

# Age 19+ ADVANCED LEARNER LOANS BURSARY TO HELP WITH THE COSTS OF COLLEGE 2020/2021

## IMPORTANT INFORMATION

- Please ensure that all the relevant sections of this form are fully completed.
- Due to Covid-19 we will not be able to photocopy evidence for you. Please return your application form with the required **photocopied** or **printed** evidence or alternatively please **take clear pictures and/or screenshots** using a smartphone and email these to [bursary.info@iwcollege.ac.uk](mailto:bursary.info@iwcollege.ac.uk).
- Forms that are presented without proof of income or benefits, or without signatures unfortunately cannot be processed and will have to be returned, delaying any help or payments that you may be eligible for.
- Funding is awarded based on personal circumstances at the discretion of the IW College and is not guaranteed. If demand for bursary funding is high payments later in the year may be reduced and bursary funds may not be available for new applicants.
- We understand that circumstances can change during the year and you can apply at any point in the year depending on the availability of funds.
- **If your loan is not approved you may not be able to continue your studies and will have to pay back any money that has been awarded to you e.g. Childcare.**

**Bursary funding provides financial support to help students overcome barriers that may stop them being able to participate in education.**

### Bursary help available:

Learners with an **individual income of less than £20,000** may be eligible for help towards:

- Travel
- Contribution towards material fees and kit, uniform, stationery, books, exams and membership fees – predetermined list applies and you may need to provide receipts
- Age 20+ Childcare – please also complete a 20+ Childcare form
- Help towards the cost of applying to University
- Printing credit top up
- Additional Learning Support
- NUS Extra/TOTUM Card for student discounts
- Other education related costs on a case by case basis including; trips, and help with access to laptop loans

### Who can apply for the Advanced Learner Loans Bursary?

In order to qualify for this bursary, learners **MUST** have an Advanced Learning Loan AND meet the criteria on page 2. Learners who choose to pay for their course without using the Advanced Learning Loan are not able to apply for Advanced Learner Loan bursary funding. If you are not getting a loan because of Level 3 Entitlement (it is your first level 3 on a qualification with legal entitlement and you are aged 19-23), or the one year high value course fee waiver for 18 and 19 year olds, you can apply for the 16+ Bursary.

Learners aged 19 years or older studying an eligible Level 3, 4, 5 or 6 course are able to apply for an Advanced Learning Loan to cover the cost of their tuition fee. Please see [www.gov.uk/advanced-learning-loans/overview](http://www.gov.uk/advanced-learning-loans/overview) or contact Student Services for further information.

If you require support completing this form please contact Student Services by telephone on 01983 550833 or email [bursary.info@iwcollege.ac.uk](mailto:bursary.info@iwcollege.ac.uk)

## INCOME EVIDENCE NEEDED TO APPLY FOR 19+ ALL BURSARY

If you have an Advanced Learner Loan AND meet any of the below criteria then you can apply for this Bursary. Please ensure that you provide photocopies of the required evidence as indicated below. Forms that are presented without proof of income or benefits will **not** be accepted. All sections **must** be completed. Please contact Student Services if you need any advice or help to complete this form.

Type of Income/Circumstance:	Evidence Required:	You can apply for help with the costs of College	You can apply for help with childcare fees
Universal Credits	A print out of the last 3 award statements showing your earnings in that period	✓	✓
Jobseekers Allowance	An award letter (no older than 3 months prior to starting your College course)	✓	✓
Income Support or Employment Support Allowance	An award letter (no older than 6 months prior to the start date of your College course)	✓	✓
Housing Benefit or Local Council Tax Support	An award letter (no older than 3 months prior to starting your College course)	✓	✓
Employed with an income of less than £20,000	Final Working Tax Credit (WTC) award notice or Final Child Tax Credit (CTC) award notice or P60 from 2019/20 showing an income for 2019-2020 of less than £20,000.	✓	✓
Self-employed with an income less than £20,000	Audited accounts for last tax year or official submitted tax return showing an income less than £20,000.	✓	✓
Guaranteed Pension Credit.	Pension Credit award notice (no older than 9 months prior to starting your College course).	✓	✓
Unwaged dependant named on a joint claim for a means tested benefit.	Please provide evidence of joint means tested benefits. You must be named on the claim. This funding is awarded at the College's discretion. Please speak to Student Services.	MAY BE AWARDED A BURSARY (at College's discretion)	MAY BE AWARDED FUNDING (at College's discretion)
Income under £20,000 but do not receive any benefits or have any income	6 months bank statements. This funding is awarded at the College's discretion. Please speak to Student Services.	MAY BE AWARDED A BURSARY (at College's discretion)	MAY BE AWARDED FUNDING (at College's discretion)

If you do not have ANY of the above evidence but still believe that you could be eligible for bursary support please speak to a member of Student Services to discuss your individual circumstances. We understand that circumstances can change during the year and you can apply at any point in the year depending on the availability of funds.

Bursary funding is awarded based on the learner's attendance, behaviour and course work according to the College Charter "Our Promise – You and Your College".

