

Disclaimer

All of the information in this booklet is correct at the time of going to print and may be subject to change. We will try to notify applicants of any changes when applications are handed in.

city college

brighton and hove

2016/17

Bursary Fund Guidelines for Further Education Courses

19+

YEAR OLDS

The information in this booklet is for students who will be aged 19 or over on 31st August 2016 and who are studying a Level 1 or 2 programme, or are aged 19-23 and do not have a full Level 3 or 4 qualification. Students aged 19+ who do not fall into those categories may be eligible to apply for financial support through the Advanced Learner Loan bursary.

DEADLINE FOR STUDENTS STARTING IN SEPTEMBER: FRIDAY 19ST AUGUST 2016

Please note: Applications may still be submitted after this date but payments may be delayed. If your course starts later than September then please contact us after the 26th September 2016 for an application.

www.ccb.ac.uk

WELCOME TO THE BURSARY FUND GUIDELINES FOR 19+ YEAR OLDS

PLEASE NOTE THE FOLLOWING VERY IMPORTANT INFORMATION:

- Funding is limited and we may not be able to support every applicant. Being eligible to submit an application does not guarantee an award.
- If you withdraw from your course after signing the Learner Agreement, whether you have started the course or not, you will be asked to pay back all funds awarded to you and to the College on your behalf, including course fees.
- If you are awarded funding for kit or equipment then the College will order and supply these items for you. You will not be given the funds to purchase these items.
- The application asks for personal and financial information. You sign the application form to confirm that the information you have given us is correct. If you are awarded funding on the basis of false information then you may have your funding withdrawn and you may also be asked to return any funds you have received.
- You will not receive an award from the College's Learner Support Funds if:
 - You are under 16 years of age on 31st August 2015
 - You have any outstanding debts to the College
 - You are receiving funding for a Higher Education course
 - You are in prison or a young Offenders institution and are attending College on day release
 - You are planning to enrol on a full cost course
 - You are an international student

If any of the points above apply to you then you should **not** submit an application form for Learner Support Funds.

Data Protection Statement

All data we request from you will be kept according to the relevant data protection legislation. If you have concerns about how your personal data is used or stored, or wish to exercise your rights under the Data Protection Act, then please write to the Clerk of the Corporation, City College Brighton and Hove, Pelham Street, Brighton, BN1 4FA.

Confidentiality Statement

When data is provided to us, we use it solely for the purposes for which it was provided. The information provided with your application may be shared with other college departments to ensure that you receive the best support available. We will not share your information with external organisations. We recognise that information is valuable and we take all reasonable measures to protect it.

Disclaimer

All of the information in this booklet is correct at the time of going to print. We will try to notify applicants of any changes when applications are submitted.

Fraudulent claims

We ask for detailed information on the application form and you also sign to confirm that the information you have given us is correct. If you are awarded funding on the basis of false information then you will be asked to repay any money you were awarded and we may take court action.

Support Statement

If you need any help understanding the information in this booklet or with completing the application form please contact the Student Centre and ask for a one-to-one appointment.

WHAT DOES A COLLEGE COURSE COST?

The costs of courses at the College includes tuition fees, a college registration fee and examination fee where applicable and a materials fee. Some courses also require additional specialist equipment and in these cases there may be additional costs.

Some courses are part funded by the government and attract lower rates for some students. These are called co-funded courses and usually require an interview as part of the application process and lead to an accredited qualification.

Other courses are not funded by the government. These courses are not eligible for any concessions or funding. Our Course Advisors will be able to confirm whether the course you are planning to study attracts any discounts or funding.

Students studying co-funded courses may be able to receive a reduction in fees.

If you are in one of the following groups then you do not have to meet the costs of the registration fee, tuition fee, exam or materials fee and essential items of kit and equipment will be provided by the College.

- Aged 19-23 and studying for an Entry or Level 1 course and do not already hold a full Level 2 qualification (e.g. NVQ 2, 5 GCSE's all at grades A*-C)
- Aged 19-23 and studying for a full Level 2 qualification and do not already hold a full Level 2 qualification
- Aged 19-23 and studying for a full Level 3 qualification and do not already hold a full Level 3 qualification (e.g. NVQ 3, National Certificate, 2 A Levels)
- Aged 19+ and studying a Basic Skills qualification. This includes GCSE English and Maths if you do not already have these at Grade C or above.
- Studying Level 1 or Level 2, unemployed and in receipt of either Job Seekers Allowance (JSA) or Employment Support Allowance (ESA) or Universal Credits (UC) - Work Related Activity Group (ESA WRAG) and not eligible for a Advanced Learning Loan (See below*)
- Studying Level 1 or Level 2, unemployed and in receipt of state benefits (other than JSA or ESA WRAG) and wanting to enter employment but needs skills training to do so, and not eligible for a Advanced Learner Loan (See below*)

You may still need to pay for your childcare costs if you are a parent. The College may be able to help with some of these costs and you should see pages 3 - 7 for more information. You will also need to consider how you will meet the costs of travelling to and from College.

