

Guide to applying for financial support for 19 year olds +

Funding application forms are available on our websites @ www.bacoll.ac.uk and www.swdt.co.uk

NB. If you are funding your course with an Advanced Learner loan please refer to the 'Guide to applying for financial support for 19 year olds + funding your course with an Advanced Learner Loan'.

Getting help with tuition fees

To enrol on a course you will usually have to pay tuition fees. However, you may be eligible to receive your course for free if you are normally resident in England and one of the following circumstances apply:

Learners aged 19-23

- Enrolling on an Entry Level or Level 1 Course, who do not hold a Level 2 qualification or above - **Free**
- Enrolling on your first full Level 2 Course - **Free**
- Enrolling on your first full Level 3 Course - **Free**
- In receipt of JSA, Work Related ESA or Universal Credit - **Free (for courses below Level 3)**
- In receipt of a state benefit and wishing to enter employment - **Free (for courses below Level 3)**
- None of the above - **Fees are payable**

Learners aged 19+

- For full Level 3* or Level 4 courses - Fees are payable however learners may apply for an Advanced Learner Loan – visit www.gov.uk/advanced-learning-loans or call **0300 100 0619**.
*19-23 first full Level 3 – **Free**

If you do have to pay tuition fees, we offer a payment instalment plan. This is subject to a 20% deposit to be paid at enrolment and the balance of fees spread over equal monthly instalments depending upon course cost and length.

What is DLSF 19+?

This fund provides financial or 'in-kind' help to eligible learners with a number of course related costs. **This fund is cash limited and operated on a first-come, first-served basis.**

Eligibility for DLSF 19+

To be eligible learners must be aged 19+ (as of 31 August 2017) and have a household income **of up to £25,000 unless otherwise stated**. Household income includes tax credits, benefits, earnings and any other income received by the adults in your household. You will not be able to receive this support if you are receiving the Advanced Learner Loan, or if you are aged 19 and over and already have a full level 3 qualification.

Here's a further explanation of these funds:

Tuition fee support

This is awarded to learners who are not eligible for fee remission and have to pay their own course fees for up to a level 2 qualification. Learners eligible for this support will need to fulfil the general criteria of DLSF. This support will pay 100% of the course fee. **There are only limited funds available.**

Uniform and kit costs (essential course items)

Support is available to help learners pay for compulsory course related materials.

Learners can apply for a one-off payment to help with these costs or we will order the items on your behalf. The amount you will be awarded is dependent on your course. Please note you may need to purchase items before you start the course and the amount of the grant is not guaranteed to pay these costs in full. Reimbursements will only be made subject to proof of purchase. Not all learners will be eligible for this support.

Free meals

Learners aged 19 to 24 on 31 August 2017 who are subject to an Education Health and Care Plan (EHC Plan) are entitled to a free meal while attending college, if they meet the eligibility criteria of attending a full time course with a household income of **£16, 190 per annum AND not in receipt of working tax credit**. This award provides the learner with access to a £2.41 daily meal allowance for timetabled days only. It can be accessed at both campuses from the eateries only (not the campus shops). You must present your Campus ID card at the checkout.

Travel costs

We operate a travel scheme in conjunction with Arriva. Learners must be undertaking a full or part time further education course (excludes full cost courses). Eligible learners can travel free on any Arriva North East bus required to get to and from campus and work placement, Monday to Friday, 0630 to 2200, during term time only. We will authorise your Campus I.D. card with Arriva travel permissions if your funding application is successful.

Campus I.D. cards are issued on enrolment but no earlier than August 2017. The Campus I.D. card will also serve as the learners travel pass. Learners must renew their Campus I.D. card for each term in order to continue travelling with Arriva. This can be done during the last week of the previous term at Student Services at either campus by submitting your old card. We will not be responsible for any travel costs incurred due to learners failing to renew their Campus ID card. If you withdraw from your course you must return your Campus I.D. card to the Student Funding and Transport Officer. Failure to do so will result in an invoice being issued to you.

Learners using their own transport can apply for mileage costs but only where Arriva does not provide a service bus which can be reasonably accessed. Receipts for fuel must be submitted with the claim form.

Learners living in an area that is not serviced by Arriva are still eligible for travel support provided they live a minimum of 3 miles from their campus of study. Learners must keep their bus/train tickets and claim a refund on a monthly basis. To do this, learners should obtain a Travel Claim form from their campus reception and submit this before the month end. All travel claims are subject to attendance checks and must be accompanied with receipts/tickets, where the claim is for use of public transport. Reimbursements are made monthly direct into your bank account.

Support for university open days/interviews

Assistance to cover the main travel costs for learners who are attending a higher education open day or interview. The visit must take place during the 2017-2018 academic year. Evidence of the date of the open day/interview must be submitted.

Childcare funding (for Ofsted registered childcare only)

Childcare funding is for course timetabled periods only (i.e. not academic holidays, half term breaks). Learners eligible for government funded childcare sessions must apply for and utilise these for their course timetabled days. We will however agree funding for wrap around childcare requirements that exceed these.

