



Academic Year 2022/23

Date of receipt

Application for Support from the HE Access to Learning Fund

PLEASE NOTE THIS FORM & EVIDENCE MUST BE RETURNED ELECTRONICALLY TO:

FUNDINGAPPLICATIONS@WIGAN-LEIGH.AC.UK

NO PAPER FORMS CAN BE ACCEPTED

- Read the accompanying guidance notes before completing this form.
- Your application will not be considered if you do not answer all the appropriate sections and attach copies of all relevant documents.
- Answer all the questions, by printing clearly in black ink and by ticking the appropriate boxes.

Part 1: Your Personal Details

Student Card No.

Title Mr Mrs Miss Ms Other

First Names

Surname

Date of Birth Age at 31/08/22

Address

Postcode

Student Finance England
Application Ref. Number

Part 2: Course Details

Course Title FT PT

Year 1 2 3

Faculty/Department

Campus

Start Date

Is this a repeat year?
Is this your final year?
Is this a placement year?

Part 3: Your Living Arrangements

Do you live: *Alone* *With partner or spouse*

With parents/guardian *In shared accommodation*

Do you share household expenses? Yes No

Part 4: Your Dependants

Do you have any children who are financially dependent on you?

Yes No

Full Name(s):	DOB(s):

Do you have any adults who are financially dependent on you?

Yes No

Please give details – if you need to, continue on a separate sheet and attach it to this form.

Part 5: Your Household Income**Student Income**

	Wk/Mth/Yr (Please indicate)		Wk/Mth/Yr (Please indicate)
Maintenance Loan	£	Child Benefit	£
Parents' Learning Allowance	£	Income Support/Universal Credit	£
Adult Dependants' Grant	£	Jobseekers Allowance	£
Childcare Grant	£	Other Benefit	£
Disabled Students' Allowance	£	Scholarships/Trust/Grants	£
Net Earnings	£	Disability Benefits	£
Professional/Career Development Loan	£	Parental/Partner Contribution (CSA)	£
Child/Working Tax Credits	£	Other Income (please specify)	£

Partners' Income

	Wk/Mth/Yr (Please indicate)		Wk/Mth/Yr(Please indicate)
Net Earnings	£	Other Income (please specify)	£

Total Household Income (Student + Partner) £

Part 6: Your Household Expenditure (Composite Living Costs)

Student' Expenditure	Wk/Mth/Yr (Please indicate)		Wk/Mth/Yr (Please indicate)
Food	£	TV Licence	£
Gas/Electricity	£	Childcare Costs	£
Water	£	Travel Costs (home - institution)	£
Telephone	£	Travel Costs (during term time)	£
Rent/Mortgage	£	Private Vehicle Costs	£
Buildings /Contents Insurance	£	Books/Equipment/Course Costs	£
Council Tax	£	Medications	£
Disability Costs not covered by DSAs (please specify)	£	Other Costs (please specify)	£
Partners' Expenditure		Wk/Mth/Yr (Please indicate)	
Travel Costs	£	Other Costs (please specify)	£
Private Vehicle Costs	£		
Total Household Expenditure (Student + Partner)			£

Part 7: Evidenced Required

If you are receipt of any of the below, please provide evidence of the below to support your application. Applications with incorrect or no evidence, will result in applications being returned to the student as without, a full assessment cannot be carried out. Please note than not all may apply to you.

SFE notification letter (all pages)		Disability benefits	
Bank statements (last 3 months with regular income and expenditure highlighted & labelled)		Net Earnings	
Tax Credit documentation (all pages)		Partners Net Earnings	
Universal Credit Statement		Scholarships/Trusts/Grants	
Proof of benefits (JSA, Income Support, ESA, etc.)		Parental/Partner Contribution (CSA)	
Housing/Council Tax Benefit		Any other income	

Part 8: Supporting Statement

Please state why you are in financial difficulty and why you believe your situation to be exceptional, and to merit additional support. (Please continue on an additional page if necessary).

PART 9 – TO BE COMPLETED BY THE STUDENT

Part 9: HE Access to Learning - Bank Information Form

Payments cannot be made into Building Society or Post Office accounts

Applicants Full Name	<input type="text"/>	Applicants EBS No (office use only)	<input type="text"/>
Full Name as on bank card	<input type="text"/>		
Name of Bank	<input type="text"/>		
*Sort Code (6 digits)	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Account Number (8 digits)	<input type="text"/>	<input type="text"/>	<input type="text"/>

***We cannot accept liability for payments made into incorrect accounts. Please check your details before submitting form.**

Signature of Student	<input type="text"/>	Date	<input type="text"/>
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Please note: It is the student's responsibility to advise us if their bank details change in year.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the university. I further undertake to repay any grants obtained by me as a result.

By signing and submitting my application, I agree to the collection of my personal and financial information for assessment purposes. These will be held in accordance with the General Data Protection Regulations.

