

# Advanced Learner Loan Bursary 2018-19

FOR OFFICE USE ONLY	
Student EBS No.	
Date received	
Received in Funding Office	

**Applications must be submitted for consideration before 15/06/19**

- Please refer to guidance notes for eligibility in Part E of this application
- An explanation of how your personal information is handled can be found in the Privacy Notice on the Wigan and Leigh College website

**Important Note – Eligibility to this fund does not guarantee an award. Funding is limited and will be allocated on a first come, first served basis.**

## PARTS A, B AND C – TO BE COMPLETED BY THE STUDENT

### Part A: Personal Information

Surname		Forename	
Address	Student Badge Number		
	Postcode		
Date of birth		Age at 31/08/18	
I can confirm I am in receipt of an Advanced Learner Loan?			Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you support yourself financially?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Any family dependants? Yes <input type="checkbox"/> No <input type="checkbox"/>
	How many?		

### Part B: Section 1 – Eligibility through receipt of benefit / support. Please tick any that apply. If you can tick any of the boxes below please check the evidence requirement below and then move to Part C. If not, progress to Part B, Section 2.

Universal Credit	Yes <input type="checkbox"/> No <input type="checkbox"/>	Pension Tax Credits	Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Seekers Allowance/ Employment Support Allowance	Yes <input type="checkbox"/> No <input type="checkbox"/>	Incapacity Benefit/ Disability Living Allowance	Yes <input type="checkbox"/> No <input type="checkbox"/>
Income Support	Yes <input type="checkbox"/> No <input type="checkbox"/>	Working/Child Tax Credits	Yes <input type="checkbox"/> No <input type="checkbox"/>
Asylum Seeker	Yes <input type="checkbox"/> No <input type="checkbox"/>	Other (please specify)	

### Evidence to support an application

- Proof of benefits: Working Family or Child Tax Credit document (2018-19), Universal Credit document, benefit confirmation letter (dated within 3 months of application), the last 6 weekly or 3 monthly payslips.
- Evidence of an agreed Advanced Learner Loan.
- If you have ticked one of the benefit categories above please move to part C.

**Any direct payment you receive from the Advanced Learner Loan Bursary may affect the amount of benefit you are entitled to receive and it is your duty to disclose the amount to the Benefits Agency.**

### Part B: Section 2 – Eligibility through low income circumstances

**If you tick this section please check the evidence requirement then move to Part C. If not, please move to Part B, Section 3.**

Member of low income household (below £25,000)?	Yes <input type="checkbox"/>
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### Evidence to Support eligibility through Low income circumstances

- Proof of earnings, e.g. P60 (2017-18) or last three months' wage slips
- Evidence of an agreed Advanced Learner Loan.

## Part B: Section 3 – Eligibility through circumstances of hardship or Widening Participation Postcode

If you live in a widening participation postcode you may be eligible to claim support with only a short description of your circumstances in the space below.

Widening Participation Post-code	Yes <input type="checkbox"/>	Office verified	Office use only
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If you are not in a widening participation post code you will need to provide information and evidence to support your application for funding based on circumstances of hardship. This should include information about dependents, income, essential expenditure (e.g. rent/mortgage, bills, loan repayments etc.) and any other information you consider relevant to support your application.

### Evidence to Support eligibility through circumstances of hardship

- Proof of earnings, e.g. P60 (2017-18) or last three months' wage slips
- Bank statement showing essential expenditure
- Evidence of an agreed Advanced Learner Loan.
- Anything else you consider relevant

**Part C:**

How much financial assistance do you require?	Amount								
<p><b>Transport</b> – You must live 2+ miles from the College centre or placement that you are attending in order to be eligible.</p> <p>Number of days per week travel in college/ work placement <input style="width: 50px; height: 20px;" type="text"/></p> <p>Please provide proof of travel: bus/train tickets showing the cost of 1 week's travel or fuel receipts. All must be dated after the start of your course.</p> <ul style="list-style-type: none"> <li><b>NB</b> - for students who are in receipt of Disability Living Allowance or Incapacity Benefit, all forms of transport will be considered.</li> </ul>	<p>£_____per week</p>								
<p><b>Subsistence</b> – An allocation of £3.00 per day will be available on all days that students are timetabled to attend college for use in the College Refectories. This allocation will be accessed via the student card at the tills.</p>	<p>Please tick if required: Yes <input type="checkbox"/> No <input type="checkbox"/></p>								
<p><b>Books, Electronic Equipment and Resources</b> – (e.g. cameras, laptops &amp; course specific software) – Up to £800 for items not available or with limited availability through the College Learning Resources Centres</p> <p>If your application for this option is successful you will be contacted to discuss in more detail the equipment you have listed. Any equipment agreed will then be purchased on your behalf. <b>(Please be aware that we will not reimburse for equipment already purchased)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Item</th> <th style="width: 30%;">Cost</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <p>I certify that the learner requires the above resource(s) because it is beneficial to a positive outcome to the course. Tutor Name (please print): _____ Tutor Signature: _____</p>	Item	Cost							<p>Total £_____</p>
Item	Cost								
<p><b>College Trips / Uniform/ Clothing /PPE</b> – Related to your course &amp; beneficial to a positive outcome</p> <p>The College will internally pay for the cost of the trip. For Clothing/PPE the College will either reimburse you for cost of purchase (please provide receipts) or will purchase on your behalf through your department.</p> <p>Trip, date and cost : _____ Uniform/PPE description and cost: _____</p>	<p>Total £_____</p>								
<p><b>University/Job Interviews</b> - Please provide proof of your travel to your university/job interview along with evidence of the interview and we will refund the cost directly into your bank account.</p>	<p>£_____</p>								
TOTAL £									

