

APPLICATION FOR Advanced Learner Loan Bursary Fund 2018/19

Please read the guidelines carefully to ensure that you meet the criteria and are eligible to apply for the fund.

Section 1: Personal Details

Student Number:

Office
Use

First Name:	Surname:
Address:	
Postcode:	
Date of Birth:	Tel.No:

Section 2: Loan Details

Loan Status: Approved/Pending

CRN Number: _____

Section 3: Course Details

Subjects:

Section 4: Assistance Requested

Contribution towards:	
<input type="checkbox"/> Course Costs– such as books, stationery, travel	<input type="checkbox"/>
<input type="checkbox"/> Childcare and Course Costs	
<input type="checkbox"/> Course Costs and Learning Support (this includes support for Teaching Assistants or necessary adjustments under the Equalities Act)	

We are unable to accept incomplete applications or those without evidence.

Section 5: Living Arrangements & Household Income.

(The information shared on this form will be treated in the strictest confidence.)

Priority Group	✓	Evidence
<p>PRIORITY GROUP 1 I /my family are in receipt of one of the following means tested benefits:</p> <ul style="list-style-type: none"> • Income Support or Universal Credit • Jobseekers Allowance • Employment and Support Allowance • Working Tax Credit (where the household income is less than £16,105) • Guaranteed Element of State Pension Credit <p>And I am:</p> <ul style="list-style-type: none"> • Ex-military • in community care • in need of assistance with childcare. 		<ul style="list-style-type: none"> • TC602 (Tax Credit notice - most current 2018/19 Award Notice), please supply all pages or • Evidence of one of means tested benefits stated dated within 3 months of start of course, please supply all pages. <ul style="list-style-type: none"> • Discharge papers <p>or</p> <ul style="list-style-type: none"> • Statement from Community Health Service <p>or</p> <ul style="list-style-type: none"> • Copy of children’s birth certificates
<p>PRIORITY GROUP 2</p> <ul style="list-style-type: none"> • I am on a low income of less than £27,000 and/or the financial/ personal circumstances of my family have changed significantly during the year. 		<ul style="list-style-type: none"> • Please outline the circumstances fully in Section 6 and provide relevant evidence such as bank statements/ payslips or other supporting documents. <p>or</p> <ul style="list-style-type: none"> • provide TC602 (Tax Credit notice - most current 2018/19 Award Notice), please supply all pages.

Section 6: Additional Information

Please use the space below to give any additional information that you feel is relevant to support your application:

We are unable to accept incomplete applications or those without evidence.

Section 7: Bank Details

You have applied for financial assistance and should your application be successful any assistance given, not paid by internal transfer, will be paid directly into your bank account.

If you do not already have a bank account you will need to open one as we cannot make payments by cheque or into another persons bank account.

Please complete the sections below and return to the Registry with **either a bank statement or letter from your bank** confirming these details.

Bank Details

I wish to have monies paid into the account detailed below:

Name Of Bank	_____
Branch Address	_____ _____
Postcode	_____
Account Name	_____
Sort Code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
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"/>

Please sign and provide a bank statement or bank letter for the account indicated.

Signature:	Date
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We are unable to accept incomplete applications or those without evidence.

Section 8: Student Declaration

The declaration below **must** be signed by the student.

- I certify that I have read and understood the Guidance Notes.
- I certify that the information given is correct, to the best of my knowledge, and I undertake to inform the College immediately if I, the student, decide to leave my course.
- I understand that if I leave the course of study before completion the College will reclaim any monies allocated.
- I understand that the student is expected to maintain attendance at above 95% and to attend all entered exams and to meet College expectations with regard to behaviour and homework/coursework as set out in the Student Contract and College Code of Conduct.
- I understand that the payments may be stopped if I, the student, do not meet College expectations.
- I understand that a fraudulent claim could lead to prosecution.
- I understand that it may be necessary to use and share information on this form with other departments in the College and ESFA and other funding agencies.
- I/we understand that the data I/we have provided for my application will be used in accordance with the College Data Protection Policy.

Students Signature.....

