

## **Advanced Learning Loans Bursary Statement 2018/19**

### **What is the Advanced Learning Loan Bursary Fund?**

The Advanced Learning Loans Bursary (ALLB) Fund is a scheme to help learners (particularly vulnerable learners<sup>1</sup>) who are being funded through an Advanced Learning Loan (ALL). Writtle University College's (WUC) ALLB Fund will be prioritised to support learning needs (including one to one additional learning support provided by Learning Support Assistants or Communicators for hearing impaired students). However, it could also provide help with the costs of travel, childcare, meals and other course related costs in cases of financial hardship. The fund will be distributed at the discretion of the WUC and is not an entitlement. It is cash limited and as such will be operated on a first come first served basis with spend being prioritised based on assessed individual need. A learner who may be eligible for support from the fund will need to submit a completed Advanced Learning Loan Bursary application form; which will then be considered by the WUC Bursary Award Panel.

### **Who is eligible?**

Learners must have been approved for their Advanced Learning Loan for a Further Education level 3 course, and in the case of the hardship element of the ALLB Fund have commenced their programme of study, before applying for funding.

### **How will the additional learning support bursary funding be used?**

This part of the bursary will not be paid to the student. It will be used to support the costs of additional learning support (eg. one to one sessions with a Learning Support Assistant) for an individual student.

Consideration of the use of bursary funding for learning support reasons will be assessed based on individual need and will not in any way be income related. The assessment of needs will be based on a student's declaration and independent evidence (such as medical evidence, a Statement of Need and/or a Learning Difficulty Assessment/Education Health Care Plan).

### **What can ALLB hardship funding be used for?**

Where financial hardship may prevent a student staying and achieving in education the Bursary Awards Panel can decide to make a financial contribution to the costs associated with travel, meals, childcare and other course related costs (such as books and printing). Payments towards childcare will be made direct to a provider. Evidence of actual costs (eg. public transport receipts) will need to be submitted as part of any application to the fund. Students in financial hardship making an application must be in receipt of benefits and/or have a household income of under £25,000 per annum. It should be noted that parental income will not be taken into consideration but the income of any spouse or co-habiting partner will.

### **Are there any conditions to the funding?**

Any application which is found to be fraudulent (ie. made using false evidence or information) will (other than in exceptional circumstances) be cancelled and the student may be subject to disciplinary measures by WUC).

On-going support from the fund will be dependent on a student's satisfactory attendance, commitment to their studies and adherence to the WUC policies and procedures. If the learner withdraws from their course for any reason they may be asked to re-pay any ALLB Funds they have received.

### **Is there an ALLB appeals and complaints procedure?**

In the event of your application being refused you will have the right to appeal. In the first instance you should put your reason for appeal in writing to the Bursary Fund Administrator in Student Finance Services within 15 working days of the Panel meeting. The Administrator will arrange an independent hearing and provide a written reply within 10 working days of the hearing.

Upon receiving a response if you wish to take the matter further you may make a formal complaint in line with the WUC Complaints Procedure.

*June 2018*

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<sup>i</sup> including those with learning difficulties or disabilities, parents who need help with childcare and ex-military personnel