

# 2020/21

# Advanced Learner Loan Bursary Guidelines



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Please take the time to read the information below before completing the application form.

This document will provide you with information about whether you are eligible to apply to the Advanced Learner Loans Bursary Scheme, what sort of assistance you might get and how to apply.

If you are applying for help with the cost of Child Care you will need to make sure that you read Help with Child Care Costs as well as the general information about the scheme.

If you require help with the information contained in these guidelines or help completing your application, please contact a member of the Trafford College Learner Services team.

## What is the Advanced Learner Loan Bursary Scheme?

The Bursary Scheme aims to provide extra support for students who have successfully applied for an Advanced Learner Loan (online) who require additional financial support throughout their time at College.

Applications for the bursary can be made as soon as you have been approved for the Advanced Learner Loan for courses starting in September 2019 and will be available to students undertaking eligible Level 3, 4, 5 and 6 qualifications and can assist in funding:

- Travel to and from college
- Child Care costs

This is a limited fund which has been given to the College by the Government and only students who meet the eligibility criteria stated in this document may apply.

For more information about the Bursary Scheme, please contact our Learner Services Team by emailing [kathynuttall@tcg.ac.uk](mailto:kathynuttall@tcg.ac.uk).

You can also find independent financial advice at [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)

## Eligibility Criteria

All students who apply for the Bursary Scheme must have had their Advanced Learner Loan approved. If you require assistance applying for the Advanced Learner Loan, please contact us.

## Are you aged 19-24 with an EHC plan?

If you will be aged 19-24 on 1 September 2020 and you have an EHC Plan (Education, Health and Care Plan), please contact the College's Financial Support Officer via email [kathy.nuttall@tcg.ac.uk](mailto:kathy.nuttall@tcg.ac.uk) for further guidance about the bursary support which you may be entitled to.

## Will the bursary be income assessed?

The Bursary Scheme will be assessed on household income, applicants must be in receipt of an out of work income related benefit or have an income of less than £28,000 or below.

**Please note:** All thresholds are for gross income (before tax) per year and Child Benefit, Tax Credits, Disability Living Allowance, Personal Independence Payment or Attendance Allowance are not counted as income for the purposes of the bursary scheme.

## Priority groups

The Government has identified the following groups of students whom the College must prioritise with regards to the Bursary Scheme funding who meet income eligibility criteria:

<b>Learning difficulties or medical conditions</b>	For example, students who have a hearing or visual difficulty, dyslexia, physical disability, mental health or physical health problems which could affect their studies.
<b>Parents</b>	Students who are mainly responsible for children whom they claim child benefit for and who require help with the cost of Child Care in order to attend College.

The College will also prioritise the following groups of students who meet income eligibility criteria:

<b>Former care leavers</b>	Students who in the last 10 years have been 'care leavers' or 'looked after children'.
<b>Exceptional Travel Cost</b>	Students who live more than five miles away from College.
<b>Unemployed</b>	Students who are in receipt of income related out of work benefits.

The College may request additional proof regarding an individual's circumstances in relation to the above priority groups.

**Please note:** The College will consider each Bursary Scheme application in the order in which they are received. Priority will be given to those who have successfully applied for their Advanced Learner Loan.

### **If I am eligible, will my application to the bursary scheme definitely be successful?**

Although Trafford College will endeavour to help as many eligible applicants as possible, the College has a limited amount of money available to help students and eligibility does not guarantee an award will be made. You are advised to apply as soon as you have successfully applied for your Advanced Learner Loan.

### **When can I apply?**

You must have successfully applied for an Advanced Learner Loan for your course fees before applying to the bursary scheme.

### **What financial help can I apply for?**

- You can apply for help with travel if you live at a distance of 2 miles or more from the College site at which you study.
- You can apply for help with child care costs whilst you are studying - You can find information on applying for help with child care costs further on in these guidelines under the heading Applying For Help With Child Care Costs

### **If your application is successful we will write/email with details of your travel award.**

All applications will be acknowledged on receipt and then we will write to you again with details of your travel award if you have been successful

For details of awards for Child Care costs please refer to the section further on in these guidelines under the heading 'Help with Child Care Costs'.

### **Evidence**

If you do not supply the evidence requested on the application form, we will contact you. Please note we cannot process your application without the correct evidence.

### **Unsuccessful Applications**

If you have been unsuccessful, we will write to you informing you why and with details of how you can appeal against any decision made.

### **How and when will travel awards be paid?**

Travel awards will be made monthly by BACs credit transfer to the bank account details provided on your application. This will mean an applicant who has applied in time for the start of the College year will receive 10 travel payments from September to June. We will endeavour to make payments within 4 weeks of your application and back date any awards to the date of application.

### **Are there any other conditions for receiving payment?**

You must be fully enrolled on your course and have attended all your lessons and tutorials for at least 2 weeks before any payment will be authorised. To continue to receive payments throughout the college year your attendance must be 90% or above and you must adhere to the conditions of your Learner Agreement, which you will sign at enrolment. Attendance will be checked monthly before a payment is made.

If attendance is below 90%, unless there are extenuating circumstances confirmed by your tutor, no payment will be made.

### **Appeals**

Appeals in respect of any unsuccessful application or with respect to the award made need to be made in writing to the Programme Leader Learner Services. An appeal form and a copy of the appeals procedure is available on request and is also available on the College website.