You will not receive funding for unauthorised absences. If you cannot attend your course due to sickness or your child's sickness, you must contact Student Services by 9.00am, per each day of absence. This will ensure that your reason for absence is recorded. Failure to do this is deemed as unauthorised absence. Contacting your tutor direct or sending a message via another learner is not acceptable and your funding will be affected.

Childcare funding will cease with immediate effect if you withdraw from course OR your attendance falls below 95%.

You must provide the required notice (usually 1 month) to the childcare provider in lieu of your course end date (as detailed on your learning agreement) or withdrawal. Charges incurred due to failure to give notice are your responsibility.

Childcare providers **must** submit invoices to us on a **monthly** basis. The invoice must show a breakdown of the session dates attended and the cost per session. This should be within 28 days of the end of the billing period. Failure to submit monthly invoices may result in refusal of payment. Invoices can be emailed to finance@bacoll.ac.uk or posted to Student Funding & Transport, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, Co Durham, DL14 6JZ.

Invoices are paid in arrears as payment is subject to your attendance. We cannot make childcare payments in advance. Unauthorised absences will be deducted from the value of the invoice. The remaining balance will therefore be your responsibility. Childcare providers should liaise with the learner directly with regards to this.

Any subsequent changes to childcare needs must first be authorised by Student Funding and Transport. Learners should do this at their earliest opportunity to ensure funding is still available.

To be eligible for this support your household **must be £33,000 or less**. Household income includes tax credits, benefits, earnings and any other income received by the adults in your household. Learners aged under 20 at the start of their course will not be eligible for this funding and would need to apply for Care to Learn which is explained further in this guidance.

How do I apply for Funding?

You will need to complete an application form for financial assistance and return it to the Student Funding & Transport Officer as soon as possible. You must evidence the current total income received into your **household**. This includes the income of your spouse/partner. Please provide a copy of your Tax Credit Award Notice (TCAN) 2017-2018. We cannot accept 'Provisional' TCANs. If you're not in receipt of tax credits please supply a copy of your current household benefits letter (dated in the last month) or copies of your 16/17 P60s. Please supply photocopies only as we are unable to return evidence.

Other Support:

Care to Learn (C-2-L)

If you are a young parent, C-2-L can help pay for your childcare and any additional travel costs whilst you are studying. You must:

- have started your course or study programme before you turn 20
- be the parent or main carer and be in receipt of Child Benefit for the child(ren)
- be living and studying in England and be either a British citizen or a national of a European Economic Area (EEA) country
- using an Ofsted registered childcare provider (this can be a childminder, nursery or

You can apply on line at the Care to Learn website - www.gov.uk/care-to-learn or contact their helpline on 0800 121 8989.

Emergency/hardship support

Any learner with exceptional hardship or domestic emergency needs can request financial support to enable them to remain on course. This is normally a one-off support payment or very short term support. It cannot be used as a substitute for state benefits or living costs.

Terms and Conditions of Funding

Attendance

Financial support from the national schemes or funds from Bishop Auckland College/SWDT are subject to learners maintaining a minimum 95% attendance level. Where learners fall below this, we reserve the right to revoke all funding. We will invoice parent/carers for reasonable recovery of the value of these items.

Withdrawals

If you withdraw from your course you will not receive further financial support. You may also have to repay any financial support you have been awarded. You must return your kit/uniform and Campus I.D. card. Failure to do so will result in an invoice being issued for the total cost of these items.

Appeals

If you believe your funding application has not been assessed correctly, you do not receive a grant or you are not happy with the level of support allocated, you can appeal. Your appeal should be made in writing and addressed to:

Appeals, Head of Student Services, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, DL14 6JZ.

You can only appeal once regarding a specific situation - if your appeal is declined, you are unable to re-appeal for the same reason again, unless you can provide new additional information to support your case. The appeal decision is final. If you are unhappy with the decision you can make use of the College's formal complaints procedure.

Further Discretionary Learner Support (DLSF) conditions

- Discretionary Learner Support (DLSF) funding is only available for one course per academic year. If you are on a two year course you will need to make a new application for help each academic year.
- You will not receive funding if you have outstanding debts to us or your household income is above the rates stated.

All guidance and eligibility criteria mentioned in this booklet are correct at the time of print, but we reserve the right to amend any of this information during the academic year following government changes to eligibility criteria.

The Student Funding and Transport Officer

The Student Funding and Transport Officer is here to ensure you receive the best advice and support with your application for financial support. If you need help, or would like to speak on an individual basis, please do not hesitate to visit Student Services between the hours of 9am and 4.30pm. The office is available throughout the summer holidays.

You can contact the Student Funding and Transport Officer by telephone on **01388 443032**, by e-mail at start@bacoll.ac.uk or by post at the following address:

Student Funding and Transport Officer
Bishop Auckland College
Woodhouse Lane
Bishop Auckland
Co Durham
DL14 6JZ