

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

Advanced Learner Loan Bursary Fund Guidelines

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

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.

This guide is only applicable for students paying for their course with an Advanced Learner Loan.

www.ccb.ac.uk

WELCOME TO THE GUIDELINES FOR THE ADVANCED LEARNER LOAN BURSARY

The information in this booklet is for students in receipt of a Advanced Learner Loan for 2016/17 who wish to apply for help with costs towards childcare provision

PLEASE NOTE THE FOLLOWING VERY IMPORTANT INFORMATION:

- Funding is only available to learners who have been awarded an Advanced Learner Loan for 2016/17 Academic year. You cannot apply for this bursary if you have not successfully applied for a loan.
- Funding is limited and we may not be able to support every applicant. Being eligible to submit an application does not guarantee an award.
- 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 If you are awarded funding on the basis of false information then you may have your funding withdrawn and you may also be asked to return any funds you have received.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 if:
 - you cannot provide evidence to show that you have been awarded a Advanced Learner Loan for the academic year 2016/17
 - You have any outstanding debts to the College

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.

ADVANCED LEARNER LOAN BURSARY FUND GUIDELINES

What can the bursary cover?

The purpose of bursary is to provide financial support to students who are in financial hardship and would find it difficult to meet the costs associated with studying a Level 3 or Level 4 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 3 onwards for information on how we do this.

The Bursary Fund is limited and does run out so you should apply as early as possible. Please see page 4 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.

Due to the limited nature of the funds the College receives from the SFA we regret that we are currently unable to offer help with any of the following and you should be prepared to meet these costs yourself for the duration of your course:

- Trip fees and other non-essential course related costs
- Tuition fees
- Day to day living costs (food, bills, etc), other than childcare

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 A at the back of this booklet should be completed by your childcare provider.

This Form A 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 A 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 A with an estimated cost.

College Travel Support

If you are not eligible for travel support from your Local Authority then you can apply to the College for help if:

- Your household is in receipt of means tested benefits or has an income below the appropriate threshold for your living arrangements (see page 3).

and

- You travel more than 2 miles to get to College. We will check the distance from your home address to college using this website: www.freemaptools.com/how-far-is-it-between.htm We will use the "as the crow flies" distance.

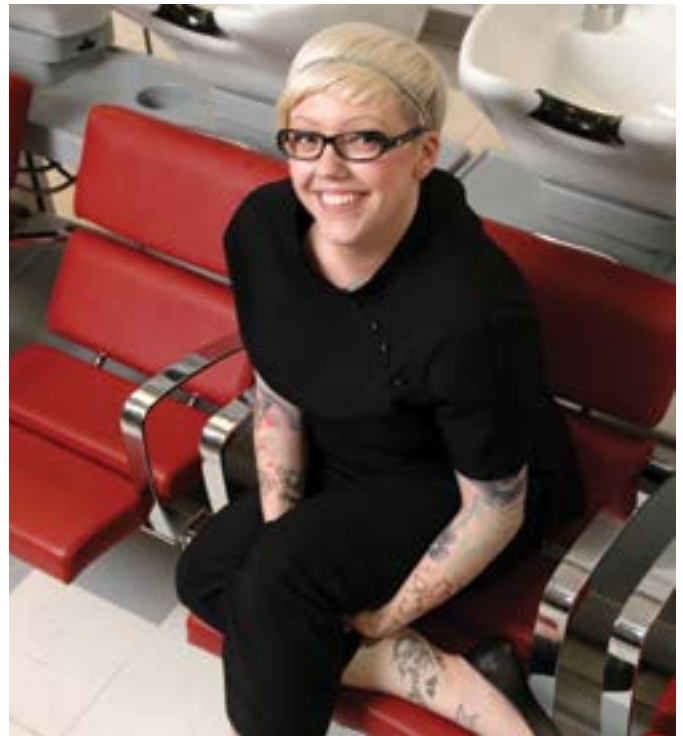
If you are awarded travel support from the College then we will estimate your weekly cost of travel based on the cheapest form of public transport. We will then make payments to you on a half termly basis. Please note that any funding awarded by the College may not cover 100% of your costs. If your award does not cover the majority of your costs then please contact Student Services

All payments are based on you attending 100% of your classes. If your attendance drops below 100% then payments may be delayed or cancelled. If your attendance drops below 85% then you may be asked to meet with your tutor to discuss your progress on your course.

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.

