

Date as Postmark

Dear Sir/Madam

## **ADVANCED LEARNER LOAN (ALL) BURSARY FUND 2022/23 – Ludlow**

Please find enclosed an application form for the ALL Bursary Fund.

If you are applying for assistance with childcare costs, we will also require evidence from your childcare provider confirming these costs, and evidence of their Ofsted registration.

The ALL bursary fund for those with qualifying loans is limited, and applications will be considered on a first come, first served basis.

### **Submitting your Form with Income Evidence**

It is important that you return your form as soon as possible to [bursariesludlow@hlnc.ac.uk](mailto:bursariesludlow@hlnc.ac.uk) with supporting evidence. Until completed applications and accompanying evidence are submitted, forms cannot be processed.

- Please enclose your **acceptance letter** from the Student Loans Company
- Upon completion, **all required evidence of income needs to be attached to your application**, as we are unable to process it without this.
- Attached is information on the requirements if photographs of documents are sent by email.
- Any information that cannot be clearly understood will be rejected and will delay the application assessment process.
- **Please note** we **cannot** accept bank statements as evidence of income or benefits.

If you have any queries, or require any assistance in completing your application, please contact Student Finance through the main College switchboard for the campus at which you are intending to study.

Yours faithfully

Student Finance



#### **Head Office:**

Folly Lane, Hereford, HR1 1LS  
Tel: (01432) 352235

Email: [enquiries@hlcollege.ac.uk](mailto:enquiries@hlcollege.ac.uk)  
Web: [www.hlcollege.ac.uk](http://www.hlcollege.ac.uk)

# HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

## Bursary Fund for Learners who qualify for Advanced Learning Loans (ALL) Bursary Fund 2022/23

### 1 College Policy

The Government has allocated to the College a bursary fund to assist learners whose age, circumstances and course of study will entitle them to apply for an Advanced Learner Loan in 2022/23. The fund is available to provide financial support for learners with a specific financial hardship preventing them from taking part or continuing in learning.

#### The ALL Bursary can be used to financially support learners with:-

- ✓ Childcare costs (student must be over 20 years of age) (**note: childcarer MUST be Ofsted registered**)
- ✓ Accommodation (where a student has to stay away from home to study) for specialist rural craft courses only.
- ✓ Transport (students must live at least ten miles from campus).
- ✓ Additional Learning Support costs deemed appropriate following College assessment.
- ✓ Professional membership fees and any fees due to external bodies related to the course Disability related costs.

#### The bursary may NOT be used for:

- X Tuition, materials or exam fees
- X Equipment costs where these costs are part of the fee

**No application will be considered if household income exceeds £26,000 per annum. Outcomes for income levels below this amount will vary according to individual / household circumstances.**

### 2 Eligibility

Use of the ALL Bursary is restricted SOLELY to learners who have had an Advanced Learner Loan application approved by the Student Loans Company. Information on loan eligibility is available at:

<https://www.gov.uk/advanced-learner-loan/eligibility>

### 3 Application Procedure and supporting documentation

All applications will be considered on an annual basis – continuing / progressing learners must reapply, requesting support subsequent academic years.

**APPLICATIONS MUST INCLUDE A COPY OF THE LETTER FROM THE STUDENT LOANS COMPANY CONFIRMING THE APPLICANT'S LOAN ENTITLEMENT. All loans must be approved and processed before bursary can be granted.**

Funds are strictly limited and therefore awards are subject to availability of sufficient funds. All application forms will be dealt with on a first-come, first-served basis on an annual basis until funds are exhausted. **Current students must re-apply to request support for second or subsequent years of their course.** Should insufficient funds be available, applications will be rejected, even if they would otherwise have been accepted.

Where the supporting documentation has not been submitted, the application form will be returned unprocessed and will only be considered once the form is re-submitted with the full, relevant supporting documentation.