### **Changes in Circumstances/ Fraud**

Students are required to disclose any change in circumstances – personal, financial or educational that may affect their eligibility for funding. Failure to notify us of these changes could result in students becoming liable for the cost of funding given. Forms must be filled in truthfully and accurately and the College reserves the right to recover any funding which has been obtained fraudulently.

### **Confidentiality**

Forms and evidence of income are only seen by staff involved in the administration/ auditing of the Advanced Learner Loan Bursary Scheme and all information is stored securely and treated as confidential.

### **Equality and Diversity Statement**

The Programme Leader Learner Services, the Financial Support Officer and the Student Support Team will:

1. Take positive action to ensure that all eligible students can apply for financial support to the bursary scheme thus widening participation and providing learning opportunities for under represented groups.
2. Ensure that no applicant to the bursary scheme receives less favourable treatment which cannot be justified in relation to individual financial/personal circumstances.
3. Ensure that all literature, marketing and publicity materials are free from stereotypes, discriminatory assumptions, images and language.
4. Monitor and review the effectiveness of the support on a regular basis.
5. Ensure that this form is available in other formats if required.

### **GDPR**

Trafford College (part of the Trafford College Group) is a data controller committed to ensuring the security and protection of the personal information that we process under the terms of the General Data Protection Regulations (GDPR).

The Finance Support Team collect data requested on the bursary application form and use it to assess your eligibility to access learner support funds. Data is inputted onto our electronic systems to allow us to make payments. Application forms and associated evidence is stored securely on campus: for learners studying off site this data will be stored at one of our main sites (Stockport, Trafford or Stretford).

Your data may be shared with relevant government departments or their agencies for the purpose of quality assurance and compliance.

For those learners accessing Free College Meals we must inform our external catering service to allow you to access this entitlement.

Our Data Protection Policy is available on our website if you require further information.

## Useful information

Guidelines on the purpose and use of Advanced Learner Loans Bursary Scheme are detailed in the Education and Skills Funding Agency Funding Rules 2020 - 2021. Copies of relevant extracts are available from the College's Student Financial Support Officer.

# Help with Child Care Costs

## Additional Eligibility Criteria

Students applying for help with Child Care must meet the general eligibility and attendance requirements which have already been outlined in this guidance.

In addition you must also meet the following criteria:

- Be the person who is mainly responsible for the child/ children for whom you are applying for child care costs  
– You will be asked to provide proof of this, for example; your Child Benefit Entitlement letter
- Your child care provider must be Ofsted registered.  
If your application is successful we will write to your provider for proof

The maximum awards the College can make for Child Care are detailed in the table below:

Nursery	Registered Childminder	Before and After School Clubs
Daily £45	Daily £45	Per Session
Half Day £25	Half Day £25	AM £5 PM £8

## How many children can I apply for help with?

As our funds are limited we will only be able to pay our maximum award of £45 per day, any awards for a second child will be subject to availability of funds and at the discretion of the College.

If your household income threshold is above £28,000 you will not be eligible to apply to the Bursary Scheme.

We will also take into account any 2 or 3 year old funding you receive when making awards.

## What if my child care provider charges more than this?

If your child care provider's rates are higher than the above rates, it will be your responsibility to pay for any shortfall in funding. It might be advisable for you to discuss this with your provider and put in place weekly or monthly payments.

## How much Child Care can I apply for help with?

The bursary will only contribute for the days/half days or hours when you are timetabled to be in college for lessons and tutorials, and for reasonable travelling time to and from College. It is important that you take this into account when arranging your child care with your provider. It is also important to be as accurate as possible when filling in your provider details and how much child care you require as initially we will base our estimated award on this.

## Are there any additional conditions for receiving financial help with Child Care costs?

Your child's attendance with the Child Care provider must be 80% or above each month, and we will make regular checks with your provider.

## If I am eligible, will my application for Child Care costs definitely be successful?

Although Trafford College will endeavour to help as many eligible applicants as possible with Child Care costs, the College has a limited amount of money available to help students and eligibility does not guarantee an award will be made. You are advised to apply as soon as you have successfully applied for your Advanced Learning Loan.

Priority will be given to students who have successfully applied for their Advanced Loan and submitted a Bursary application.

Please note that the child care provision contract is between the Student and the Child Care Provider and the College cannot be responsible for any child care costs incurred because of an unsuccessful application.

Application forms and evidence are posted at your own risk and the college does not accept responsibility for evidence which has not been received.

## What happens after I have made my application?

Upon receipt of your Bursary Scheme application we will provide you with further details about the application process.

If your Child Care application is successful we will write to your Child Care provider confirming payment arrangements (subject to you being fully enrolled).

If your Child Care application is unsuccessful we will write to you to confirm we cannot fund your application.

## How will payment for Child Care be made?

Payments will be made directly to your Child Care Provider by BACs credit transfer. Normally, these will be equal monthly payments from the start to the end of your course.

**Is there anyone I can talk to if I need help with any aspect of my application?  
Yes, you can contact the College's Financial Support Officer at:**

**[kathy.nuttall@tcg.ac.uk](mailto:kathy.nuttall@tcg.ac.uk)**

**⚠** If you email a contact number and the nature of your enquiry, a Financial Support Officer will contact you.

\* The information in these guidelines is correct at time of printing however Trafford College reserves the right to make any necessary changes in order to comply with Education and Skills Funding Agency, Government or College Policy.



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