



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 submitted.

city college

brighton and hove

2011/12

Financial Assistance Guidelines
for Further Education Courses

19+

DEADLINE FOR APPLICATIONS: 4PM FRIDAY 12TH AUGUST 2011

www.ccb.ac.uk

WELCOME TO THE FINANCIAL ASSISTANCE GUIDELINES FOR 19+ YEAR OLDS

We want your experience at City College Brighton and Hove to be rewarding.

Don't let money worries stop you enjoying your time with us.

Read on for information about the funding that may be available to you.

PLEASE NOTE:

You will **not** receive College Learner Support funds if:

- You are under 16
- You have outstanding debts to the College
- You are an overseas or EU student who is eligible for tuition fee support
- You are on a New Deal programme, except for students on the New Deal for Lone Parents
- You are planning to enrol on a non-SFA funded course. Most courses at City College Brighton and Hove do receive SFA funding but if you are unsure then please contact the Student Centre on 01273 667709
- You have previously (within the past 3 years) received Learner Support funds for a course unrelated to the course you plan to start in September 2011
- You have received LSF funding for the past 3 years in a row
- You are enrolling on a full-cost course
- You are receiving funding for Higher Education
- You are studying on day release from a prison or youth offenders institute
- You are on an apprenticeship
- You are on a work based learning course
- You are on an Adult and Community Learning course

If any of these points apply to you then you should **not submit** an application form.

If you are an Asylum Seeker aged 19 or over then you can submit an application for funding but the maximum level of support we can offer is £350. We cannot fund childcare for 19+ Asylum Seekers.

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.

STUDENT PROFILE

Nassera Dahmani

Before starting my course, I applied for financial assistance. It really helped because it would have been difficult for me to pay for my course relying just on my low-paid, part-time job. Also, the money I received at the end of the year proved to be invaluable as I was very stretched for money at that time.



STUDENT PROFILE

Mercedes Nunez

During my course, I applied for and received financial assistance. This really helped me to start my studies in illustration. Art materials are expensive and having this grant has helped me to get all the media I needed to complete my projects without feeling limited. Without that grant and financial assistance, I might not have been able to do the course at all.



WHAT DOES A COLLEGE COURSE COST?

How much will my course cost?

The cost of your course includes tuition fees, a college registration fee and an examination fee where applicable. Where a course requires additional specialist materials, there will be additional cost. Some courses are cheaper than others because they are part funded by the government and these courses also attract concessionary fees for some learners.

Funding is only available for co-funded courses. The Student Centre will be able to tell you if the course you plan to study is eligible for funding.

Co-funded courses (accredited courses requiring an interview)

These courses all lead to a qualification and are co-funded by the Skills Funding Agency.

All learners pay the registration fee, examination fee and any materials fee and a contribution to the tuition fees.

These courses are priced in the following way:

	Co-funded price	Concession price*
Up to 39 hours	£180.00 + materials charge	£80.00 + materials charge
40 to 90 hours	£290.00 + materials charge	£90.00 + materials charge
91 to 125 hours	£400.00 + materials charge	£100.00 + materials charge
126 to 150 hours	£510.00 + materials charge	£110.00 + materials charge
151 to 200 hours	£630.00 + materials charge	£130.00 + materials charge
201 to 300 hours	£850.00 + materials charge	£150.00 + materials charge
301 to 350 hours	£1,080.00 + materials charge	£180.00 + materials charge
351 to 500 hours	£1,350.00 + materials charge	£250.00 + materials charge
More than 500 hours	£1,600.00 + materials charge	£300.00 + materials charge

* The concession price only applies to the following groups of learners.

- Unemployed learners on active benefits (JSA and ESA WRAG) do not have to pay tuition fees. Please note that changes in Government policy on fee remission mean that these are the only benefits for which there is fee remission.
- Courses showing the symbol **L2E** in the prospectus: you will not have to pay tuition fees if you **do not** possess a full Level 2 qualification (eg 5 GCSEs at A*-C, NVQ level 2, BTEC First Diploma).
- Courses showing the symbol **L3E** in the prospectus: you will not have to pay tuition fees if you are aged between 19 and 24 on 31st August 2011 and you **do not** possess a full Level 3 qualification (eg 2 A levels, NVQ Level 3, BTEC National Certificate or Diploma) or you are aged 24 or over on 31st August 2011 and you **do not** possess a full Level 2 qualification (eg 5 GCSEs at A*-C, NVQ level 2, BTEC First Diploma).

