

## Guide to applying for financial support for 19 year olds + funding your course with an Advanced Learner Loan.

Funding application forms are available on our websites @ [www.bacoll.ac.uk](http://www.bacoll.ac.uk) and [www.swdt.co.uk](http://www.swdt.co.uk)

**NB. If you are aged 19-23 on the first day of your course and it is your first full level 3 qualification, you may receive your course for free through government funding. Please speak to our Admissions Team before you progress any further.**

**Please read the following in conjunction with the Advanced Learning Loan Factsheet and FAQs sheet to ensure you have all the information you need to make an informed decision.**

Advanced Learner Loans (ALLs) help people aged 19 and over undertake vocational, technical and professional qualifications at Levels 3, 4, 5 and 6. Student Finance England (SFE) administers Advanced Learning Loans on behalf of the Student Loans Company (SLC). ALLs pay for your course fee only and you have to repay these. When you apply to SFE you are only applying for support for one year at a time. You will need to apply again for your second year unless SFE write to you and advise differently. Your loan will be paid directly to the College.

### **When should I apply for this support?**

Once you have applied to Bishop Auckland College/SWDT for your course and been successfully interviewed, our Student Admissions Team will send you an **'Offer and Funding Information letter'**. On receipt of this letter, apply for your loan online at [www.gov.uk/student-finance](http://www.gov.uk/student-finance). Applications take approximately 2-3 weeks to process. Once you have been assessed by SFE, they will send you a **'Notice of Entitlement'**. If you have been approved for your loan, you should bring this letter with you to our Admissions team to enrol onto your course. Enrolment secures your place. Therefore it is important you act quickly.

### **Fee liability and what happens if you leave your course early**

Once you have enrolled on your course and attended for two weeks you are fully responsible for the full fee cost. SLC will make payments to Bishop Auckland College/SWDT on a monthly basis. However, if you leave early, these payments will cease and there will be a balance of fees owing to us which you will be responsible for. See example below:

**Course Fee is £3,000 for a course that starts in September and completes in June i.e. 10 months.**

**Learner leaves after 5 months-SLC have made 5 payments of £300 to us = £1,500.**

**Balance of remaining fees to be invoiced to learner = £1,500**

If you have applied for a loan and it has been approved but you subsequently decide not to start the course, don't worry, we will not receive any payments and you can inform SFE that you no longer require the loan.

### **Applying for your finance**

Visit [www.gov.uk/student-finance](http://www.gov.uk/student-finance) for general advice and guidance on Advanced Learning Loans. You can then navigate to the **apply on line** link to begin your loan application. Refer to the **'A quick guide on how to apply'** enclosed with your 'Offer and Funding Information' letter issued to you by student Admissions.

As part of the application process you will also need to verify your identity. You can do this via the following two options **ONLY**:

- Provide your valid UK passport details.
- Provide your original birth certificate/adoption certificate accompanied by a completed 'Birth or Adoption certificate form'.

**You must print, sign, date and return a student declaration form to Student Finance England.** If you fail to do this, your loan will not be assessed and you will be unable to enrol and start college. Once your loan has been assessed and finalized you will be issued a '**Notice of Entitlement**' letter. Bring this to us and complete your enrolment.

### Advanced Learner Loans Bursary Fund

This fund provides financial or 'in-kind' help to eligible learners who are funding their course with an Advanced Learner Loan. These funds are aimed at those most in need. You can apply for support to help meet the costs of childcare and transport.

**Your Advanced Learner Loan must be approved by SFE and you must sign and return your student declaration form to them before applying for ALL Bursary Funding.**

It is therefore vital that you make your Advanced Learning Loan application sufficiently in advance as we cannot support any costs accrued prior to this and you would be liable for any childcare costs incurred up to the date of loan approval. **This fund is cash limited and operated on a first-come, first-served basis.**

### Eligibility

To be eligible learners must be in receipt of an Advanced Learner Loan 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.

### Here's a further explanation of these funds:

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](mailto: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](http://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](mailto: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