* Advanced Learner Loan Eligibility

If you are 19-23 and studying at Level 3 or 4 and have previously achieved this qualification, then please see the Advanced Learner Loan bursary.



If you are not in any of the groups listed then you are not eligible for any concessionary rates for your course.

The options available to you are as follows:

1. Pay in full when you enrol on your course (for some courses you will receive a 5% discount on your fees if you do this)
2. Sign up to a part payment agreement
3. Find out if you are eligible to apply for Learner Support Funds - see pages 3 - 7 to see if you qualify and for information on how to apply. If you are eligible to apply for funding then it is important to do this **before** you enrol on your course.

These funds are limited and are awarded to eligible students on a first come, first served basis.

LEARNER SUPPORT FUNDS

What are Learner Support Funds?

The purpose of Learner Support Funds (LSF) is to provide financial support to students aged 19 and above, who are in financial hardship and would find it difficult to meet the costs associated with studying a further education course. The College has a responsibility to ensure that this money is targeted at those students deemed by the government to be in most need. See page 4 onwards for information on how we do this.

The Learner Support Fund is limited and does run out so you should apply as early as possible. Please see page 5 for important information about when to apply.

The application form will ask for detailed personal information.

Where does the money come from?

The money the College receives comes from the Skills Funding Agency (SFA) and is public money. We recognise that students face financial pressures but this money is not a right and the College has a responsibility to ensure that the money is awarded fairly.

You will **not** receive an award from the College's Financial Support Fund if:

- You are under 16 years of age on 31st August 2016
- You have any outstanding debts to the College
- You are receiving funding for a Higher Education course
- You are in prison or a young Offenders institution and are attending College on day release
- You are planning to enrol on a full cost course
- You are an international student

What can Learner Support Funds cover?

If you are studying Level 1 or 2, you may have to pay course fees and essential items of equipment and uniform. However, by applying for Learner Support Fund we may be able to cover these costs for you. Learner Support Funds cannot help you with any Registration Fee. This means that you will be asked to make a contribution of at least £50 for a full time course and £30 for a part time course at the point of enrolment towards the cost of your course.

Tuition Fees

If you are studying a course with tuition fees then you may be charged for these. If you are successful with your application for LSF then we may be able to cover this cost, also including the exams you need to do to pass the course. These are called 'core exams'. You may be advised to take additional exams to boost your final qualification but if this happens then you will need to make sure you can afford the additional costs.

Equipment costs

For some courses, students will have to buy a uniform or equipment. The course tutors have provided the Student Services Team with a list of essential items and if you are successful with your application for LSF then we can meet these costs for you.

PLEASE NOTE: If you are successful in your application for LSF, the College will order any essential items on your behalf. You will not receive money to purchase these items yourself. Further information about this process will be provided by your curriculum areas.

If you have been given an order form you will need to complete and return this to the College as soon as possible.

Childcare

The maximum award we can provide for childcare costs is £5,000 per academic year per student, not per child. Childcare assistance is only available for the time you spend in timetabled classes during term time at college. This means that over the Christmas and Easter breaks we will not pay for your child's place. Your childcare provider may ask for a retainer to save your place in the nursery over these breaks. If there is such a charge then you need to inform us of this when you submit your application.

If your child is aged between 2 and 4 you may be eligible for free early education. All 3 and 4 year olds in England are entitled to 15 hours of free early education each week for 38 weeks of the year and some 2 year olds are also eligible. Full information is available on www.gov.uk/free-early-education. If you claim free early education then we will deduct this from the amount awarded from the Learner Support Funds. We can only provide childcare for Ofsted registered providers. City College Brighton and Hove takes no responsibility for the quality of care provided. For details of childcare providers in Brighton and Hove please contact the Family Information Service on 01273 293545.

It is your responsibility to inform us if your timetable changes or your weekly childcare costs increase or decrease.

If either of the above changes mean that your weekly childcare costs increase then we cannot guarantee that we will be able to meet this rise in costs. Our ability to meet any increase in costs will depend on the funds we have available at the time. If you fail to inform us of any changes then your childcare support could be withdrawn.

Any payments made to childcare providers will depend on your attendance at college. You will be expected to attend all of your timetabled classes. If you withdraw from the College, or have any payments declined due to poor attendance, then the College will take no responsibility for the payment of outstanding fees to childcare providers.