If you are eligible for the concessionary rate then you can only submit an application for funding if you require equipment, childcare or support with compulsory educational trips. We will not make any contribution towards your fees.



If you are not eligible for the concessionary rate then your options are as follows:

- Pay in full at enrolment or
- Pay by Part Payment Agreement or
- Find out if you are eligible to apply for Learner Support Funds. See pages 3 - 7 to see if you qualify and for info on how to apply.

What other costs should I think about before enrolling on my course?

Equipment: For some courses, students will have to buy a uniform or equipment. The types of course that have equipment costs are: Hairdressing, Beauty Therapy, Catering, Art based courses and Photography. This list is not exhaustive so you should check with your course tutor or course administrator for more information.

Childcare: You may be able to apply for funding to help cover this. If you are aged 19 or under then please apply for Care to Learn. You can contact the Care to Learn Help line on 0800 121 8989.

If you are aged 20+ then please read the information about the Learner Support Funds on pages 3 - 7.

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.

Please note that you will **not** receive funding if:

- You are under 16
- You have outstanding debts to the College
- You are an overseas or EU student who is eligible for tuition fee support
- You are on a New Deal programme, except for students on the New Deal for Lone Parents
- You are planning to enrol on a non-SFA funded course. Most courses at City College Brighton and Hove do receive SFA funding but if you are unsure then please contact the Student Centre on 01273 667709
- You have previously (within the past 3 years) received Learner Support funds for a course unrelated to the course you plan to start in September 2011
- You have received LSF funding for the past 3 years in a row
- You are enrolling on a full-cost course
- You are receiving funding for Higher Education
- You are studying on day release from a prison or youth offenders institute
- You are on an apprenticeship
- You are on a work based learning course
- You are on an Adult and Community Learning course

If any of these points apply to you then you should **not submit** an application form.

What can Learner Support Funds cover?

Exam Fees

If you are studying a course with examinations then fees may be charged for these. If you are successful with your application for LSF then we can only pay for 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.

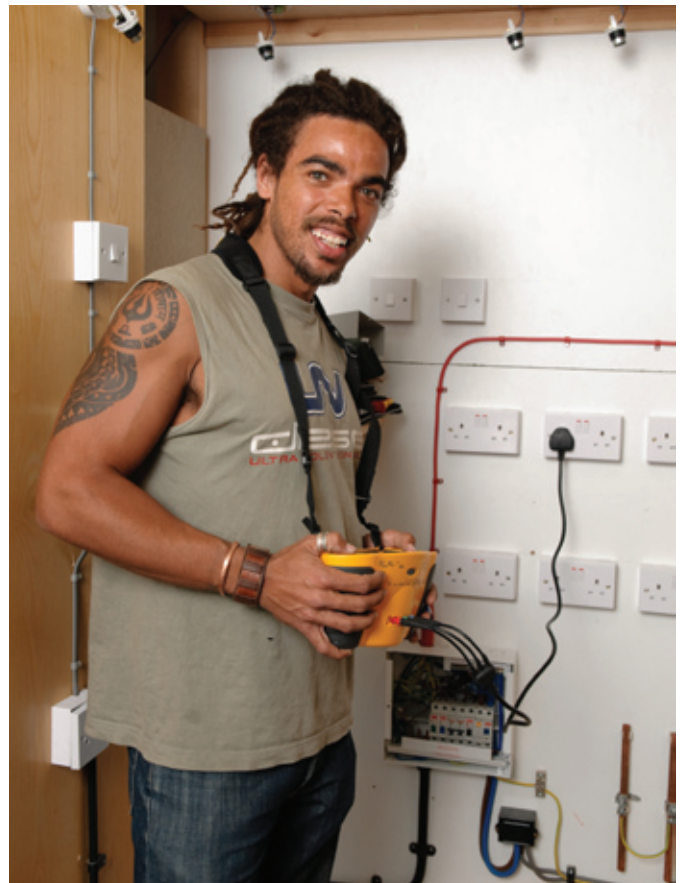
Resource Fees

A resource fee is charged for some courses. This fee is to cover the costs of materials provided by the College. The amount will vary from course to course and is payable by all students. LSF can help cover this if you are successful with your application.

