstances
- Ensure that all Bursary Fund literature, marketing and publicity material are free from stereotypes, discriminatory assumptions, images and language
- Monitor and review the effectiveness of the support on a regular basis

## **7. CONFIDENTIALITY**

Applications are only seen by staff involved in the delivery of the Bursary 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

## **8. DATA PROTECTION**

Loughborough College is a data controller in accordance with the Data Protection Act of 1998. Learner Finance and Welfare 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