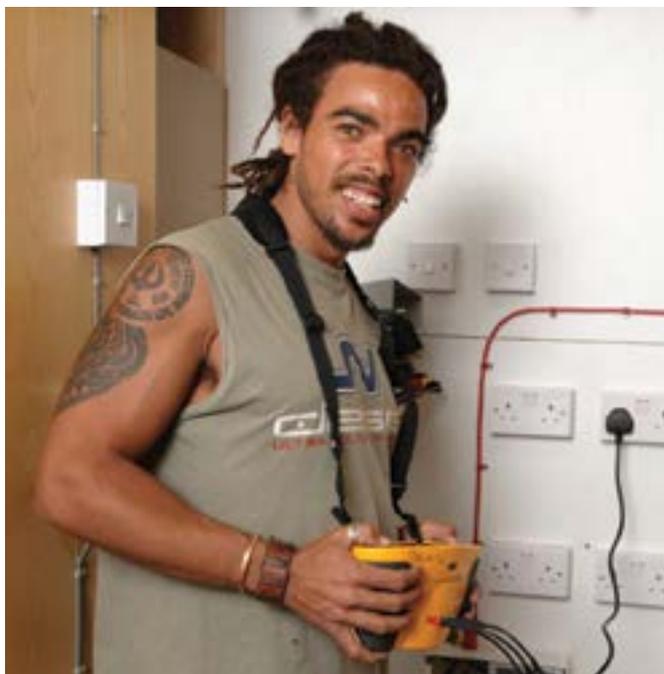
To apply for childcare you need to complete the application form in the middle of this booklet and the Form B at the back of this booklet should be completed by your childcare provider.

This Form B needs to be either returned with your main application for Learner Support Funds (which you should hand in as soon as possible) or returned to the College by the 19th August. Any Form Bs returned after this date may result in you missing out on childcare support. If your college timetable is not available by 1st August then please still submit the Form B with an estimated cost.

How does the College ensure the money is allocated to those students in most need?

To ensure that we spend the funds in the most appropriate manner, your personal circumstances and level of income will be considered. The way in which we allocate our funds is in line with the guidance we receive from the Skills Funding Agency.

For students aged 19+ it is your income we assess, not your parent(s) or guardian(s). If you live with a partner we will also assess their income.



Do You Qualify?

Stage 1

You can submit an application for Learner Support Funds if you are in one of the target groups shown in the table below. You must also be able to provide the evidence requested. An application will **not** be accepted without this proof.

Target Group	Evidence
Students in care or care leavers	Letter from Social Worker
Young Parent (aged 19)	Birth certificate of child(ren) or Child Benefit book
Students with learning difficulties or disabilities	Statement of SEN / GP letter / letter from other relevant professional e.g. teacher, social worker
Carer	Letter from support worker or letter confirming Carers' Allowance claim
Homeless or insecurely housed	Letter from support worker
Studying Level 1 or Level 2, not in education, employment or training and in receipt of Job Seekers Allowance (JSA) or Universal Credits (UC) or ESA (WRAG) or Personal Independence Payments (PIP)	Letter confirming that you are in receipt of Job Seekers Allowance or Universal Credits (UC) or ESA (WRAG) or Personal Independence Payments (PIP) *
Medically ill	Letter from GP which supports your application to study
You or your partner have been made redundant in the last 12 months	Letter of redundancy
Lone Parent	Birth certificate of child along with either an Income Support/Universal Credits letter or Working Tax Credit award notice
Students on probation / supervised by the Youth Offending Service / Ex-Offender	Letter from Probation Officer / YOS / other relevant professional
You are studying for an Entry Level or Skills for Life qualification	A member of college staff can check this for you
You are aged 19-23 studying for your first full Level 1 qualification	A member of college staff can check this for you
You are aged 19-23 studying for your first full Level 2 qualification	A member of college staff can check this for you
You are studying for your first full Level 3 qualification and are aged between 19 and 23	A member of college staff can check this for you
You are from a gypsy, traveller or Roma community	Letter from support worker
Studying Level 1 or Level 2, unemployed and in receipt of a state benefit	Self declaration and benefit proof

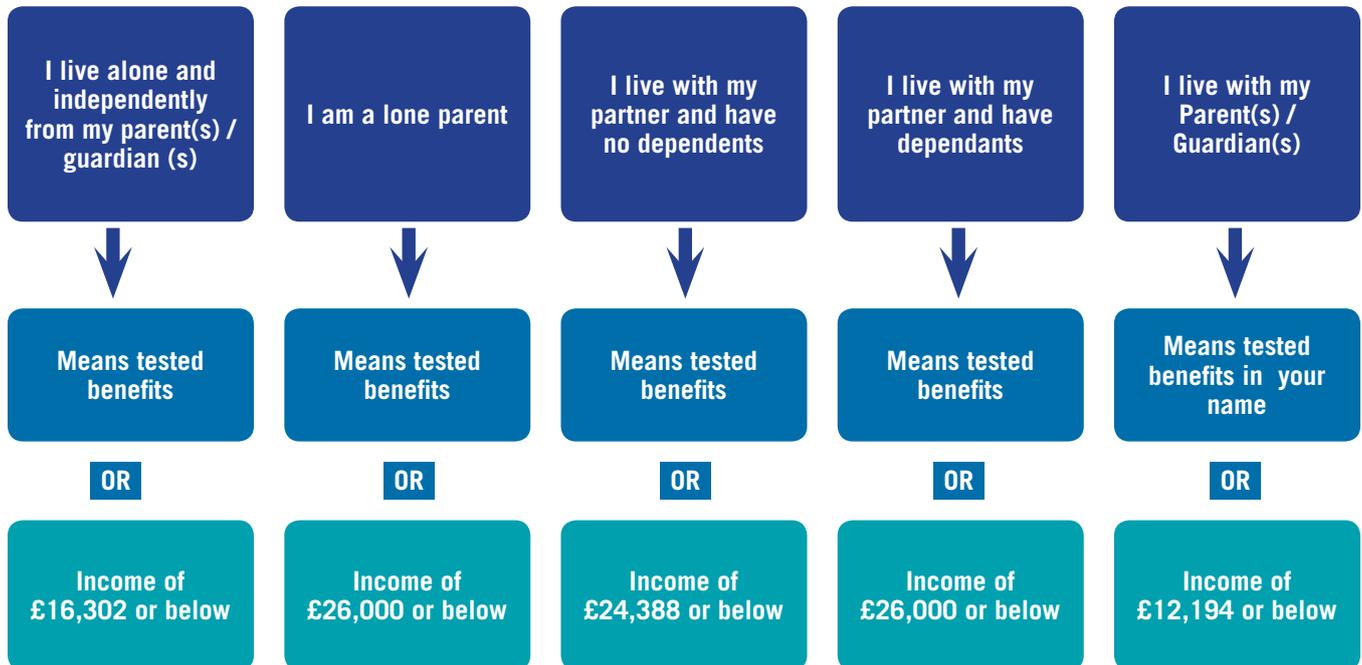
We are unable to accept your application without the necessary evidence. If you do not think you can provide the required evidence please contact Student Services.

