

**LEARNER SUPPORT FUND AND
ADVANCE LEARNER LOAN BURSARY
APPLICATION FORM**

Return form with supporting documents to studfin@waltham.ac.uk
Deadline for submitting your completed application: Friday 09 October 2020

19+

**Academic Year
2020/21**

Student Details

SECTION 1

ID Number

First Name..... Surname.....

Course Information

SECTION 2

Name of Course

Status

SECTION 3

Are you an Asylum Seeker? Yes No

Advanced Learner Loan

SECTION 4

Are you on the Advance 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

SECTION 7

To apply for help with childcare costs please speak to the Student Finance Team to make a separate application. Funding for childcare is subject to available funds.

Supporting Statement (optional)**SECTION 8**

Use this section to provide any relevant information to support your application.

Student Bank Details**SECTION 9**

Name of account holder.....

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

Sort code:

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 Account number:

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Saving & Credit Union accounts (only) reference number

Declaration**SECTION 10**

I declare that:

1. I have read and understood the guidelines and conditions for applying to the Learner Support Fund and Advance Learner Bursary Fund.
2. There is a possibility of no award or limited award. The College reserves the right to vary or withdraw the offer of funds subject to available funds and qualifying conditions.
3. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This may result in disciplinary proceedings.
4. 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.
5. 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.
6. 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.
7. I understand that I am expected to attend 100% of my classes to receive full bursary.

Learner Signature _____ **Date** _____

Guidelines and Conditions for applying to the 19+ Learner Support Fund 2020/21

Deadline for completing application form is Friday 9 October 2020.

Applications received after this date will be considered but payments may be affected.

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.

Learner Support Fund

The Discretionary Fund is a means-tested grant to assist students who have financial difficulties while studying at the College on a level 2 or below course. 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 Advance 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, travel and kit/uniforms. 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:

- You must be aged 19 or over on 31 August 2020
- 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 £17,004 (different income for help with course fees)
- Asylum seekers cannot receive cash payments

Supporting Documents

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

- Income Support (issued with the last 3 months)
- Universal Credit (3 most recent monthly award statements)
- Income-based Jobseekers Allowance (issued within the last 3 months)
- Income-related Employment and Support Allowance (issued within the last 3 months)
- Support under part 6 of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit and have an annual gross income of no more than £17,004
- Copy of their 2019/20 P60 certificate
- HM Revenue & Customs Self Employment Tax Return

Course Fee

Learners with a household income of less than £20,000 can receive help with course fees, With the exception of ESOL courses. For those courses which qualify, 40 per cent of tuition fee from the fund can be used for this purpose.

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 2020.

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