

19+ and Advanced Learner Loan Bursary Guidance 2019-2020

The purpose of the Bursary is to provide financial support for students with a specific financial hardship preventing them from taking part in or from continuing in learning.

- **Hardship funding** – this provides general financial support for vulnerable and financially disadvantaged students. We can provide support towards course-related costs such as course trips, books and equipment (where costs are not included in the funding rate), transport costs, examination fees, and registration fees. In exceptional circumstances, we may be able to help with course fees for students who need financial support to start or stay in learning. Help with fees does not apply to Advanced Learner Loan students.
- **20+ Childcare funding** – this is for students aged 20 or older on the first day of learning who are at risk of not starting or continuing learning because of childcare costs. This can only be used to pay for childcare with a childminder provider or childminder agency who is registered with Ofsted. (Parents who are aged under 20 should apply to Care to Learn. <https://www.gov.uk/care-to-learn> for help with childcare costs)
- **Residential Support Scheme** – this is only available in exceptional cases to support students where they need to live away from home. Help with the cost of accommodation may be available for students who live more than reasonable daily travelling distance from college. Eligibility is based on the 16-18 Residential Support Scheme policy.

Eligibility – general requirements:

Age: You must be 19 or over on 31 August 2019.

Residence Requirement: You qualify for “home” fees. If you are unsure whether you qualify as a “home” student, please contact the International Student Adviser in the Advice Shop.

Receive a means-tested benefit or are on a low income: Students with an income of under £22,000 are eligible to apply. Parental income is not counted but the income of any spouse or partner is. If you are married or living with a partner the combined income threshold will be £35,000

Study: Studying an ESFA (AEB) funded course. You will not be eligible to apply if you are undertaking a “commercial” course, are an apprentice or are on a Higher Education course.

Advanced Learner Loan Bursary: you need to have had an Advanced Learner Loan approved before you can apply.

Attendance and Behaviour Requirements

In order to receive your bursary payments, we expect you to attend 100% of your timetabled lessons. We also expect you to meet the standards of behaviour that we set out in the Student Charter. In exceptional, approved, circumstances where your attendance has failed to meet our standard, we may take into account mitigating circumstances at the discretion of your Teacher, Tutorial Supervisor or Programme Manager. Please inform us if you have any special circumstances including disability that could affect your attendance.

Young Carers

A Young Carer is somebody aged between 16 and 24 years old who cares for, or is affected by, a family member who has any of the following: Physical disability, Long-term physical illness, Mental health problem, Learning difficulty, Drug or alcohol misuse problem. Caring can mean giving someone practical help, like helping a parent to get dressed, but it can also be in the form of emotional support, for example caring for someone with mental health problems. If you are a Young Carer, we would like to offer you extra support; please tell us the types of things that would make a difference to you so that we can give you extra help.

19-24 Care Leavers

Additional support will be available for those students who are care leavers.

Child Care Costs

We normally pay for 100% of college teaching time plus any approved travelling time if required. Students in receipt of Early Years childcare funding will be expected to use these hours to cover study time before claiming funding from the College. We will check your online timetable to ensure that the sessions you have requested funding for are for supervised lesson times. You need to tell us about any changes to your timetable.

No payments will be made for half terms, Christmas or Easter holidays, or for food and drink supplied by the nursery. Anyone who is under 20 at the start of their course should seek childcare funding through the government's Care to Learn scheme.

All payments are normally subject to a minimum attendance level (see Attendance and Behaviour above). All payments will be made direct to the providers.

What financial support is available?

DISTANCE TO CAMPUS	BURSARY AMOUNT: FOR TRAVEL, BOOKS, EQUIPMENT, STUDY TRIPS	PAYMENT INSTALMENTS
Full time students		
Under 3 miles	£480	6 x £80
Over 3 miles	£660	6 x £110
Over 20 miles	£840	6 x £140
Over 50 miles	£1020	6 x £170
Part time students will receive half of the above		
GCSE /English for speakers of other languages (ESOL) /Functional Skills		
Under 3 miles	£210 per day at college	6 x £35
Over 3 miles	£240 per day at college	6 x £40
Over 20 miles	£300 per day at college	6 x £50

Payments

Awards are divided into 6 payments throughout the academic year, one each half term. The table above gives example of the award you may receive. Payments will normally go into your bank account by direct transfer (BACS). Your first bursary payment will be paid once we can confirm you are attending lessons via the electronic registers. We check registers on Tuesdays, and payments go into your account on Fridays. Subsequent bursary payments are dependent upon attendance. If you have good attendance payment will go into your bank account on the first Friday of each half term. If you have not met the required attendance, payment will go into your bank account on the first Friday after we receive confirmation from your course leader that we are able to pay you.

Awards will normally be paid into your bank account. and will only be paid into another person's account in exceptional circumstances. You will need to open a bank account if you do not have one. We cannot pay into a savings account such as a Nationwide Passbook Account. Please check the Money Advice Service website for advice about opening bank accounts.

Other Conditions of Support

By signing the Bursary Fund application form you are agreeing that:

- You understand that Bursary payments are dependent on a satisfactory level of behaviour and an attendance rate of 100%. Bursary payments may be cancelled if your attendance rate falls below 100% (see 'Attendance and Behaviour Requirements' above for details of exceptional mitigating circumstances) or your behaviour in College is unacceptable.
- You will notify the bursary team if you change or withdraw from your course and, if you are claiming childcare funding, will advise the bursary team straightaway of any changes to your college timetable.
- You will notify the college of any change in your financial circumstances. You may be required to pay back all, or some, of the award in the event of early withdrawal from the course, including returning any equipment given/purchased.

Appeals Procedure

In the event of your application being refused by the college, you will have the right of appeal. In the first instance, contact the Finance Advice Team with more information. If this does not resolve the matter a further appeal can be made in writing and addressed to the Director of Student Services for consideration by the Appeals Committee. You will be sent a response within 10 working days. You should bear in mind that the Bursary Fund Committee's original decision will normally be upheld if no new evidence of your financial hardship is forthcoming. However, you may choose to make an official complaint to the College. A complaints form is available from the Advice Shop reception desk.

Application Procedure

You can apply for the bursary online: <https://www.ccn.ac.uk/bursaries-and-free-meals> where you can upload or scan your evidence. Paper forms should only be completed by students unable to access the online application. Completed forms with evidence should be posted to the address below or handed in at the Advice Shop Reception.

Please note it is your responsibility to tell the DWP about your studies and any bursary support that you receive from us in case your study or your payments affect your eligibility to some benefits.

Fraud

Any application which is found to be fraudulent i.e. through false representation of household income or of other eligibility rules may be cancelled, and the student may be subject to disciplinary measures by the college.

Contact Details

The Advice Shop
City College Norwich
Ipswich Road
Norwich
NR2 2LJ

Jane Simpson and Rachel McGrath - Financial Advice: (01603) 773322 or financialadvice@ccn.ac.uk
Bursary Admin: (01603) 773063 or bursaryadmin@ccn.ac.uk

Tina Swann at Paston on (01692) 668113 or Tina.Swann@ccn.ac.uk