Equipment costs

For some courses, students will have to buy a uniform or equipment. The course tutors have provided Student Support with a list of essential items and if you are successful with your application for LSF then we can meet these costs for you. We will try to cover the majority of the costs but you may have to make a small contribution, so think about budgeting for this when you apply for your course.

PLEASE NOTE: Even if you are successful in your application for LSF you will not receive any payments before the start of your course. If you need to purchase items before your course start date then you may need to pay for these yourself. Please think about this when budgeting for coming to college.



Childcare

The maximum award we can provide for childcare costs is £5,000 per academic year per student.

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 and half terms we will not pay for your 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 3+ then you may be eligible for a Nursery Education Grant (NEG). You should check if your nursery is registered as a NEG funded nursery. If it is you could claim for up to 2 sessions each day and up to five sessions per week. If you claim a NEG then we will deduct this from the amount funded by 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
- 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.**

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 19+ students it is **your** income we assess, not your parents or guardians. If you live with a partner we will also assess their income.

Do You Qualify?

Stage 1

You can only 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
Student on probation / supervised by Youth Offending Team / ex-offender	Letter from Probation Officer / YOT / other relevant professional
Young Parent (19 or under)	Birth Certificate of child or Child Benefit book
Learners with learning difficulties or disabilities	Statement of SEN / GP letter / letter from other professional e.g. teacher, social worker
Young Carer * (19 or under)	Letter from support worker
Homeless *	Letter from support worker
From a gypsy, traveller or Roma community *	Letter from support worker
Has not been in education, employment or training for more than 26 weeks *	Letter from Connexions
Medically ill	Letter from GP which supports your application to study
Household affected by redundancy in previous 12 months	Letter of redundancy
Students applying for Skills for Life or Entry Level programme	A member of college staff can check this for you
Students applying for Level 1 programme	A member of college staff can check this for you
Students studying for first Full Level 2 course	A member of college staff can check this for you
Students studying for first Full Level 3 course aged 19-24	A member of college staff can check this for you
Lone Parent	Birth certificate of child + Working Tax Credit award or Income Support letter