Full Name (CAPITALS)

Signature

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Part 11: Further Information

Any award will be paid directly into the account provided with your application. Where possible you should supply copies of you last three bank statements relating to the above account. These statements must show your name and bank details – mini statements are not acceptable. You may also be required to supply copies of your last three bank statements for any other accounts you currently have. You may be asked to provide details of regular payments that appear on your statements.

Applications submitted without relevant bank statements will not be considered.

Confidentiality

Applications are seen only by The Funding Team. It may be necessary for additional supporting information to be sought from other College staff in order for the Team to reach a decision.

Data Protection Act 1998

Wigan & Leigh College is a registered data controller in terms of the 1998 legislation – details available on the Information Commissioner's Office website. Assessments of all applications are made following the College Data Protection policy. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal data will be solely in the department for statistical purposes and electronic record keeping.

The data will not be passed to any other third party without your consent, except when 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 Controller.

An explanation of how your personal information is handled can be found in the Privacy Notice on the Wigan & Leigh College website.

Guidance Notes for Higher Education Access to Learning Fund Application 2022-23

Thank you for requesting an Application Form for the HE Access to Learning Fund. Please read these guidance notes carefully before completing the application form. If you have any questions or need any assistance before submitting your application form please call into any reception, or telephone The Funding Team on 01942 761611/761582. **Please Note** – Before applying to the HE Access to Learning Fund you must have applied for all available statutory funding (Student Finance, Bursaries and Grants applicable to your course).

What is Access to Learning Fund?

The fund aims to support HE students who are in financial hardship and who may need extra financial support to enable them to access or remain in higher education. Specifically it is used:

- To assist those who need extra financial help to meet particular costs which are not already being met from statutory (or other) sources of funding.
- To intervene in cases where a student may be considering leaving higher education because of financial problems.

Who is eligible to apply?

The fund can be used to help students in the following categories:

- Full-time and part-time students (including distance learners) following eligible higher education courses.
- Students on sandwich courses, including any periods of work placements, and students who are studying abroad as part of their course.
- Students on flexible PGCE courses, who can receive help to cover costs during their period of study.
- Full and part time students on a postgraduate course (including distance learners) following a course that is a minimum of 1 year.

Part-time HE students who started their courses before 1 September 2012 must be studying a least 50% (60 credits) of a full-time equivalent course (FTE). All new students who start courses on or after 1 September 2012 are required to study at least 25% (30 credits) FTE in each year.

All HE students on eligible courses can apply to the fund but there are some priority groups as set out below:

Full-time Undergraduates
Students with children (especially lone parents)
Students from low-income families
Disabled students (specially where the Disabled Student's Allowances (DSA) are unable to meet particular costs and the institution has no legal responsibility to do so)
Care leavers
Students from foyers or who are homeless
Students receiving the final year loan rate who are in financial difficulty (including those who are unable to work because of academic pressure).
Other mature students, especially those with existing financial commitments, including priority debts

Part-time Undergraduates
Students with children
Students in receipt of the full statutory support package (for part-time students who start their course before 1 September 2012).
Students who are disabled, including disabled students studying between 25% and 49% (full-time equivalent) FTE, who are ineligible for Disabled Student's Allowance (DSA) if they start their course before 1 September 2012.

How your application for assistance from the HE Access to Learning Fund will be assessed

Your application will be assessed by looking at the difference between accepted expenditure and expected income and any resulting award will be made as either a "standard" or a "non-standard" award. Standard awards are those made to help with the general costs of being a student. Non-standard awards can be considered to help in emergency financial situations and where exceptional costs arise due to unforeseen circumstances, e.g. unexpected repair costs to essential household equipment, high costs for students dependent on continuing medication, assistance with priority debts, other additional essential expenditure not fully met through the statutory grants available, where a student is seriously considering withdrawing from HE because financial difficulties are preventing them from continuing on their course. Costs for disabled students not met by the Disability Student Allowance (DSA) can also be considered.

How to apply

Please submit your completed application to fundingapplications@wigan-leigh.ac.uk with ALL required evidence – no evidence or insufficient evidence will result in your application being returned to you delaying the assessment process.

Once your application form has been received, The Funding Team may contact you to arrange a meeting to discuss your application further.

Timetable for making a decision

If your application form has been accurately completed, and the appropriate documentary evidence supplied, an assessment and decision should be made within 4 working weeks of submitting the form. Please note that it may take longer at the start of the academic year due to high volumes of applications being received.

How to appeal

If you are not happy with the decision you may appeal in writing within 15 days from receipt of the award notification to: **The Director of Finance, Wigan & Leigh College, PO Box 53, Parsons Walk, Wigan, WN1 1RS.**

All appeals about decisions or payments must be submitted before **1st June 2023** to allow time for a review to be carried out before the funds close at the end of the academic year.

Please be aware, the college cannot accept appeals about awards being refused or reduced where the reason given is that the funding has been fully utilised.