If you are not in one of the priority target groups shown above then you may not be eligible for financial support.

See Page 5 for more information about eligibility for Learner Support Funds.

Stage 2

Meeting one of the target groups on page 4 is not enough for you to submit an application. You must also demonstrate financial hardship. To do this you and your partner (if applicable) must be in receipt of one of the means-tested benefits listed below or have an annual household income of below a certain level before tax. Decide which of the following best describes your living arrangements. This will tell you the maximum annual income level (before tax) we can accept. If you have a household income of above this amount before tax then you cannot submit an application for Learner Support Funds.



Please note that for the purpose of the bursary fund, City College defines a dependant as:

- A child for which the applicant is receiving Child Benefit (photocopied child benefit book to be submitted with application as evidence).
- A person for which the applicant has full time caring responsibilities (photocopied evidence of Carers' Allowance to be submitted with application as evidence).

If you meet a target group and can demonstrate and meet the household income criteria then you can submit an application for Learner Support Funds.

What evidence do I need to provide?

It is important that the Learner Support Funds are allocated to those students who need it most. To help us make sure this happens please make sure you bring the following evidence with you when you hand in your application:

Proof of target group status

See page 4 or section 5 of the application form.

Proof of Household Income/Benefits

Section 6 of the application form has space for you to confirm your household's annual income. You need to provide us with the following evidence:

- Living independently: recent evidence of **your** income
- Living with a partner: recent evidence of you **and** your partners income
- Living with parent(s) / guardians: recent evidence of **your** income / benefits

For 19+ students it is **your** income we assess, not your parent(s) or guardian(s).

If you are supplying evidence of means-tested benefits then we need copies of the following:

- A letter dated within the last 3 months which confirm you, or your partner if applicable, are currently in receipt of one of the following means-tested benefits:
 - Income Support
 - Housing Benefit
 - Council Tax Benefit
 - Employment Support Allowance (WRAG)
 - Job Seekers Allowance (Income Based)
 - Universal Credits (UC)
 - Personal Independence Payments (PIP)
 - Pension Credit
 - Tax Credits (with an annual household income of below the required level)

- **If you do not have a letter dated within the last 3 months then you can submit an older letter if it is supported by your most recent bank statement (no more than 3 months old) showing a payment going in to your account.**

If you are not in receipt of any means-tested benefits and need to confirm your wages from employment then we need copies of one of the following for you **and** your partner if applicable:

- P60 from the 2015/16 tax year **or**
- Pay slips covering the last 2 months **or**
- Tax return from the 2015/16 tax year **or**
- Accountants letter confirming income during 2015/16 tax year

Person Code

Date Received

Time Received

city college

brighton and hove

Application for Learner Support Funds 2016/2017

Please read the Bursary Fund Guidelines for 19+ year olds before completing this form.
Submitting an application **does not** guarantee support.

Section 1: Personal Details

First Name:	Surname:		
Address:				
Postcode	Date of Birth:		
Mobile No:	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Home No:				
Email:				

Section 2: Residential Status

(You must provide evidence of your status in the UK if you are a non-British citizen)

British Citizen	<input type="checkbox"/>	EU/EEA Citizen	<input type="checkbox"/>	Asylum Seeker	<input type="checkbox"/>
Refugee	<input type="checkbox"/>	Indefinite Leave to Remain	<input type="checkbox"/>	Other: Please Specify
Country of Origin:		Date of Entry to UK:	

Section 3: Course Details

Course Title:				
Course Code:				
Course Start Date:	September	<input type="checkbox"/>	Other (Please state)	<input type="checkbox"/>

Section 4: What do you need assistance with?