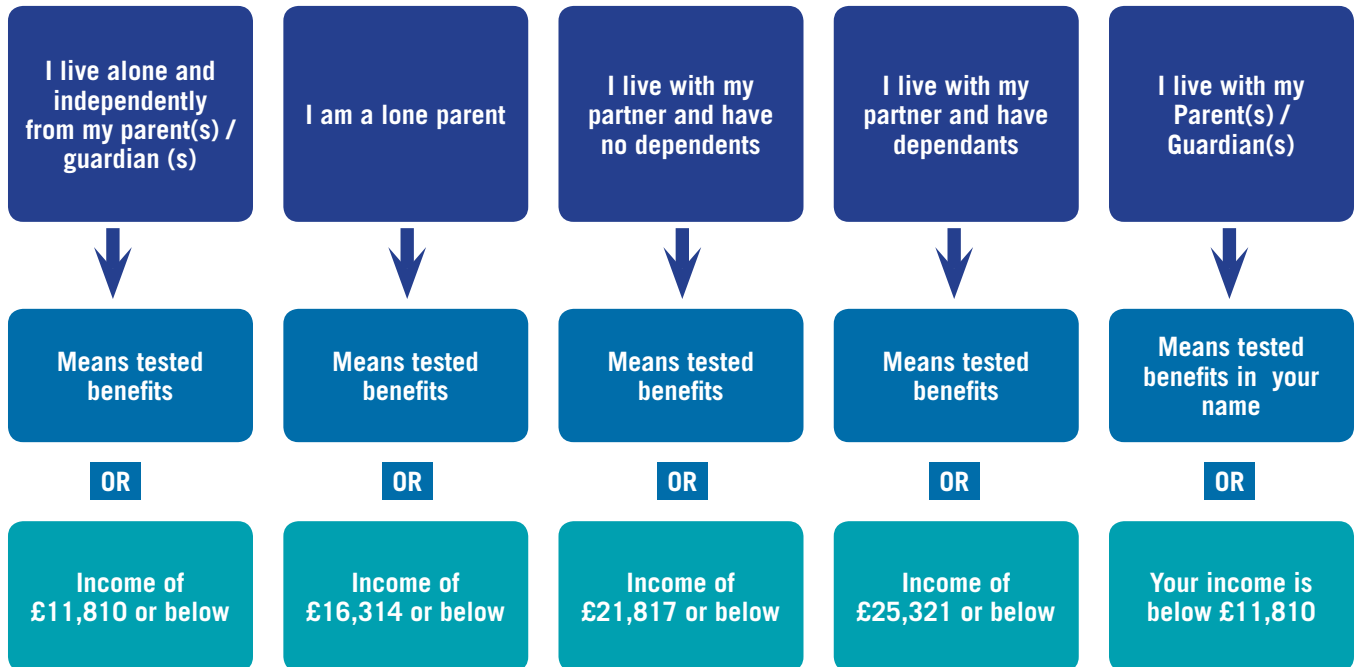
If you are not in one of the target groups shown above then do not submit an application. It will not be accepted.

If you are in one of the target groups with an asterisk (*) and do not think you can provide evidence of this then please contact us on 01273 667709 and we will arrange for you to speak with an advisor at the College. They will help you gather the information you need and can support you with an application.

See page 5 for more information about eligibility to apply 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 a means tested benefit (listed below) or have a household income of below a certain level. Decide which of the following statements best describes your living arrangements. This will tell you the the maximum income we can accept. If you have a household income above the amount shown then you cannot submit an application.



*Please note that for the purpose of LSF applications City College defines a dependant as:

- A child for which the applicant is receiving Child Benefit (child benefit book to be supplied as evidence with application)
- A person for which the applicant has full time caring responsibilities (evidence of Carer's Allowance to be provided with application)

If you meet a target group and have an income equal to or below the amount shown above for your living arrangements then you can submit an application form.

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.

If you submit an application form for a course which is not eligible for public funding then your application will be withdrawn, we will inform you of this in writing.

When should I apply?

Applications can be submitted between 10am 13th June and 4pm 12th August 2011. Allocations of funding are made in date order. We will not accept any applications after 4pm on Friday 12th August.

How do I apply?

If you wish to apply then please fill out the application form in the middle of this booklet. Please make sure that all relevant sections are complete. You also need to provide us with the correct evidence.

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 667709 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.

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 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 your **and** your partners income
- Living with parent(s) / guardians: recent evidence of **your** income

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

If you have no source of your own income then you cannot submit an application form as this is a means tested process.

Person Code

Date Received

Time Received

city college

brighton and hove

Application for Learner Support Funds

Please read the Financial Assistance 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"/>	<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"/>	January onwards	<input type="checkbox"/>

Section 4: What do you need assistance with?

<input type="checkbox"/>	Equipment (We will only pay for essential items)
<input type="checkbox"/>	Tuition Fees (We will only help with fees if you are not eligible for other forms of tuition fee support (see page 2))
<input type="checkbox"/>	Exam / Resource Fees
<input type="checkbox"/>	Childcare (Please complete Form B at the back of this booklet)

