

# Learner Support

Academic year 2018/2019

The Learner Support Fund Bursary Scheme and the Advanced Learner Loan Bursary Fund Scheme exist to help learners continue with and complete their course where they would otherwise be unable to do so on financial grounds.

For students aged 19 and over the following bursaries are available:

- 19+ Hardship Fund
- Advanced Learner Loan Fund
- 20+ Childcare Fund

This booklet outlines the bursary schemes on offer. If, having read the details below you feel you are eligible to receive bursary support you can register and apply online at <https://tameside.paymystudent.com/portal> from 20th August 2018.

In order to receive bursary in the 2018 to 2019 academic year you must meet the conditions below:

- Be enrolled on an ESFA funded course
- Be aged 19 or over on 31<sup>st</sup> August 2018. There are some exceptions to this and these students will be funded through the 16-19 Bursary Fund.
- Meet the residency conditions to get a bursary. We will check this for you once you apply.
- Have a household income less than £30,000

You can't claim if you're:

- Getting student finance for higher education.
- On a Community Learning course

You can be studying full or part time and we will look at the amount of time you're studying when we're deciding if you will get an award.

We will need proof of your household income to determine if you are eligible. For example a letter from the Department of Work and Pensions showing receipt of benefits, a P60, a Tax Credit Award Notice or 3 months' worth of pay slips. If you are applying for the Advanced Learner Loan Fund we will also need to see evidence that your loan has been approved.

We will decide how much bursary to award you, depending on your household income, your circumstances and the course you are studying.

If you live one mile or more from College you could be eligible for weekly travel awards of £15 if you are studying a full time course or £10 if you are studying a part time course.

If you need kit or uniform we can reimburse you, pay the supplier on your behalf or put the money into your account so you can purchase what you need yourself (dependant on what course you are studying and how the course is funded by the Government).

If you have to go on educational field trips we can support up to 50% of your costs and pay your department on your behalf.

If you need course books we can make a contribution to the costs.

If you need financial assistance towards the cost of your course fees we can make a contribution – dependant on what course you are studying and how it is funded by the Government.

If you need financial help towards the cost of your childcare we can pay up to £40 per day, £28 for half days to registered childcare providers and £10 per hour to before and after school clubs.

#### Applying for 19+ Hardship and Advanced Learner Loan Bursaries

You can register and apply online from the 20<sup>th</sup> August 2018. Please go to:

**<https://tameside.paymystudent.com/portal>**

**Please note no bursary awards will be made until 14 days has passed from the start of your course**

We have limited funds available and allocate funding on a first come first served basis.

It's important to understand that your bursary application is a legal document. If you give false or incomplete information on your application you may be committing fraud.

If we think this is the case we may pass details of your application to the Department for Education or the police. You could be prosecuted and we will ask you to pay back any bursary payments you should not have had.

#### Applying for 20+ Childcare

You can collect a childcare application form from your main reception at College from the 20<sup>th</sup> August onwards.

**Please note no childcare awards will be made until 14 days has passed from the start of your course**

We have limited funds available and allocate funding on a first come first served basis.

It's important to understand that your childcare application is a legal document. If you give false or incomplete information on your application you may be committing fraud.

If we think this is the case we may pass details of your application to the Department for Education or the police. You could be prosecuted and we will ask you to pay back any childcare payments you should not have had.

#### Rules and conditions for payment for 19+ Hardship Bursary and Advanced Learner Loan Bursary

Conditions on your bursary payments apply. These are rules you need to stick to so you can carry on getting support from the bursary fund. You must maintain a minimum weekly attendance of 85% to receive your travel awards and a minimum of 85% termly attendance to continue to receive top up support in terms two and three for any additional awards towards books and equipment.

Weekly travel payments are paid in arrears based on the previous week's attendance. If you don't meet the attendance requirement we will withhold your travel award for the following week.

If you don't meet the attendance requirement at the end of term one, we will withhold your top up award for term two. If you don't meet the attendance requirement at the end of term two we will withhold your top up award for term three.

If you're ill or are absent for any other reason this will affect your payments.

#### Rules and conditions for payment for 20+ Childcare

Conditions on your childcare payments apply. You must maintain an overall attendance of 85%. This will be checked as and when the childcare invoices are received (normally monthly). Payments are made to childcare providers in arrears. If you fall below the minimum attendance requirement the payment to your childcare provider may be suspended and you may become liable to cover the cost yourself.

If you're ill or absent for any other reason this will affect your childcare payments.

Complete applications received before half term (October) or within 4 weeks of a student's start date will be backdated to the beginning of the course (or the date when the childcare started). Applications received after this will only be backdated to the beginning of the week in which they are received. Please note if you are on an Advanced Learner Loan funded course, your loan must be approved before we can make a payment to your childcare provider. If for any reason you are declined an Advanced Learner Loan you will be liable for your childcare costs and the College accepts no responsibility for any such expenses.

Childcare payments covering any one period of time for any child will not be paid to two different childcare providers. Therefore, if you leave one childcare provider and start using a different provider, there will be no overlap in payment. If you do not want to leave at the end of a specific payment period (usually 4 weeks) you will have to pay any difference in the funding yourself.

If a childcare provider charges during the school holidays – regardless of whether the child attends, the 20+ Childcare Bursary will pay over the following College holidays: Half term holidays, Christmas holiday and Easter Holiday. Normal childcare payments will end when your study finishes.

#### Other help to stay in education

We keep some bursary funds for students who need emergency help or different types of help during the year because their circumstances have changed. If your circumstances change and you think you need more help speak to us straight away.

If you're a young parent aged 19 you can apply for a bursary and for help from Care to Learn for help with childcare costs whilst you study. Please visit <https://www.gov.uk/care-to-learn> for further information.

#### Queries or questions about the bursary

If you have any problems with how the bursary is paid, how much money you get or other general questions, you can email the bursary team on [studentfinancialsupport@tameside.ac.uk](mailto:studentfinancialsupport@tameside.ac.uk)