- Equipment** (We will only pay for essential items. These will be purchased by the College on your behalf)
- Tuition Fees** (We will only help with fees if you are not eligible for other forms of tuition fee support (see page 2))
- Childcare** (Please ask your child care provider to complete Form B at the back of this booklet)

Office use

Student Services Staff are unable to accept incomplete applications or those with no evidence

DISCLAIMER: Availability of and eligibility for this fund is subject to government confirmation.

Section 5: Target Groups

Please select which target groups you belong to. You can select more than 1.
Make sure you bring the correct evidence with you when you submit your application.

Target Group	Evidence
Students in care or care leavers	Letter from Social Worker
Young Parent (aged 19)	Birth certificate of child(ren) or Child Benefit book
Students with learning difficulties or disabilities	Statement of SEN / GP letter / letter from other relevant professional e.g. teacher, social worker
Carer	Letter from support worker or letter confirming Carers' Allowance claim
Homeless or insecurely housed	Letter from support worker
Studying Level 1 or 2, not in education, employment or training and in receipt of Job Seekers Allowance (JSA) or Universal Credits (UC) or ESA (WRAG) or Personal Independence Payments (PIP)	Letter confirming that you are in receipt of Job Seekers Allowance or Universal Credits (UC) or ESA (WRAG) or Personal Independence Payments (PIP) *
Medically ill	Letter from GP which supports your application to study
You or your partner have been made redundant in the last 12 months	Letter of redundancy
Lone Parent	Birth certificate of child along with either an Income Support/Universal Credits letter or Working Tax Credit award notice
Students on probation / supervised by the Youth Offending Service / Ex-Offender	Letter from Probation Officer / YOS / other relevant professional
You are studying for an Entry Level or Skills for Life qualification	A member of college staff can check this for you
You are aged 19-23 studying for your first full Level 1 qualification	A member of college staff can check this for you
You are aged 19-23 studying for your first full Level 2 qualification	A member of college staff can check this for you
You are studying for your first full Level 3 qualification and are aged between 19 and 23	A member of college staff can check this for you
You are from a gypsy, traveller or Roma community	Letter from support worker
Studying Level 1 or 2, unemployed and in receipt of a state benefit	Self declaration and benefit proof

Section 6: Living Arrangements & Household Income

If you have no source of income please tick here

Living Arrangement & Household Income	Evidence
I live alone and independently from my parent(s) or guardian(s)	Proof of means tested benefits or payslips or 15/16 P60 showing household income below £16,302
I am a lone parent	Proof of means tested benefits or payslips or 15/16 P60 showing household income below £26,000
I live with my partner and have no dependants	Proof of means tested benefits or payslips or 15/16 P60 showing household income below £24,388
I live with my partner and have child(ren) or other dependants	Proof of means tested benefits or payslips or 15/16 P60 showing household income below £26,000
I live with my parent(s) / guardian(s)	Proof of means tested benefits in your name or payslips or 15/16 P60 showing your income below £12,194

Student Services Staff are unable to accept incomplete applications or those with no evidence

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Section 8: Declaration

- I certify that I have read and understood the Bursary Fund Guidelines for 2016/17
- I certify that the information I have given on this application form is true and accurate
- I understand that if I fail to attend my timetabled classes without good reason then I will lose all or part of any funding awarded to me
- I understand that the information given on this form may be shared with other departments in the College
- I agree to inform Finance immediately if I withdraw from my course. I understand that if I do withdraw after signing the Learners Agreement, whether I have started the course or not, I will be asked to repay all funds awarded to me, and to the College on my behalf, including course fees. I will also be liable for any outstanding debts to the Childcare provider if I receive support with childcare fees.
- I understand that if my application for funding is unsuccessful I will be required to meet the terms and conditions of the part payment agreement I signed at enrolment.

Signature _____ Date _____

Section 9: Checklist

- Have you got photocopied evidence of your residential status ready to hand in with your form?
- Have you applied for the course stated on the front of this application form?
- Have you got photocopied evidence to show you are in one of the target groups?
- Have you got photocopied evidence of your dependants if applicable? (Child Benefit book or Child Birth Certificate or Carers' Allowance)
- Have you got photocopied evidence of either your means tested benefits or household income (2 most recent months of payslips or P60 for 2015/16)
- Have you completed all sections of the application form in full?
- Have you signed Section 8?

Section 10: Help us improve our services

We like to know what you think about the services we offer. Answering the questions below will help us improve what we do.

1. How did you find out about Learner Support Funds?

- | | |
|--|--|
| <input type="checkbox"/> Leaflet / letter sent to home address | <input type="checkbox"/> College Website |
| <input type="checkbox"/> Prospectus | <input type="checkbox"/> Poster in College |
| <input type="checkbox"/> Family/friend | Other _____ |
| <input type="checkbox"/> Tutor | |

2. How easy did you find this booklet to read and understand?

Very easy Quite easy Quite hard Very hard

3. How easy did you find the application form to complete?

Very easy Quite easy Quite hard Very hard

4. Do you have any suggestions on how we can improve this booklet?

5. Is there any information you would like to see in this booklet that we have not included?

6. Why have you applied for funding and how do you think it will help you?

Student Services Staff are unable to accept incomplete applications or those with no evidence

DISCLAIMER: Availability of and eligibility for this fund is subject to government confirmation.