All application forms requesting support from the ALL Bursary are means tested, and proof of income is required before an application form can be processed. **No application will be accepted if the applicant does not disclose any income source. Bank statements cannot be accepted as evidence.**

Proof of all household income information given in the application will be required in order for an application to be processed. You must include **all** pages of any tax credit award notices or benefits notifications. If you are applying for assistance with childcare costs, evidence of cost from your childcare provider, and proof of the Ofsted registration is required.

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#### **4 Submitting and Application**

To reduce the amount of paperwork the College is handling, our preferred method of receiving your application is via email. Please complete the application overleaf and email it with your supporting evidence to [bursariesludlow@hlnsc.ac.uk](mailto:bursariesludlow@hlnsc.ac.uk). Every application will be dealt with chronologically, at each campus of the Herefordshire, Ludlow and North Shropshire College, including County Training.

If you cannot email your application, please contact us at the email address above to discuss your options or telephone your campus.

The College aims to process applications within 6 weeks of receipt of the completed form with the correct supporting evidence. Decisions may be delayed if all necessary documentation has not been provided with the application.

#### **5 Additional Learning Support (ALS) Requirements**

If the learner is deemed to be eligible for ALS by the College, this bursary fund may be used to cover all or part of the cost of ALS. Should the eventual actual cost of ALS provided by the College exceed any bursary grant available, the College will, in all cases, waive any requirement for the learner to fund the excess cost themselves.

#### **6 Payment Method**

Payment to successful applicants will be in the form of a direct payment to the student's bank account with the exception of accommodation and childcare which will be issued by cheque or BACS directly to the landlord or childcare provider. Awards to cover ongoing expenses will be paid in termly instalments subject to continued satisfactory attendance.

Where students receive financial support and withdraw from their course, or their attendance falls below minimum requirements, steps will be taken to recover monies paid.

#### **7 Appeals Procedure**

Students who disagree with the decision regarding their application can appeal against it. The appeal must be made within 7 working days of being notified of the decision. Applicants should state clearly their reasons for disagreeing with the decision.

The appeal will be handled as follows:-

- The application will be reviewed by the Head of Finance and Head of Student Services, who will consider whether the initial assessment was correct. The applicant will be notified of the outcome within 10 working days of receipt of appeal.
- If the applicant disagrees with the decision made by the Head of Finance / Head of Student Services, the applicant will be referred to the College Finance Director, who will review the decision further. The applicant will be notified of the outcome of this review within 10 working days.
- Should the dispute remain unresolved, the Principal will make the final decision as soon as is practicable.

#### **8 Publicity**

The ALL Bursary Fund is promoted through the College website and prospectus. Leaflets giving advice on alternative forms of funding are available from Student Services.

All information provided by students will be treated in confidence and will be handled in accordance with the Data Protection Act 1998.

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# Advanced Learner Loan (ALL) Bursary Fund Application 2022/23



Herefordshire,  
Ludlow & North  
Shropshire College

**OFFICE USE: DATE APPLICATION RECEIVED:** \_\_\_\_\_

This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

Please complete the form and email it to [bursariesludlow@hlnsc.ac.uk](mailto:bursariesludlow@hlnsc.ac.uk) with your supporting evidence or bring it to reception at the relevant campus.

Learner Details					
Title:		Student First Name:		Student Surname:	
DOB:			Age: (You must be over 19) on 31 August 2022 to apply):		
Address:					
Postcode:		Telephone/Mobile:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you received an <b>acceptance</b> letter from the Students Loan Company for an <b>Advanced Learner Loan</b> ? If yes, please supply a copy.				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have savings in excess of £5,000?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Course Title:</b>				Yr1 <input type="checkbox"/>	Yr2 <input type="checkbox"/>

## Eligibility (see section 2 of policy)

To qualify you must be aged 19 or over on 31 August 2022 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.

## Funding Criteria

Your household income is one of the criteria which will help us to assess your application. If your **TOTAL** Household income exceeds £26,000 per annum, you will not be eligible for a bursary payment.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application.