Date.....

Privacy Statement

Your personal data will be processed in accordance with the General Data Protection Regulations and the UK Data Protection Act. We will use the information you have provided on your Application Form to provide financial assistance to support your education within our statutory obligations under the Further and Higher Education Act 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA). You can view the privacy notice from the Education and Skills Funding Agency on behalf of the Department of Education at <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>.

Our full privacy notice explaining what information we collect and how we use it is available at https://varndean.ac.uk/privacy_notice.

If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 01273 508011 or by email to dpo@varndean.ac.uk.

Section 9: Checklist

- Have you completed all sections of the application form?
- Have you included evidence of household income/circumstances as specified?
- Have you provided your bank details and copy of a bank statement or letter from your bank confirming these details?
- Have you read and signed the declaration?

The completed form must be returned to the Registry.

We are unable to accept incomplete applications or those without evidence.

ADVANCED LEARNER LOAN BURSARY GUIDANCE NOTES 18/19

These notes are designed to help you complete the application form.

Important Information

- **The Advanced Learner Loans Bursary Fund is aimed at helping vulnerable learners such as those with learning difficulties or disabilities, parents who need help with child care, ex-military personnel and others who may need financial support.**
- **Learners will not necessarily receive assistance with any or all of the funds for which they apply. We are given a limited amount of money and the demand from students will be high. Applications are means tested and the College will use the priority groupings to allocate funds.**
- **Applications should be made as soon as possible.**

You must complete all sections of the application form.

Section 1: Personal Details

You must be 19 or over at the start of your programme of study and in receipt of the Advanced Learner Loan.

Section 2: Loan Details

Please provide the Customer Reference Number from your loan application.

Section 3: Course details

Please list the subjects you will be studying.

Section 4: Assistance Requested

You can select only one category from those listed. If you want assistance with childcare you will also need to complete an Advanced Learner Loan Childcare application.

Section 5: Priority Groups

Please indicate which priority group you are in by ticking the section that is relevant to you. We will require students to provide evidence that they meet the priority groups at application – see application form as to what evidence is required.

The evidence you provide must be dated within the specified time scale of 3 months before the start date of your course. Evidence which is older than 3 months must be supported by a bank statement.

Your identification within any priority group will be kept in the strictest confidence. If you wish to discuss this further please contact the Registry in the first instance.

Section 6: Additional Information

Please state any extenuating circumstances and use a separate sheet if necessary.

Section 7: Bank details

Students applying to the fund will need to have their own bank account.

We are unable to accept incomplete applications or those without evidence.

Frequently Asked Questions

If I submit an application form am I guaranteed funding?

We are given a limited amount of money and the demand from students will be high. The College will use its discretion when allocating funding based on the Priority groups set out in the application form.

When should I apply?

Application forms will be accepted from **July 2018**. You need to complete each section of the application form and provide evidence of your circumstances (as stated on the form) to support your claim.

Incomplete application forms and those without evidence will not be accepted. Funds will only be issued if you are in receipt of the Advanced Learner Loan.

How much money will I receive?

Funds are limited and priority will be given to travel and childcare in the first instance. The maximum reimbursement for mileage will not exceed the cost of a bus pass. Travel may be stopped if your attendance falls below 85%.

Are there any conditions for the Advanced Learner Loan Bursary?

Yes. You are expected to maintain attendance at above 95% and to meet expectations with regard to behaviour and homework/coursework as set out on your Student Contract and the College Code of Conduct.

Appeals

You have the right to appeal if:

- You believe your application has been assessed incorrectly or if you believe it has not been processed correctly.

Your appeal should be made in writing, within 2 weeks of receiving either your award/grant notice or a letter refusing support addressed to the **Learner Support Fund Appeals Panel c/o the Registry** and will be dealt with through the Colleges Complaints procedure.

All applications and information shared with us will be dealt with in the strictest confidence and in line with our Data Protection Policy.

Completed application forms must be returned to :

The Registry
Varndean College
Surrenden Road
Brighton BN1 6WQ

We are unable to accept incomplete applications or those without evidence.