



## **ADVANCED LEARNING LOAN BURSARY FUND**

### **APPLICATION FORM 2020 – 2021**

**Funds are only available to students aged 19+ with a household income of below £23,000\* and who are in receipt of an Advanced Learning Loan.**

Please complete **ALL** relevant sections.

Please complete the checklist before returning your form and ensure you supply the relevant evidence. Please supply originals and copies will be made.

Students should note that this fund is limited, and awards from the fund will only be made where sufficient funds are available to do so. The College may refuse applications once the fund is exhausted. Applications will not be accepted within 2 months of the end date of the course unless there are extenuating circumstances which may affect your completion of the course.

**Learner Details**

Please provide your personal details. (Please write clearly)

Student ULN :   
(office to complete)

Address:  
  
  
Postcode:

Title:

Surname:

First Name:

Date of Birth:  /  /

Age:

Telephone:

Mobile:

Email:

Have you been a resident in the UK for the last 3 years? YES  NO

**Course Details**

Please provide us with as much information as you can about your course of study

Course Title:

Course Start Date:  /  /

Centre of Study:

**BURSARY CRITERIA**

To qualify you must be in receipt of the Advanced Learning Loan.

I am in receipt of the Advanced Learning Loan YES  NO

Advanced Learning Loans Customer

Reference Number (must be provided)

\*Are you able to provide evidence of your household income being below £23,000 if you live alone, or below £30,000 if you live with a partner/parent(s)? YES  NO

Do you live alone or with a partner: ALONE  WITH PARTNER

WITH PARENT(S)

Type of Benefit	YOU	YOUR PARTNER (if applicable)	EVIDENCE REQUIRED
Jobseekers Allowance (income based) award letter	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<p>If you have ticked “YES” in any of these boxes you must attach a <b>COMPLETE</b> letter of proof for each benefit you receive from the Benefits Office/ Local Authority <u>issued within the last 3 months.</u></p> <p>In the case of Universal Credit – please supply the <u>last 3 monthly award statements.</u></p> <p><u>If you do not submit the supporting evidence we will not be able to process your application.</u></p>
Employment Support Allowance or Universal Credit & Disability Living Allowance (DLA) or Personal Independence Payment (PIP). DLA or PIP alone are not valid	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Universal Credit - last 3 monthly award statements	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Any other Means Tested Benefit award letter	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
National Asylum Support Service – ASPEN/ARC Card & last 3 Post Office receipts	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Income Support award letter	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Working Tax Credit - final award letter for 2020 - 2021 (NOT REVIEW LETTER)	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Pay slips ( for last 3 months)/P60 *	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	

\*Learners aged 19 are normally assessed as independent learners and household income is assessed on their own income or with that of their spouse/partner if applicable. If a learner has no income then the household income will be based on the income of the person(s) on whom the learner is dependent.

Students aged between 19 and 25 who are subject to a learning difficulty assessment (LDA) or Education Health and Care Plan (ECH) may be entitled to free meals if they provide evidence to support the application.

**Financial Support**

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.

Please indicate what financial support you require:-

Type of Support Required:	Amount:
Travel <input type="checkbox"/>	£ <input type="text"/> per week
Lunch <input type="checkbox"/>	£ <input type="text"/> per week
Childcare costs with Ofsted approved provider. If you are aged 19 at the start of the course you must apply via Care to Learn <input type="checkbox"/>	£ <input type="text"/> per week <u>Please provide address and Ofsted registration number of childcare provider.</u>

**Please state why you need financial assistance towards the costs of your study?**

**BANK DETAILS**

Please provide your bank details below, as printed on your bank card or statement.

Bursary payments will be paid direct into a student's bank account only.

<b>Bank / Building Society Name:</b>								
<b>Sort Code:</b>			-			-		
<b>Account Number:</b>								

**8) Declaration by student – please read and sign the declaration below**

- The information I have given on this form is correct, true and accurate to the best of my knowledge.
- I understand that if I provide false or incomplete information, I may have to repay any money given to the applicant.
- I agree to notify the College of **any change in my circumstances** which may affect my eligibility for funding, or of any change to my course, as soon as either of these occurs, I will inform The Administrator immediately.
- I understand that the College may claim back all or some of the award made to me if I give **misleading** or **inaccurate** information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon **satisfactory attendance and behaviour**. **I understand the bursary payments will stop if my average attendance falls below 90%.**
- I understand that if I withdraw from my course early, I may be asked to pay back some or all of the funding I have received to that date.
- I understand that any funding I am allocated is for this current academic year only and that a new application will be required for any subsequent years /additional courses.

Signed:

Date:

(learner applying for assistance)

Please return your application form to:

The Senior Administrator  
Reynolds Training  
Orchard House  
Kent Road  
DARTFORD  
DA1 2AJ