

## **ADVANCED LEARNER LOAN BURSARY NOTES – PLEASE READ BEFORE COMPLETING YOUR APPLICATION**

This fund is aimed at helping students with the costs associated with attending college. For full details of the fund, please refer to our Advanced Learner Loan Bursary Policy and Advanced Learner Loan Bursary Guidelines 2018 – 2019 which can be accessed on the college website: <https://www.colchester.ac.uk/students/student-finance/> - select the financial support tab. If you would prefer a printed copy, please let us know and we will post a copy to you.

Applications will be assessed on the assumption that you will be awarded and that you will accept the Advanced Learner Loan to cover your fees. Should it transpire that you are not eligible for the loan or if you do not accept the loan, you will be responsible for repaying any awards made by the Advanced Learner Loan Bursary Fund. Please let us know if you would prefer us not to assess your funding application until your loan has been awarded and you have accepted the loan.

### **Section 1 – Student Details**

Contact details: please ensure that address details, phone numbers and email address are printed clearly on the form. We will contact you by email if you provide an email address, so please make sure that you check your emails regularly.

If you do not provide an email address, we will contact you by letter.

Please note that at extremely busy times (usually from the end of August to the end of September) we may contact you by phone and we will leave a message if we are unable to speak to you. During this busy period, please check your voicemails regularly for information regarding your award.

3<sup>rd</sup> party details: if you are happy for us to leave messages regarding your financial application or discuss details of your application with anyone other than yourself, please complete the third party details on the application form.

### **Section 2 – Course Details**

It is important for us to know which course you are on when assessing your award but it is not essential for you to give us your course code when completing the application.

### **Section 3 – Course Costs**

This section contains a list of course costs that the fund can typically help with. Please tick the appropriate box for any course costs that you may feel you need help with. If there is any item not listed that you feel is essential for your course, please show details in the 'other course costs section'

DBS (Disclosure Barring Service) checks maybe required for students undertaking childcare, health & social care and some sport courses.

AAT membership fees – a contribution towards membership fees can be made for students on accounting courses

### **Section 4 – Bank Details**

Where possible the college makes awards 'in kind' rather than making a cash payment to students. However, in some instances it will be necessary to make a BACS payment and we will then need details of the student's bank account. It is not compulsory for the student's bank account to be entered when completing the application form but payment may be delayed if bank details are not shown and we need to make a BACS payment.

### **Section 5 - Supporting evidence**

Please provide a COPY of any benefit documents required as supporting evidence. If you send us an original document, this will be retained with the application form. We do not return original documents. Evidence is required for only one benefit. If more than one benefit is claimed it is not necessary to provide evidence for each benefit.

Acceptable evidence for discretionary bursary

Income Support	Letter from benefits agency dated within the last three months or current bank statement showing income support payment. Bank statements must show the account holder's name and be currently dated
Jobseeker's Allowance (income based)	Letter from benefits agency dated within the last three months confirming that jobseeker's allowance is INCOME BASED. If letter more than 3 months old, please also provide current bank statement showing JSA payment. Bank statements must show the account holder's name and be currently dated
Employment and Support Allowance (income related)	Letter from benefits agency dated within the last three months confirming that employment and support allowance is INCOME RELATED. If letter more than 3 months old, please also provide current bank statement showing ESA payment. Bank statements must show the account holder's name and be currently dated
Working Tax Credit	2018 / 2019 award notice showing income £16,190 or below. If tax credits are renewed online, evidence to show whether the claim is a joint or single claim, a current bank statement to show tax credits are still being received, P60 and current payslip to confirm income of each employed person on the claim
Child Tax Credit	2018 / 2019 award notice, showing income £16,190 or below and not entitled to working tax credits. If tax credits are renewed online, a current bank statement to show child tax credits are still being received and that working tax credit is not being claimed.
Pension Credit	Letter from benefits agency dated within the last three months or current bank statement showing pension credit payment. Bank statements must show the account holder's name and be currently dated
Universal Credit	Letter from benefits agency dated within the last three months or current bank statement showing universal credit payment. Bank statements must show the account holder's name and be currently dated. Written statement from the claimant to confirm which benefit UC has replaced. If employed, P60 and current payslip

Applications from households with an income exceeding £16,190 are not normally considered. However, if you feel that you have extenuating circumstances, please submit an application and provide a covering letter to explain your situation. Supporting evidence should also be provided.