

Advanced Learner Loan (ALL) Bursary Fund Application 2019/20



Herefordshire,
Ludlow & North
Shropshire College

OFFICE USE: DATE APPLICATION RECEIVED: _____

This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

Please complete the form and bring it together with your supporting evidence to reception at the relevant campus.

| Learner Details | | | | | |
|---|--|-----------------------|---|------------------------------|------------------------------|
| Title: | | Student First Name: | | Student Surname: | |
| DOB: | | | Age: (You must be over 19) on 31 August 2019 to apply): | | |
| Address: | | | | | |
| Postcode: | | Telephone/ Mobile: | | Email: | |
| Have you the right of abode and been resident in the UK for the last 3 years? | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have you received an acceptance letter from the Students Loan Company for an Advanced Learner Loan ? <i>If yes, please supply a copy.</i> | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you have savings in excess of £5,000? | | | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Course Title: _____ | | | | Yr1 <input type="checkbox"/> | Yr2 <input type="checkbox"/> |

Eligibility (see section 2 of policy)

To qualify you must be aged 19 or over on 31 August 2019 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.

Funding Criteria

Your household income is one of the criteria which will help us to assess your application. If your **TOTAL** Household income exceeds £25,000 per annum, you will not be eligible for a bursary payment.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application.

| | | | | | |
|---|--------------------------|--|--------------------------|--|--------------------------|
| Full TCAN Notice showing household income for 18/19 | <input type="checkbox"/> | Income Support/Universal Credit (award letter x last 3 months) | <input type="checkbox"/> | P60 (18/19) | <input type="checkbox"/> |
| Self employed earnings (official tax return 18/19) | <input type="checkbox"/> | Other benefits/pension (award letter – last 3 months) | <input type="checkbox"/> | Wage slips for household x last 3 months | <input type="checkbox"/> |

Please list the names of the household members and relationship to learner who work or receive benefits:

| Name | Relationship to Learner |
|------|-------------------------|
| | |

19+ Discretionary Learner Support Fund

| | |
|---|--------------------------|
| | |
| Funding Criteria contd <i>If applying to Ludlow College, see separate sheet.</i> | Required? |
| The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for. This information is strictly confidential and will only be used for this assessment purpose. | |
| Transport (if living more than 10 miles from college). State weekly mileage to and from college if travelling by car: _____ | <input type="checkbox"/> |
| Accommodation (see policy for what would be eligible). Please provide Landlord details: _____ | <input type="checkbox"/> |
| Childcare (evidence and details of Nursery/Childminder charges and Ofsted registration required). Please provide details: _____ | <input type="checkbox"/> |
| Any other additional costs (please specify): _____ | <input type="checkbox"/> |

| |
|--|
| Learner Bank Details (see policy section 5) |
| Please provide your bank details below, as printed on your bankcard or statement (see policy for payment process). Bursary payments will be paid directly into Learners bank accounts <u>only</u> (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' eg, by providing learners with a travel pass |
| Account Name: _____ BIB Reference (Admin Use Only): _____ |
| Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Sort Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Scheme will be paid on condition of standards of attendance and behaviour, as explained in the ALL Bursary Fund Policy 2019/2020.
HOLIDAYS WILL BE UNPAID.
- I will attend regularly and complete the course for which the fund is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the fund have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to payments, and all payments are based on the information I have provided.
- I am clear that the payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs ie. meals, miscellaneous course costs, childcare, etc.
- I understand I have the right to appeal if I disagree with the outcome of my ALL Bursary Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained in the ALL Bursary Fund Policy 2019/2020.

I confirm I have read the ALL Bursary Fund Policy 2019/20 which was given to me with this application.

Applicant Signature: _____ **Date:** _____