Full TCAN Notice (21/22)	<input type="checkbox"/>	Income Support/Universal Credit (last 3 months full award notice)	<input type="checkbox"/>	P60 April 21/22	<input type="checkbox"/>
Self-employed earnings (official tax return 20/21)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for relevant household members for last 3 months	<input type="checkbox"/>

**Please list all the names of the household members with financial responsibility for College costs:**

Name and income evidence for each relevant household member	Relationship to Learner

Funding Criteria continued	Please Tick if Required
The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for. This information is strictly confidential and will only be used for this assessment purpose.	
<b>Transport</b> (if living more than 10 miles from college). State weekly mileage to and from college if travelling by car:	<input type="checkbox"/>
<b>Accommodation</b> (see policy for eligibility) Lodger or Letting Agreement and Payment Schedule must be provided	<input type="checkbox"/>
<b>Childcare</b> (evidence and details of Nursery/Childminder charges and Ofsted registration required):	<input type="checkbox"/>
<b>Any other additional costs (please specify):</b>	<input type="checkbox"/>

Student Bank Details (see policy section 6)	
Please provide your <b>bank details</b> below, as printed on your bankcard or statement (see policy for payment process). Bursary payments will be paid directly into a student's bank account <u>only</u> (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' eg by providing students with a travel pass.	
<b>Account Name:</b>	BIB Reference (Admin Use Only): _____
<b>Account Number (8 digits):</b>	<b>Sort Code:</b>

## STUDENT DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Scheme will be paid on condition of standards of attendance and behaviour, as explained in the ALL Bursary Fund Policy 2022/23.  
**HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which the fund is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the fund have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to payments, and all payments are based on the information I have provided.
- I am clear that the payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs ie. meals, miscellaneous course costs, childcare, etc.
- I understand I have the right to appeal if I disagree with the outcome of my ALL Bursary Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained in the ALL Bursary Fund Policy 2022/23.

**I confirm I have read the ALL Bursary Fund Policy 2022/23 which was given to me with this application.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If submitting screen shots, please ensure the files are clearly labelled by month, and contain the following information:

Example of a Universal Credit monthly award notice

<b>How your Universal Credit payments are worked out</b>	
This is based on your circumstances between 1 December 2020 and 31 December 2020	
<b>1. First, we bring together the basic parts of Universal Credit that apply to you.</b>	
<b>Standard Allowance for you and your partner</b>	£498.89
<b>Housing Element</b>	£354.68
<b>Child Element</b> From 06/04/2017 Universal Credit will only pay the child element for 2 children or qualifying young people unless certain exceptions apply. For further information on when an exception may apply, see <a href="http://www.gov.uk">www.gov.uk</a>	£508.75
Children on your claim XX XX We pay £277.08 for your first child or qualifying young person. For each other eligible child or qualifying young person, we pay £231.67	
ESFA note: there can be other/different elements in this section.	
<b>Amount</b>	<b>£1,362.62</b>
<b>2. Next, we take account of any non-work income and other benefits you receive as well as your savings and capital.</b>	
<b>The total we take off for these items is:</b>	<b>£0.00</b>
<b>3. We then take account of your take-home pay</b>	
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.	
Your take-home pay for this period is <b>£1,352.85</b>	
The first £192.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this £192.00 reduces your Universal Credit by 63 pence.	£731.34
<b>The total we take off for take-home pay is:</b>	<b>£731.34</b>
<b>4. Lastly, we take account of any loans, advances, deductions and overpayments or third party payments you have.</b>	
Social Fund	£22.15
Budgeting Allowance	£15.00
<b>The total we take off for these items is:</b>	<b>£37.15</b>
<b>Total adjustments</b>	<b>£768.49</b>
<b>Your Universal Credit monthly payment for this period</b>	<b>£593.83</b>

ESFA note: institutions should use the two highlighted figures, take-home pay and the amount of Universal Credit after deductions, when assessing household income.