Payments and support will stop if your attendance, behaviour or work falls below College expectations.

# 19+ ALL Bursary Application Form 2020/21

<b>1. Personal Details:</b>			
First Name:	Surname:		
<i>Other legal names:</i>	Date of Birth:		
Home Address:	Age: <b>(On 31 August 2020)</b>		
	Mobile no:		
	Tel no:		
Do you live more than 3 miles from College?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	You can apply for help with travel if you live more than 3 miles from your College site or work placement.
Would you like to apply for travel funding? You must not already be getting help with travel from another source e.g. Council Bus Pass, Mobility Allowance etc.	<input type="checkbox"/> Yes – College Bus Pass – please complete a bus pass form <input type="checkbox"/> Yes – Petrol Money <input type="checkbox"/> Yes – Other – please speak to Student Services <input type="checkbox"/> No thank you		
Are you ordinarily resident in the UK, EU or EEA continuously for at least the previous 3 years on the first day of learning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, please contact Student Services
Have you applied for an Advanced Learner Loan to pay for your course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If No, you cannot apply for this bursary
<b>2. Course Details:</b>			
Course Title:			Course Level:
Tutor Name:			
Are you doing any other courses:			

If you require support completing this form please contact Student Services  
by telephone on 01983 550833 or email [bursary.info@iwcollege.ac.uk](mailto:bursary.info@iwcollege.ac.uk)

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### 3. Bank Details

If you are expecting to receive a payment you must have a bank account in your own name that will accept BACS payments.

**PLEASE COMPLETE IN CAPITAL LETTERS**

**FULL NAME OF ACCOUNT HOLDER** (This should be the name as it appears on your debit card, or bank statement):


**SORT CODE:**

		-			-		
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If you are not expecting payments from bursary e.g. you are only applying for a bus pass then please do not complete the bank details section.

**ACCOUNT NUMBER:**

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If the bank details above are not the student's bank details please write the reason below:

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by telephone on 01983 550833 or email [bursary.info@iwcollege.ac.uk](mailto:bursary.info@iwcollege.ac.uk)

## Learner declaration (you must sign this section):

### General:

#### I understand that: -

- Any evidence given in support of the application is correct and complete to the best of my knowledge and belief. I understand that giving false or incomplete information which leads to incorrect payment/overpayment may result in future payments/help being stopped and any incorrectly paid funds being recovered. It may also result in a referral to the police with the possibility of the learner and/or their family facing prosecution.
- If I withdraw from my course I must return any uniform/kit that has been purchased through the bursary or I may be charged for this.
- Bursary payments/help are dependent on meeting the attendance, punctuality, behaviour and academic progress criteria as set out in the College Charter. I understand that I may not be awarded some bursary payments/help (e.g. petrol payments) if I fall below 85% attendance across any element of my programme including English and maths (where applicable), unless a Tutor or Progress Adviser advises of extenuating circumstances.
- If I am in support of any state benefits it is my responsibility to inform the Department for Work and Pensions about any learner support I receive.

#### Age 20+ Childcare:

- I understand that I must use any 20+ Childcare help provided to me in compliance with the agreement that I will sign when I return my childcare form.

#### How my information is used/shared:

- I confirm I have read and agree to the College privacy notice (<https://www.iwcollege.ac.uk/information/policies-legal/#information-services>) and on those terms the processing of my personal data contained in this form, or other data, which the College may obtain from me or other organisations. I agree for my information to be kept and shared with third parties for education, training, employment and well-being related purposes, including research. This will only occur where the law allows it and any sharing is in compliance with the relevant data protection legislation.
- We are contractually required to share your data with the Education and Skills Funding Agency (ESFA) and the Learner Records Service (LRS). For further information about these organisations use and access to your personal data including with whom it is shared, how long it is retained, and how to change your consent to being contacted please visit:

ESFA: <https://www.gov.uk/government/publications/esfa-privacy-notice>

LRS: <https://www.gov.uk/government/publications/lrs-privacy-notice>

- I give the College permission to store and share my data to be able to access bursary funding help
- I give the College permission to contact a nominated person of my choice or external agencies (as deemed appropriate by the College) to verify the supporting documents for my bursary application form if necessary

Learner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY – PLEASE DO NOT COMPLETE**

Name:	
Student No:	
Age at 31 <sup>st</sup> August:	
Loan approved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Evidence:	
Travel	<input type="checkbox"/> Bus <input type="checkbox"/> Petrol <input type="checkbox"/> Other Notes..... .....
Childcare	<input type="checkbox"/> 20+ <input type="checkbox"/> Care to Learn
Additional Learning Support?	<input type="checkbox"/> Yes <input type="checkbox"/> No Notes..... ..... .....
Exceptional Circumstances (excluding FCM)	<input type="checkbox"/> Yes <input type="checkbox"/> No Notes..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....
Notes:	..... ..... ..... ..... .....
Staff Signature 1	
Staff Signature 2	