If I am eligible, how and when should I apply?

The deadline for applications is Friday 19th August 2016.

You should hand in your completed form with all the required evidence to the Student Centre at either Pelham Tower or City College East.

Please try to bring your application and supporting documents to the College in person. This will help us process your form quickly and will also give you the chance to ask any questions you may have face to face. If you do need to post your form, please try to call us on 01273 667788 ext.376 or ext.583 first. We can help you make sure you are sending us everything we need. If you do wish to send a form by post we recommend you send it by recorded delivery. The College cannot accept responsibility for postal applications not received.

As funds are limited the College may be unable to accept applications for courses starting in September after Friday 19th August. In these cases we will take your details and add you to a waiting list but if you want to enrol on your course then you will need to pay 33% of the total course costs, sign up to a Part Payment Agreement confirming you will meet the costs yourself. This may be subject to passing a credit check. This initial payment is non-refundable through the Learner support Fund.

If I submit an application am I guaranteed funding?

No. We get a limited amount of money and the demand from students is high. This funding is not an entitlement. Funds are awarded on a first come, first served basis with priority given to applicants who have provided evidence to demonstrate that the fall into one of the Target Groups. If you submit an application form for a course which is not eligible for public funding then your application will be withdrawn and we will inform you of this in writing.

What happens after I submit my application?

If you apply for funding before you enrol then you will be given a receipt which proves that you have handed the form in. You must keep this safe as you will need it when you enrol on your course. If you are not a fully funded learner you will be asked to pay the college registration fee to enrol.

You must show your receipt to the enrolment staff. You will also be asked to sign a Part-Payment Agreement for the remainder of the fees. You must meet the terms and conditions of this Part-Payment Agreement if your application for funding is unsuccessful or if you choose to withdraw from the course/non starter. Page 7 has more information about what happens if you do choose to withdraw or fail to start on your course despite signing the Learners Agreement.

If you apply for funding after you enrol then you will have already signed a Part Payment Agreement and you must continue to meet these terms until a decision is made about your application. We will still issue you with a receipt to confirm that we have received your application for funding.

Can I still apply for funding if I do not fall into one of the Target Groups in Section 5 of the Application Form?

Providing your household income is below the relevant income threshold specified in Section 6 of the Application Form you may still be able to apply for funding as a discretionary applicant. You will need to provide a cover letter along with your completed Application Form and necessary evidence explaining your circumstances and why you feel you would benefit from funding. We may require additional evidence or information to assess your case.

PLEASE NOTE: Priority will be given to learners that belong to a target group and as such we are unable to assess any discretionary applications until after the main enrolment period ends (Friday 9th September). You should not expect to hear from us before you enrol or even start your course.

How long will it take to find out if my application is successful?

If you have submitted evidence to demonstrate that you are in one of the Target Groups we will endeavour to respond to your application within 6-8 weeks of receipt, but during peak enrolment periods it may take longer. Discretionary applications are likely to take longer. See above for more information.

What happens if my application is successful?

If you are successful you will receive an Award Notification by post. This will confirm the amount you have been awarded.

All payments are dependant on you achieving excellent attendance levels on your course.

Payments for college fees and equipment are made directly to the College on your behalf.

Payments for childcare are made directly to your childcare provider. The College will not release any funds until you have completed the enrolment process. Your funding may be withdrawn and reallocated to another applicant if you are late enrolling on your course. Your curriculum area will advise you when you need to enrol by.

How much money will I receive?

If you applied for funding before you enrolled and are successful we will cover any outstanding fees which remain after you have paid the College registration fee. We can check this amount on our internal systems as each course is different. The proportion of the fees you pay at enrolment is non-refundable. If you applied for funding after you enrolled and are successful then we will endeavour to cover your outstanding balance but will not refund anything already paid by you.

Your award for childcare will be based on the number of timetabled classes you have. If you use childcare outside of these hours then the College will not pay for this. The maximum award for childcare costs is £5,000 per student (not per child) per academic year. The £5,000 is based on your course running for a full academic year. We may pro-rata this figure if your course does not run for the full length of the academic year.

Unfortunately the College is unable to help with any deposits requested by child care providers.

Can the College help me with any living costs or debts I have to pay?

No. The money we receive to help you must be used to cover course related costs. If you do find yourself in further financial hardship during your course then please contact the Student Services team.

What happens if my application is unsuccessful or the level of funding awarded is insufficient to cover your costs?

If you are unsuccessful then you will be notified of this in writing. If you have already enrolled on your course then you must meet the terms and conditions set out in the Part Payment Agreement you signed at enrolment.