Student Support 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
Student on probation / supervised by Youth Offending Team / ex-offender		Letter from Probation Officer / YOT / other relevant professional
Young Parent (19 or under)		Birth Certificate of child or Child Benefit book
Learners with learning difficulties or disabilities including mental health		Statement of SEN / GP letter / letter from other professional e.g. teacher, social worker
Young Carer * (19 or under)		Letter from support worker
Homeless *		Letter from support worker
From a gypsy, traveller or Roma community *		Letter from support worker
Has not been in education, employment or training for more than 26 weeks and in receipt of Job Seekers Allowance		Letter confirming your JSA claim
Medically ill including mental health		Letter from GP which supports your application to study
Household affected by redundancy in previous 12 months		Letter of redundancy
Students applying for Skills for Life or Entry Level programme		A member of college staff can check this for you
Students applying for Level 1 programme		A member of college staff can check this for you
Students studying for first Full Level 2 course		A member of college staff can check this for you
Students studying for first Full Level 3 course aged 19-24		A member of college staff can check this for you
Lone Parent		Birth certificate of child + Working Tax Credit award or Income Support letter

Section 6: Living Arrangements & Household Income

Target Group	✓	Evidence
I live alone and independently from my parent(s) or guardian(s)		Proof of means tested benefits or payslips or 10/11 P60 showing household income below £11,810
I am a lone parent		Proof of means tested benefits or payslips or 10/11 P60 showing household income below £16,314
I live with my partner and have no dependants		Proof of means tested benefits or payslips or 10/11 P60 showing household income below £21,817
I live with my partner and have child(ren) or other dependants		Proof of means tested benefits or payslips or 10/11 P60 showing household income below £25,321
I live with my parent(s) / guardian(s)		Proof of means tested benefits in your name or payslips or 10/11 P60 showing your income below £11,810

Section 7: Declaration

- I certify that I have read and understood the 19+ Financial Assistance Guidelines for 2011/12
- 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 Student Support 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 or the College on my behalf. I will also be liable for any outstanding debts to the College or Childcare provider if I receive support with childcare fees.
- I understand that if I am not eligible for the concessionary rate and my application for funding is unsuccessful I will have to sign a new part-payment agreement which will include the tuition fee element of my fees.

Signature _____ Date _____

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

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Section 8: 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 2010/11)
- Have you completed all sections of the application form in full?
- Have you signed Section 7?

Section 9: 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?

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

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Accepted forms of evidence are:

- Most recent 2 months worth of wage slips
- P60 from the tax year 2010-11
- A letter from employer on headed paper stating annual income
- Letter confirming benefit claim dated within 3 months

Proof of LSC Target Group Status

Target Group	Evidence
Students in care or care leavers	Letter from Social Worker
Student on probation / supervised by Youth Offending Team / ex-offender	Letter from Probation Officer / YOT / other relevant professional
Young Parent (19 or under)	Birth Certificate of child or Child Benefit book
Learners with learning difficulties or disabilities	Statement of SEN / GP letter / letter from other professional e.g. teacher, social worker
Young Carer * (19 or under)	Letter from support worker
Homeless *	Letter from support worker
From a gypsy, traveller or Roma community *	Letter from support worker
Has not been in education, employment or training for more than 26 weeks and in receipt of JSA	Letter confirming JSA claim
Medically ill	Letter from GP which supports your application to study
Household affected by redundancy in previous 12 months	Letter of redundancy
Students applying for Skills for Life or Entry Level programme	A member of college staff can check this for you
Students applying for Level 1 programme	A member of college staff can check this for you
Students studying for first Full Level 2 course	A member of college staff can check this for you
Students studying for first Full Level 3 course aged 19-24	A member of college staff can check this for you
Lone Parent	Birth certificate of child + Working Tax Credit award or Income Support letter

What happens after I submit my application?

When you submit an application for funding 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.

You will be asked to pay the concessionary rate of your fees to enrol. If you cannot afford to pay this amount in full then you will be asked to pay at least 25%. 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 even if you choose to withdraw from the course. You must show your receipt to the enrolment staff.

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

The College will not allocate any funding to any student until after the 12th August. You will find out the outcome of your application soon after this date.

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.

All payments are dependant on you achieving excellent attendance levels on your course. Payments for college fees are made directly to the College on your behalf. Payments for equipment will be made to your bank account so you will be asked to provide us with your bank account details.

