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**ADVANCED LEARNER LOAN (ALL) BURSARY FUND**

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 training@reynoldsgroup.co.uk with supporting evidence. Until completed applications and accompanying evidence are submitted, forms cannot be processed.

* **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, please contact Administration at training@reynoldsgroup.co.uk

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|  **Reynolds Training Academy**Orchard HouseKent RoadDartfordKent DA1 2AJ**Tel: 01322 275 807** [**www.reynoldsgroup.co.uk/performing-arts/**](http://www.reynoldsgroup.co.uk/performing-arts/)[**www.reynoldsgroup.co.uk/training**](http://www.reynoldsgroup.co.uk/training) |  |  |

 **REYNOLDS TRAINING ACADEMY**

 **Advanced Learning Loans (ALL)**

#### Academy/College Policy

The Government has allocated to the Academy/College a Bursary Fund to assist Learners whose age, circumstances and course of study will entitle them to apply for an Advanced Learner Loan. 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: child carer MUST be Ofsted registered**)
* Transport
* Additional Learning Support costs deemed appropriate following Academy/College assessment
* Professional Membership fees and any fees due to external bodies related to the course

#### 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 total household income exceeds £25,000 per annum. Outcomes for income levels below this amount will vary according to individual / household circumstances.

**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**](https://www.gov.uk/advanced-learner-loan/eligibility)

#### Application Procedure and Supporting Documentation

**All loans must be approved and processed before bursary applications can be processed.**

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.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.

#### Submitting an Application

Please post your forms and evidence to the address show on the first page. You can also email the form and

Evidence to training@reynoldsgroup.co.uk . Please send the documents as attachments and not as part of the email.

The Academy/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.

#### Additional Learning Support (ALS) Requirements

If the Learner is deemed to be eligible for ALS by the Academy/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 Academy/College exceed any Bursary grant available, the Academy/College will, in all cases, waive any requirement for the Learner to fund the excess cost themselves.

#### Payment Method

Payment to successful applicants will be in the form of a direct payment to the Learner’s bank account. Bursaries to cover ongoing expenses will be paid in monthly instalments subject to continued satisfactory attendance.

Where Learners receive financial support and withdraw from their course, or their attendance falls below minimum requirements, steps will be taken to recover monies paid or, in the case of less than 90% attendance, the monthly bursary payments will be reduced accordingly.

Please note RTA have the right to ask for evidence such as receipts to confirm the bursary payment is being use as intended for audit purposes.

#### Appeals Procedure

Learners 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 clearly state their reasons for disagreeing with the decision. Failure to appeal within 7 working days will result in the appeal being rejected/unheard.

The appeal will be handled as follows: -

* + The application will be reviewed by the Principal, 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 Principal, the applicant will be referred to the Principal 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.

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

**Conditions for payment include 90% and above attendance, progress, and behavioural record in accordance with the RTA Code of Conduct.**

Please complete the form below. This form is also available from the Administration Team.

If you have any queries, please contact Administration at training@reynoldsgroup.co.uk

or 01322 275807.

**PLEASE NOTE: You must advise benefit agencies of any support you receive from the Bursary Fund as this may affect your benefit eligibility.**

 **ADVANCED LEARNER LOAN**

 **(ALL) FUND APPLICATION**

**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** training@reynoldsgroup.co.uk **with your supporting evidence or**

 **bring it to Reception**

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| **Learner Details** |
| Title: |  | Student First Name: |  | Student Surname: |  |
| DOB: |  | Age: *(You must be 19 or over) on 31 August 2023 to apply)*: |  |
| Address: |  |
| Postcode: |  | Telephone/ Mobile: |  | Email: |  |
| **Course Title:** | Start date: | End date: |

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| **Eligibility (see Section 2 of Policy)** |
| To qualify you must be aged 19 or over on 31 August 2023 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. |

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| **Funding Criteria** |
| Your household income is one of the criteria which will help us to assess your application. If your **TOTAL** Household income exceeds **£25,000 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 Tax Credit Award Notice (22/23) |  | Income Support/Universal Credit **(last 3 months full award notice)** |  | P60 April for year 22/23 |  |
| Self-employed earnings (official tax return 22/23) |  | Other benefits/pension (award letter) |  | Wage slips for relevant household members for last 3 months |  |
| **Please list all the names of the household members who contribute to total household income:** |
| **Name and income evidence for each relevant household member** | **Relationship to Learner** |
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| **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. |
| **Transport**  State weekly mileage to and from Academy/College if travelling by car or state cost of travel on public transport and provide ticket or receipt. How many days attended each week:  |  |
| **Childcare** (address, evidence and details of Nursery/Childminder charges and Ofsted registration number required): |  |

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| **Student Bank Details (see section 6 of Policy)** |
| Please provide your **bank details** below, as printed on your bankcard or statement (see Policy for payment process). Bursary payments will be paid directly into a Learner’s bank account only by BACS.Please be aware that Providers can choose to pay Bursary awards ‘in kind’ e.g. by providing Learners with a travel pass. |
| **Your name (as it appears on your bank account) :****Account Number (8 digits): Sort Code:** |

# LEARNER 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 i.e.. 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 has been provided with this form.**

#### Applicant Signature: Date:

**CHECKLIST FOR ADVANCED LEARNER LOAN**

**BURSARY APPLICATIONS**

**Ensure you have completed the following and supplied correct evidence of income before submitting your ALL Bursary Application Form:**

* Checked eligibility on page 1 of the form ![C:\Users\carolyn.REYNOLDSGROUP.081\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\6S1BNFYP\checkbox-unchecked[1].png]()
* Provided the evidence as detailed on page 1 of the form

e.g. supply 3 **full** UC statements ![C:\Users\carolyn.REYNOLDSGROUP.081\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\6S1BNFYP\checkbox-unchecked[1].png]()

* Given details of travel support required – amount per day,

method of travel, mileage and provide proof of cost ![C:\Users\carolyn.REYNOLDSGROUP.081\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\6S1BNFYP\checkbox-unchecked[1].png]()

* If claiming for childcare – supplied name, address, Ofsted

registration number of childcare provider and proof of cost ![C:\Users\carolyn.REYNOLDSGROUP.081\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\6S1BNFYP\checkbox-unchecked[1].png]()

* Completed bank account information ![C:\Users\carolyn.REYNOLDSGROUP.081\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\6S1BNFYP\checkbox-unchecked[1].png]()
* Signed and dated the form ![C:\Users\carolyn.REYNOLDSGROUP.081\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\6S1BNFYP\checkbox-unchecked[1].png]()

RTA Advanced Learner Loans Bursary Policy – reviewed 7-3-2024