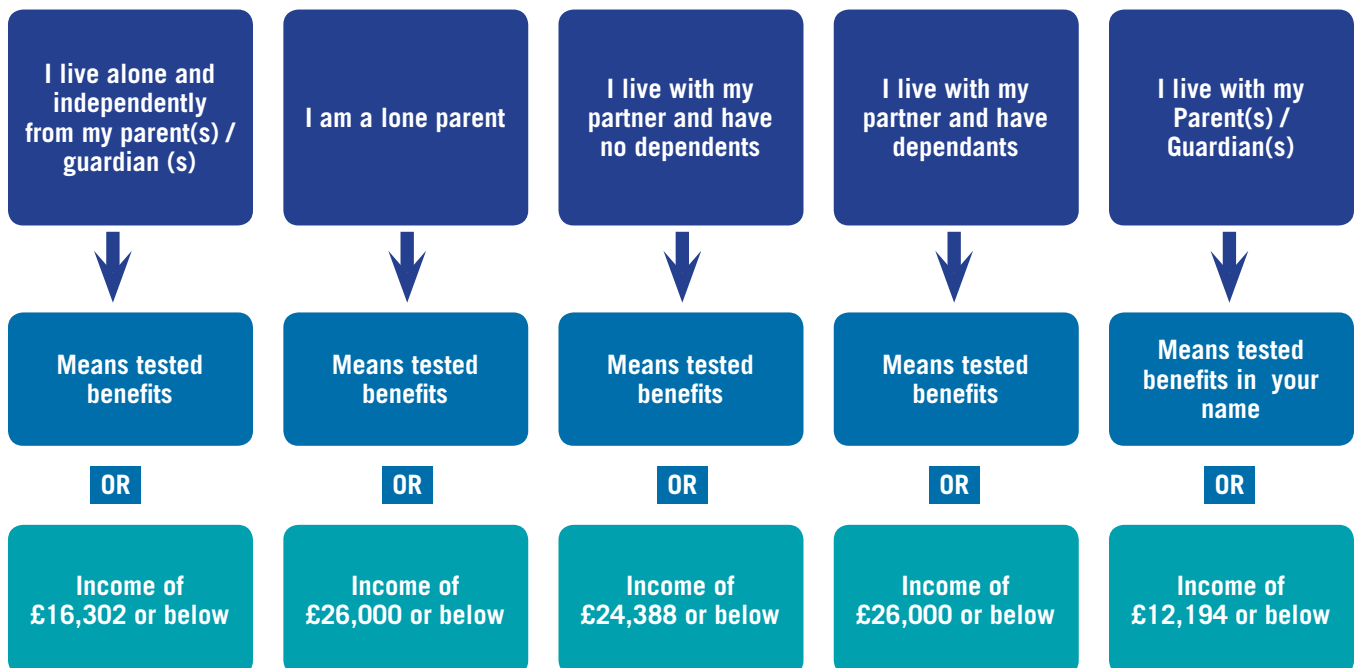
The SFA regard Advanced Learners with children and low household incomes as a priority group.



Do You Qualify?

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

In order to be eligible for the bursary 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 living (before tax) we can accept. If you have a household income above this amount before tax then you cannot submit an application for the bursary.



Please note that for the purpose of the bursary, when applying for childcare support 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 the bursary.

Person Code

Date Received

Time Received

city college

brighton and hove

Application for Advanced Learner Loans Bursary fund 2016/17

Please read the Advanced Learner Loan Bursary guidelines 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: 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

Office use

<input type="checkbox"/> Travel	<input type="checkbox"/> Childcare
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Section 5: College Support for Travel

Do you live more than 2 miles from a City College campus and think you will need financial support with your travel costs?

Yes No If "yes" please complete the rest of Section 5 as well as Section 6 and 7.

If "no" then this is an application for childcare only and you do not need to fill in Section 6 but you must return your Form A overleaf as well as complete Section 7.

How do you intend to travel to College?

On Foot Bus * Train ** Car Bike

* If travelling by bus please advise which company/companies you will be using:

.....

** If travelling by train please advise which station your journey starts at:

.....

Please estimate how much your travel will be per week:

£

Section 6: Bank Details

If your application for support is successful then the College may need to make payments directly in to your bank account. This account **must** be in your name.

Name of Account Holder:

Name of Bank:

Address of bank where you opened the account:

Sort Code:

Account Number:

All bank details are stored in accordance with the Data Protection Act.

Section 7: Declaration

- I certify that I have read and understood the **Advanced Learner Loan Busary 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 I will have to pay back all or some of the monies awarded to me and I will also be liable for any outstanding debts to the College or Childcare provider if I receive support with childcare fees.

Signature _____

Date _____

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.

Application for Childcare Costs - Advanced Learner Loan Bursary Fund

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 and in receipt of the Advanced Learner Loan 2016/17. If you are 19 years old, 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:	<input type="text"/>	Date of Birth:	<input type="text"/>
Child 2:	<input type="text"/>	Date of Birth:	<input type="text"/>
Child 3:	<input type="text"/>	Date of Birth:	<input type="text"/>

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 A needs to be either returned with your main application for Advanced Learner Loan Bursary (which you should hand in as soon as possible) or returned to the College by the 19th August. Any Form A 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 A 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

What evidence do I need to provide?

It is important that the bursary is 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 eligibility

- Evidence to show that you have been awarded your Advanced Learner Loan for academic year 16/17
- Your child / children's Birth Certificate(s), or Child Benefit book(s) / proof of Carers Allowance
- Your Child Care Providers - Ofsted Certificate and Form A completed by the childcare provider

Proof of Household Income/Benefits

Section 4 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

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

PLEASE NOTE: We are unable to accept an application form without evidence or the completed Form A without the Childcare providers Ofsted certificate.

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 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.

Once all of our funding has been allocated and / or the deadline has passed we will take your details and add you to a waiting list. In the event that more funds are made available to the College we will contact you.

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 and is awarded on a first come, first served basis from the date an application, together with relevant evidence, is submitted.

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

We will endeavour to respond to your application within 6-8 weeks of receipt, but during peak enrolment periods it may take longer.

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 and also details the months in which payments will be made to your childcare provider and/or you for travel payments. We will send your childcare provider a pack containing instructions of what they need to do in order to receive payments from us.

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

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 be awarded?

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?

If you are unsuccessful then you will be notified of this in writing.

Are there any conditions on the funding I am awarded?

Yes. All funding is dependent on you achieving 100% attendance in all your classes. 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 your funding will be stopped. You would be responsible for any fees due to a childcare provider.

Can I receive funding for more than one course?

No. Funding is limited and we aim to help as many students as possible so each applicant will be funded for one course only per academic year.

Appeals

Advanced Learner Loan Bursary 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:

Advanced Learner Loan Bursary 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.

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.

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 Financial Services, Children & Families on (01273) 292544.

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.



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Accredited by the