Payments for childcare are made directly to your childcare provider.

The College will not release any funds to you until you have completed the enrolment process. If you do not enrol by 9th September 2011 then your funding will be withdrawn and re-allocated to another applicant.

How much money will I receive?

If you are successful we will cover any outstanding fees which remain after you have paid the concessionary rate, for example the tuition fee element if applicable. 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.

For equipment, your tutor has provided us with an equipment list of essential items. We will base your award on these costs. Your award, in some cases, **may not cover 100%** of the costs and you should recognise this when budgeting for your course.

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 £5000 per student per academic year.

Do I need to have my own bank account?

Yes. We cannot make payments to you in cash. If you do not have your own bank account then you will need to open one before we can make any payments to you. If you are having trouble opening an account contact the Student Centre and we can advise you further.

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

No. The money we receive to help you must be used to cover course related costs.

What happens if my application is unsuccessful?

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 are not eligible for the concessionary rate and you want to continue on your course, you will have to sign a new part-payment agreement which will include the tuition fee element of your fees. If you are yet to enrol then you will then have to decide whether you can meet the costs of your course in full without help from the Learner Support Funds. The College offers the option of part payment.

Are there any conditions on my LSF award?

Yes. You will not automatically receive your award. All awards are dependent on you achieving excellent attendance in all of your classes, including any key skills classes, tutorials and learning support sessions you may have. If you do not meet these conditions then your funding will be withdrawn and you will be responsible for all outstanding fees including the tuition fee element if you are a non-concessionary learner.

Student Services will monitor your attendance on a regular basis. If you do not achieve excellent attendance you will not receive future payments. Authorised absences will not count against you.

Authorised absences include:

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

Unauthorised absences include:

- Any holiday taken during term time, apart from a recognised religious holiday
- Persistent lateness for no good reason
- Personal / social reasons for not attending college

If you are absent from college then you will need to complete a Learner Return form and inform your tutor as soon as possible. Learner Return forms will need to be completed for any time off. These are available from your curriculum office.

What happens if I withdraw from my course?

If you withdraw from your course 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 including the tuition fee element if applicable and 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.

Will I receive any payments before my course starts?

No. We aim to make payments for equipment as early as possible but you will not receive any payments until the start of term at the very earliest. Therefore, any equipment or uniform you need for the start of term you will need to purchase yourself. Please think about how you will budget for this before starting college.

The College will not release any funds to you until you have completed the enrolment process. If you do not enrol by Friday 10th September 2011 then your funding will be withdrawn and re-allocated to another applicant.

Appeals

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

Your appeal should be made in writing, within 2 weeks of receiving either an award notice or a letter refusing support. Please address your appeal to:

Learner Support Fund Appeals Panel
Student Services
City College Brighton and Hove
Pelham Street, Brighton, BN1 4FA

We will make every attempt to respond to your appeal within 15 working days.

The Appeals Panel will meet on a weekly basis to consider any outstanding appeals. The panel is made up of members of Student Support.

If you are not happy with the response to your appeal then you can write to the Head of Student Support at the same address as above. Their decision will be final.

If your funding is stopped or withdrawn due to poor attendance then you will be informed in writing. You also have the right to appeal this decision and details of how to do so will be contained in the letter we send you.

ANY QUESTIONS?

If you have any further questions contact the Student Centre:

Tel: 01273 667709 / 667708

Email: studentsupport@ccb.ac.uk

Student Centre, 1st Floor, Pelham Tower, Pelham Street, Brighton, BN1 4FA

Application for Childcare Costs

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

Student name:

This form should be completed by your registered Childcare Provider

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.

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	2nd January - 27th January
February	4	30th January - 24th February
March	5	27th February - 30th March
April	2 (+2 additional weeks if retainer charged)	16th Apr - 27th April
May	5	30th April - 1st June
June	4	4th June - 29th June

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.

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

city college brighton and hove

Pelham Street, Brighton
East Sussex BN1 4FA

T: 01273 667788
E: info@ccb.ac.uk
F: 01273 667703

www.ccb.ac.uk



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