**A student who has received financial assistance and does not complete the course may be asked to repay all or part of the funding.**

**This form must be signed in all applicable sections by your tutor. Any attempt to forge a tutor's signature will result in disciplinary action.**

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**PART C – TO BE COMPLETED BY STUDENT**

**Part C: Signature to Support Application**

*By signing this declaration, I do so having read and understood Section E: Further Information and Guidance.*

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.

<b>Signature of Student</b>	<b>Date</b>
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**Please be aware that due to fund restrictions it may not be possible to provide all of the financial support that you request.**

**Please return completed form to any College Reception area with ALL required evidence – no evidence or insufficient evidence will result in your application being returned to you delaying the assessment process.**

**Applicants MAY be called for interview.**

**PART D – TO BE COMPLETED BY STUDENT**

**Advanced Learner Loan Bursary 2018 - 2019**

**Part D: Bank Information Form**

**Payments cannot be made into Building Society or Post Office accounts**

Applicants EBS No (office use only)									
Applicants Full Name									
Full Name as on bank card									
Name of Bank									
Sort Code (6 digits)	<table style="border-collapse: collapse; margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="padding: 0 5px;">—</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="padding: 0 5px;">—</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> </tr> </table>	X	X	—	X	X	—	X	X
X	X	—	X	X	—	X	X		
Account Number (8 digits)	<table style="border-collapse: collapse; margin: auto;"> <tr> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> <td style="border: 1px solid black; padding: 2px 5px;">X</td> </tr> </table>	X	X	X	X	X	X	X	X
X	X	X	X	X	X	X	X		

**Please check that you have supplied the correct details for the account you want the award to be paid into, we cannot accept liability for payments being made into incorrect accounts – this must always be the student’s own bank account.**

<b>Signature of Student</b>	<b>Date</b>
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**Please note: It is the student’s responsibility to advise The Funding Team if their bank details change in year.**

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## Part E: Further Information & Guidance

### SUMMARY

The guidance has been simplified for ease of use – all applications are subject to the full terms and conditions of The Education and Skills Funding Agency Guidelines 2018/19 (please see Department of Education publications).

**Eligibility to this fund does not entitle you to an award, funding is limited and no further awards can be made once it has been used. The College reserves the right to amend or change this offer to best meet the needs of the students applying to the fund; this could include a reduced offer supporting for instance travel only if the fund is over subscribed.**

**The Fund will close 15<sup>th</sup> June 2019 to new applications.**

#### Who can apply?

To be eligible for financial assistance from the Advanced Learner Loan Bursary you must be **aged 19 years or over on 31/08/18**, enrolled on a Level 3 or higher level course (full or part time) at Wigan & Leigh College and have successfully secured an Advanced Learner Loan.

**Any student on a self-financing course or enrolled on a course below Level 3 will not be eligible to apply to this fund.**

You must provide information about the circumstances of your financial hardship if you are not in receipt of one of the benefits listed in Part B, section 1 or are a member of a household with an income which exceeds £25000 or are living in an eligible post code area.

### DATA PROTECTION

Wigan & Leigh College collect information about our students for a variety of reasons as declared in our data control registration, details of which are available on the Information Commissioner's Office website. Please see your fee receipt/learning agreement for further information.

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

### ATTENDANCE

Learner Support payments are **not an entitlement** they are to support your attendance and engagement in a College programme so that you can make the best of your educational opportunity. Your attendance will be monitored as follows:

- Attendance is checked every ½ term before making ½ termly payments. It is based on the ½ term prior to payment.
- If your attendance is below 90% for the term then you will lose your funding payment.
- We will write to you at your home address if we are not making a payment.
- Reasonable adjustment will be made for those with disabilities or severe medical conditions. Please speak to the Student Funding Team about an individual attendance plan.

*Attendance, behaviour and attitude to studies = the best outcome from your chosen course.*

### PAYMENTS

Awards for Academic Year 2018-2019 will run from September 2018 to June 2019

All payments will be made to your bank account on the dates specified in your Funding Offer letter. Please be aware that Bank holidays and your Bank's policies may affect how quickly payments reach your account.

We will back date any payments to the start of the month in which we receive your fully completed application and all correct evidence has been received.

**Please Note** – Processing your application form may take longer at the beginning of the academic year due to high volumes of applications being received.

### NOTIFICATION OF AWARDS

- We will write to you giving you the full details of the award you have been offered. Please **keep this letter** as you will need it during the academic year.
- You will be notified in writing if we are not making payment due to your attendance.
- You can check your own attendance on Pro Portal. Any issues should be discussed with your Personal Tutor or Student Liaison Officer.

### APPEALS

- Appeals can be made 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 **1<sup>st</sup> June 2019** 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.

**PLEASE KEEP THIS PAGE OF THE APPLICATION FORM FOR YOUR INFORMATION**