If you applied for funding prior to enrolling and subsequently discovered that your application was unsuccessful or the award insufficient then you will be expected to meet the terms and conditions of the Part Payment Agreement (PPA) signed at enrolment. If you are unable to meet these terms you should contact the Finance department who may be able to extend the terms of the PPA for you. If you are still unable to meet the cost of the course you may withdraw. In this event the remaining fees will be waived and you can apply for a refund of any fees paid.

If you are yet to enrol you will have to decide whether you can meet the costs of your course in full without help from the Learner Support Fund. The College offers the option of part payment.

Are there any conditions on the funding I am awarded?

Yes. All funding is dependant on you achieving 100% attendance in all your classes, including any tutorials, functional skills lessons or learning support sessions. If you do not meet this condition then payments may be delayed or cancelled. Absences authorised by your tutor will not count against you.

These could include:

- Unavoidable medical appointments - it is expected that you will make appointments outside of your course timetable whenever possible
- Sickness covered by a doctor's certificate
- Court or probation appointment
- Attendance at a funeral

Unacceptable absences include:

- Any holiday taken during term time, apart from a recognised religious holiday
- Persistent lateness for no good reason
- Social engagements

Funding may also be delayed or cancelled if you do not keep up to date with your course work or if you do not follow the Student Behaviour Code.

What happens if I withdraw from my course?

If you withdraw from your course or fail to start on your course despite signing the Learners Agreement, your funding will be stopped and you will be asked to pay back all monies already paid to you or to the College on your behalf. You would be responsible for all outstanding course fees and any fees due to a childcare provider.

Can I receive funding for more than one course?

Funding is limited and we aim to help as many students as possible so each applicant will only be funded for one full length course per academic year. You may apply for funding for more than one short course if the courses are related (e.g. ESOL). Priority will be given to learners who have not previously been awarded funding.

Can I get help with the cost of Travel to and from the College?

No. We do not have enough funding to help 19+ learners with travel costs. Please ensure you have accounted for the cost of travel prior to enrolling. If your circumstances change after you have enrolled and the cost of travel is no longer manageable you should arrange to speak to a member of Student Services in the Student Centre at Central or East campus.

Appeals

Financial Support Appeals Process

You have the right to appeal if:

- You believe your application has been assessed incorrectly
- You are not happy with the level of support allocated to you
- You do not receive a payment

Your appeal should be made in writing within 15 working days of receiving either an award or a letter refusing support. Please address your appeal to:

Learner Support Fund Appeals Panel
PT 2.14
City College Brighton and Hove
Pelham Street
Brighton
BN1 4FA

A member of the Student Services Team will complete the first stage of the appeals process. This may involve checking your attendance and behaviour or contacting your tutor to check that you are making good progress with your course. You will then be advised of the outcome and any action to be taken. This should happen within 15 working days.

If you are not happy with the decision made then you have 15 working days to inform us. The Student Services Team will then present all the information to the Appeals Panel which is made up of members of staff from Finance and Student Services and may also include your tutor. The Appeals Panel will consider the appeal and either confirm or amend the initial decision. The decision of the Appeals Panel will be final.

Application for Childcare Costs

This form should be completed by your registered Childcare Provider

This form should only be submitted to The Student Centre if you are 20+ years of age.
If you are 19 please apply for Care To Learn.

Student name:

Child Minder / Company Name:

Contact Name: Reg. No:

Address:

Telephone Number: Email:

Please indicate which type of childcare provider you are: (please tick)

Childminder:

Charged informal care:

Creche/mobile facility:

Nursery/day care:

Name of child/ren you will be providing childcare for:

Child 1:

Date of Birth:

Child 2:

Date of Birth:

Child 3:

Date of Birth:

How much will you charge for the childcare you provide for the above named child/ren per week? (please include the costs of any extras you charge for e.g. school pick up, lunches etc)

Weekly Cost of Childcare: £

City College Brighton and Hove will only make childcare payments if the student (parent) attends 100% of their classes. To make it easy for us to monitor attendance we pay providers based on the number of weeks per month.

Note for Parent/Student: This Form B needs to be either returned with your main application for Learner Support Funds (which you should hand in as soon as possible) or returned to the College by the 19th August. Any Form Bs returned after this date may result in you missing out on childcare support. If your college timetable is not available by 1st August then please still submit the Form B with an estimated cost.

Note for Childcare Provider: Please include a copy of your OFSTED registration document with this form

To calculate the monthly amount you are likely to receive if the student is successful in their application for funding you should multiply the figure you have entered overleaf by the number of weeks in the month.

If you charge a retainer over the Christmas and Easter Holidays please tick this box:

Month	Number of weeks	Dates included
September	3	12th September - 30th September
October	4	3rd October - 28th October
November	5	31st October - 2nd December
December	2 (+2 additional weeks if retainer charged)	5th December - 16th December
January	4	3rd January - 27th January
February	5	30th January - 3rd March
March	4	6th March - 31st March
April	2 (+2 additional week if retainer charged)	3rd April - 28th April
May	5	1st May - 2nd June
June	5	5th June - 7th July

Please note that the information in the table above may be subject the change as we are currently confirming our term dates. If the applicant is successful then we will notify you of any changes in writing.

