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#### Guidance notes on financial support **202**2-23

ADVANCED LOANS **BURSARY FUND** (ALBF**)**

*(only available only for learners who have taken out an Advanced Learner Loan)*

The Fund is available for learners aged 19+ who have taken out an Advanced Learner Loan to cover the cost of courses at Level 3 and above.

The Fund is available for the following:

* professional membership and registration fees
* books required for the course
* childcare
* equipment (where these costs not included in the tuition fee)
* course trips
* travel (in exceptional circumstances)
* exam retake fees

Applications are limited to a maximum of **£500** per academic year.

**Criteria**

In order to claim from this fund applicants must be able to prove that they are from one of the following groups:

* those in receipt of a low income (annual family income below \*£30,000.00) \*gross Full Time Equivalent
* those in receipt of a means-tested benefit;
* those who have been out of work more than six months and not in receipt of JSA or means tested benefits, and who can demonstrate financial difficulty.

**Professional membership** and registration fees to external bodies – payment will be made on production of receipts.

**Books, materials, equipment**

Students may apply for help with books and equipment approved as essential for their course, payment will be made on production of receipts. Stationery items (e.g. pens, binders, printing) are excluded.

**Childcare –** for applicants aged 20+

Available while applicants are attending a Sutton College course during term time. Payment will be made directly to an OFSTED registered childcare provider. The maximum amount available may be exceeded at the Panel’s discretion.

**Course trips and Travel**

Assistance will be considered for any study trips required for the course, and in exceptional circumstances towards the cost of travel by public transport (or equivalent cost if a student is using their own car). Payment will be made on production of receipts.

**Exam resit fees**

Payment for one re-sit per module may be paid directly on the student’s behalf during the duration of the course.

**Additional Information:**

When funding is granted, students **must** take the appropriate exam or accreditation.

**Attendance:**

Anattendance rateof at **least 90%** is expected from students who receive funding. If a student withdraws from the course before completion, or if attendance drops below an acceptable rate without a genuine explanation, they will be required to repay the funding granted to them. If a student has unavoidable reasons for withdrawing from a course, they must contact the Student Support Administrator to explain, and/or provide reasons and proof in writing.

*Previous withdrawals/low attendance*:

Students will not be eligible to receive funding if they have withdrawn from a previous course or had poor attendance, unless they can demonstrate valid reasons.

*Applications denied:*

If an application is denied, applicants may re-submit no sooner than the following term.

*It is the learner’s responsibility to advise the Department of Work & Pensions about any learner support received, as this may affect eligibility for some benefits.*

The fully completed application form and attachments should be forwarded to:

**lsf@suttoncollege.ac.uk**

*Sutton College*

**ACADEMIC YEAR 2022/23**

Student ID No: \_ \_ \_ \_ \_ Ref: \_ \_ / \_ \_ \_

**APPLICATION for SUPPORT from**

**Advanced Loans Bursary Fund** (for loan-approved learners)

**Please read the guidance notes, then complete this form and enclose relevant proof of entitlement**

| **Title** | **First name** | **Surname (family name)** |
| --- | --- | --- |
| **Address**  **Postcode** | | |
| **Telephone Number:** | **Email address::** | **Date of birth:** |
| **Course Number:** | **Course Title** | |
| **Course Number:** | **Course Title** | |

Have you already received funding from Sutton College Yes No



If Yes, please state: Subject Year

Have you applied for an Advanced Bursary Loan? Yes No Has the loan been approved? Yes No

**Funding requested:**

The maximum amount available from the ALBF is **£500.00** per applicant

| Professional membership fees  *receipts must be provided before a reimbursement can be made* | | £ |
| --- | --- | --- |
| Books or materials  *receipts must be provided before a reimbursement can be made*  Details: | | £ |
| **Childcare**: Registered childcare provider  You will be asked to supply further written details of the childcare provider | | £ |
| Other claims (please provide details) | | £ |
| **Total amount claimed:** | | £ |

| ***For office use only*** |  | | |
| --- | --- | --- | --- |
| Approved by: | Entered on LSF spreadsheet: | Payment entered on UNITe: | Student Periodic Updated on UNITe |

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| Applicant’s income  £ | Partner’s income  (where applicable)  £ | Other income  (eg pension, allowances)  £ | Total household monthly **net** income (after tax)  £ |
| --- | --- | --- | --- |

**Please complete either Section A or Section B below:**

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**A. Are you in receipt of means tested related benefit?** Yes No 

You must show up-to-date **proof** with your application, and may also be required to provide further proof of your family income and expenditure in the form of a bank statement or payslip.



Are you currently in employment? Yes No

**Staff member to complete:**

Benefit type: Benefit No: Staff name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. For those NOT in receipt of benefit but on a low income** (see explanatory notes)**,** please provide a copy of a recent payslips or 1 full current account bank statement showing income and expenditure.

Have you been made redundant and unable to claim Job Seekers Allowance and do not receive any other means tested benefit, but require financial support?

**Explain below why you want to take the course/s and why you need financial support, including your plans to obtain future employment or education.**



*I certify that the information I have provided is correct. I acknowledge that my attendance is expected to be at least 90%. I agree to inform the College if I must stop attending my course or if I am unable to attend some classes****. In such circumstances I understand that I may be required to return all or part of any financial support received.***

Signature of applicant…………………………………… Date……………………….

*You should retain the guidance notes for your records.*

Your completed application form and attachments should be forwarded to: **lsf@suttoncollege.ac.uk**