

**DISCRETIONARY LEARNER SUPPORT FUND
ADVANCED LEARNER LOAN BURSARY
APPLICATION FORM**

Deadline for submitting your completed application: Friday 04 October 2019

19+

**Academic Year
2019 / 20**

Student Details

SECTION 1

Mr/Mrs/Ms/Miss.....

ID Number

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First Name.....

Surname.....

Course Information

Course title:

Residency Status

SECTION 3

Are you an Asylum Seeker? Yes No (If yes, please refer to guidelines under student eligibility)

Advanced Learner Loan

SECTION 4

Are you on the Advanced Learner Loan? Yes No

If yes, will you require support for a learning difficulty or disability? Yes No

Travel

SECTION 6

Do you need help with travel costs? Yes No

Are you required to attend mandatory work placement? Yes No

If yes, please explain why you need help with travel costs

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Childcare Funding

To apply for help with childcare costs please speak to the Welfare and Wellbeing team in room 224.

Your account name

Name of your bank/building society.....

Sort code:

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Account number:

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Roll Number (Saving & Credit Union accounts only)

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Declaration**SECTION 10**

I declare that:

1. I have read and understood the guidelines and conditions for applying to the Discretionary Learner Support Fund and Advanced Learner Bursary Fund.
2. The information I have provided is correct and up to date and supported by documentary evidence. I will inform Student Finance of any relevant changes in this information.
3. I understand it is my responsibility to tell the Department of Work and Pensions about any funding I receive, as this may affect my entitlement to some benefits.
4. I understand I may not receive the full amount I apply for and that the College reserves the right to vary or withdraw the offer of funding subject to available funds and qualifying conditions.
5. I agree that this information may be used by the College in the process of allocating and distributing funds, and for any other purpose connected to my studies or my health and safety, or for any other legitimate reason.
6. I agree that details of my award and application, including personal information, may be revealed, on request, to statutory Government bodies such as the Benefits Agency, Local Education Authority, etc.
7. I understand that if I withdraw from my course before the completion date I will be required to repay an appropriate amount of any funds received.
8. I understand that any attempt to obtain funds by deception will result in disciplinary proceedings and the claim being cancelled. Any funds already paid may have to be repaid to the College.
9. I understand that I am expected to meet the attendance requirements in order to receive payments.

Signed (Student) _____ Date _____

19+ Discretionary Learner Support Fund and Advanced Learner Loan Bursary Guidelines 2019 / 20

Application Deadline Friday 04 October 2019

Funds are limited and targeted at those most in need. All requests for funding will be considered although it may not always be possible to help. If the funding is exhausted, the College reserves the right to close the fund.

Discretionary Learner Support Fund

The Discretionary Fund is a means-tested grant to assist students who have financial difficulties while studying at the College. The fund can contribute towards the cost of your course including course fee, essential equipment, trips, travel costs and childcare fees.

Advanced Learner Loan Bursary

The Advanced Learner Loan Bursary Fund is for students who have had a loan approved by the Student Loans Company, for level 3 courses. This fund can provide financial support to cover course related expenses like childcare fees. Students with learning needs or disabilities can also receive support whilst on their course.

Student Eligibility

Students are eligible to apply for funding if they meet the following requirements as stated in the Funding Rules 2018/2019 issued by the Skills Funding Agency.

- You must be aged 19 or over on 31st August 2019
- Assessed as a home fee student (as part of the enrolment process)
- An 'ordinarily resident' in the UK/EU/EEA for the last three years immediately preceding the start of your course
- Enrolled on an eligible course
- Household (annual gross) income of less than £16,500
- Asylum seekers cannot receive cash payments

Supporting Documents

Students applying for the above funds must provide one of the following:

- Income Support/Universal Credit, Income-Related Employment Support Allowance or Income based Job Seekers Allowance, benefit letter dated within the last 3 months
- Final Tax Credit Award Notice 2019/20 showing student's name (all pages)
- NASS support letter and recent Post Office benefit receipt (no less than one month old)

Other forms of evidence that may be accepted:

P60 (for 2019)/P45

Last 3 monthly pay slips or last 4 weekly pay slips / Self-Assessment tax return 2018-2019 for self-employment.

Travel

Funding for travel is only available to students who live three or more miles away from their College site. Payments are made half-termly and pro-rated if attendance drops below 100%. Travel costs based upon the cheapest mode of public transport (bus). Any travel discounts available to students will be deducted from their overall allocation. To see if you are entitled to any discounts please visit www.tfl.gov.uk/tickets.

Students applying for 18+ student oyster must meet the required minimum of 15 tuition-led hours a week.

Equipment Costs

Students purchasing essential uniform and equipment can receive a partial refund. Students must produce receipts to claim a refund. Payments will be made after October half term.

Award

The Student Finance team will assess the value of the award after receiving a completed application form with supporting evidence.

Attendance

Students must maintain a minimum attendance requirement of 85% to receive payments. Attendance deemed unsatisfactory will result in non-payment.

Bank details

Students must provide their bank account details. Failure to provide correct bank details will result in a delayed or non-payment. You should still submit your application form if you do not have a current bank account.

Appeals

Students have the right to appeal against any decision regarding their application please contact the Well-being and Support Team for further information.

Disclaimer

All the information in this guide was accurate at the time of publication in July 2019.

GDPR

The General Data Protection Regulation (GDPR) replaces the Data Protection Regulation from 25 May 2018. The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework. By signing this document you will have consented for the College to process your personal data for the sole purpose of processing your Learner Support Fund Application and considering your eligibility to receive funds. If your Learner Support Fund Application is successful, we will retain the application for seven years as we have a legal or contractual obligation to do so, after the seven-year period the College will then securely destroy the form. If your Learner Support Fund Application is unsuccessful, we will retain the application for one year and then securely destroy the form. You may withdraw your consent to our processing of your personal information for a particular purpose, however, this may affect your eligibility to receive funds. For further information on Waltham Forest College's Privacy Statement, please visit www.waltham.ac.uk

Please return completed form with supporting documents to:

Student Finance, Room 224, Waltham Forest College, Forest Road, E17 4JB

Telephone 020 8501 8115/8330