If the applicant is successful with their application for childcare costs then you will receive a Childcare Award Notification by post. This will detail the amount of funding allocated and the monthly amounts payable by City College.

Funding is not confirmed until you receive this notification. If a student is unsuccessful in their application then they are informed in writing and will be liable for any childcare costs incurred.

Details about Learner Support Funds at City College Brighton and Hove

- All payments will be made direct to the nursery/childminder.
- All payments are based on student attendance and funding will be withdrawn if this falls below 100%. Students will only get assistance for the hours of care the student is at the College.
- All payments will be made by BACS payment each month. These payments are dependent on attendance reports. In some instances this may delay payment.
- Awards are based on the information shown overleaf. Changes in rates due to annual rises, or due to the age of the child are not covered. You must inform us of any changes in rates.
- If funding is withdrawn the student is responsible for payment of any outstanding accounts.
- Funding will only be provided to Ofsted registered childcare providers.

I confirm that the above is a true record of care supplied/quoted for and I will notify the College if there are any changes.

I understand the points listed above.

Signature

Date

Name

Position

OTHER SOURCES OF FUNDING

Professional and Career Development Loans

A Professional and Career Development Loan is a bank loan. You make an agreement with a participating bank to borrow an amount between £300 and £10,000. Then once you've stopped studying, you pay it back in the normal way.

The difference with a Professional and Career Development Loan is that the Skills Funding Agency pays the interest on the loan while you're studying - and for one month afterwards. After this, you'll pay interest at the rate fixed when you took out the loan.

For further information visit www.gov.uk

Courses covered by Professional and Career Development Loans

A Professional and Career Development Loan can help to fund a wide range of courses lasting up to two years. The course doesn't necessarily have to lead to a qualification, but it must be one that will help with your career. You'll find detailed information in the application packs of each bank. For an application pack you can speak to the National Careers Service on 0800 100 900.

Costs you can use a Professional and Career Development Loan to help with

You can use a Professional and Career Development Loan to help with:

- course fees (up to 80 per cent of the total - or up to 100 per cent if you've been unemployed for three months)
- other course costs, like books, travel and childcare
- living expenses, like rent, food and clothing (if you are unemployed or working less than 30 hours per week)

What you can't use a Professional and Career Development Loan for

Professional and Career Development Loans are intended to help with costs that aren't covered by other sources of public funding. Access courses, which lead to Higher Education, are not eligible for these loans. Check the details in the application pack, and get advice if you're not sure whether your course qualifies.

Residential Support Scheme

If you need to study away from home because the course you want isn't available locally, you may be able to get financial help with the cost of your term-time accommodation from the Residential Support Scheme. If you qualify, the scheme will help pay for your term-time accommodation. You may be able to claim up to £3,458 towards your costs each year, up to a maximum of three years. Awards are based on household income.

You may qualify for the Residential Support Scheme if you are 16 or over, and are 'ordinarily resident' in England. The course you are thinking of taking must:

- be outside a reasonable daily travelling distance from your home - and there cannot be similar courses available near where you live
- be your first level 2 or level 3 qualification

- involve at least 15 hours attendance per week and be at least 10 weeks in length
- be a course which is funded by the Education Funding Agency (check with the College if you aren't sure)

A 'reasonable daily travelling distance' is defined as a journey which is less than 15 miles, or a two-hour return journey. You can get an idea of the travel time by using the journey planner at www.direct.gov.uk

Please enquire at the Student Centre.

Brighton & Hove Charitable Trusts Funds

Small awards made to residents of Brighton & Hove (normally living in the city for at least two years) under the age of 25 to assist with certain costs such as books, instruments, travel and clothing relating to study. Meetings are held in April and October each year and any applications should be received by the end of March and September respectively. Further information is available from Children Services Finance on (01273) 293690.

If you are not resident in Brighton & Hove then please contact your local authority to see if they offer any education grants.

Educational Grants Advisory Service

Some charities and trusts offer financial help, but their eligibility rules vary. The Educational Grants Advisory Service (EGAS) provides information and advice on sources of funding through their website www.family-action.org.uk. They also publish a directory which may be available in your local library.

Useful publications

You can also check:

- Charities Digest
- The Grants Register
- Directory of Grant Making Trusts

These publications should be available in your local library.

City & Guilds

City & Guilds offer a small number of bursaries each year to people who would like to study for a City & Guilds qualification. The bursaries can be used for costs like course fees, learning materials, childcare or travel. Applications are considered in April and September each year.

CIPD Bursary Fund

Students enrolling on Level 3 CIPD courses may be eligible for a £1000 bursary. The bursary is paid to the college by CIPD and it can only be used to help pay course fees. The fund is very limited and on a first come, first served basis. Students interested in this should speak to their CIPD tutor or a member of the Student Centre team.

city college **brighton and hove**

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Accredited by the

