



**N.B. Please read the ALL Bursary Fund Policy & Guidance BEFORE completing this form.**

<b>Part 1. Student Details</b>	Student Number
First Name(s)	Surname
Date of Birth	Age on 31 <sup>st</sup> August 2023
Home Address	Home Phone Number
	Mobile Number
Postcode	Email
Name of Course ..... No. of days' attendance at WUC per week .....No. of days' work placement (if applicable) per week ..... Address of Work Placement .....	

[illegible]

# FINANCIAL ASSESSMENT AND QUALIFYING BENEFITS

Please tick **ALL** that apply to you and provide SUPPORTING EVIDENCE. Evidence should be dated no more than 3 months old unless otherwise stated. It is **YOUR** responsibility to provide copies of the relevant evidence (see notes).

**PLEASE TICK ALL THAT APPLY TO YOUR HOUSEHOLD**

**Tick**

Universal Credit – either yourself/partner/parent or guardian within my household <b>Evidence: Most recent 3 months statements, all pages</b>	
Tax Credits – Working Tax Credits and Child Tax Credits <b>Evidence: Full copy of the 2023/2024 Award Notice Letter</b>	
Jobseeker's Allowance (JSA) – Low Income Benefits E.g. Income Support <b>Evidence: Most recent DWP letter</b>	
Carers and Disability - Employment & Support Allowance (ESA – income related)/Personal Independent Payments (PIP/Carers Allowance) <b>Evidence: Most recent award letter</b>	
Guaranteed element of State Pension Credit <b>Evidence: Last 3 Remittance Advice/Bank Statements</b>	
Earned income (either yourself/parent) with/without additional benefits <b>Evidence: Most recent 3 month's pay slips or 6 weekly payslips</b>	
Self-employed earnings (either yourself/partner/parent) with/without additional benefits <b>Evidence: Audited Accounts 2022/2023 or Tax Return 2022/2023</b>	
Partners Income <b>Evidence: LAST 3 months' pay slips or 6 weekly pay slips</b>	

**I need help with .....**

**Please tick which costs you require financial assistance for:**

	Lunch Allowance at WUC – loaded onto Student ID card for use on campus only		Residential – Minimum age 18 in halls of residence at WUC
	Print Credits – loaded onto Student ID card for use on campus only		Lunch Allowance at Work Placement
	Travel to WUC – Car – enter number of miles from home to WUC		Travel to Work Placement – Car – enter number of miles from home to placement

**Please tick which costs you require financial assistance for and provide evidence of the cost, e.g. receipts/screen shots/used tickets/invoices:**

	Travel to WUC – Bus / Train		Equipment / Clothing / Other
	Travel to Work Placement – Bus / Train		Residential Support – private lodgings – up to a maximum of £4,000
	20+ learners – term time child care with Ofsted childcare provider		

<b>Part 3. STUDENT BANK DETAILS:</b>																	
Name of Bank or Building Society:																	
Full Name of Account Holder:																	
Sort Code:										Account Number:							

## Declaration

I am a UK citizen / have settled or pre-settled status	
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- I have read and understood the Advanced Learner Loan Bursary Fund Policy & Guidance.
- I have provided relevant income/benefit evidence.
- I agree that, to the best of my knowledge, the information I have given is correct.
- I agree to provide to Student Finance with details of any changes in personal circumstances as they occur.
- I understand the continuation of any award is conditional on achieving an attendance of 90% or above across my study programme and meeting WUC expectations for coursework and behaviour.
- I understand that all funds are discretionary subject to availability of funds and if demand exceeds the WUC allocation, reduced awards may be given.

In processing this application, we will store the data you have supplied both as part of this form and within our electronic systems and databases. It will be necessary for WUC to contact you by either email, letter or phone. You are asked to consent to this processing below. Should you refuse to consent, we will be unable to progress your application further.

- I confirm that I have read the notes on how my data will be stored and used and how I may be contacted, I give my consent for it to be processed in this way.

## Student Signature

Signed \_\_\_\_\_ Date \_\_\_\_\_

**YOUR APPLICATION CAN NOT BE PROCESSED UNTIL ALL THE SUPPORTING EVIDENCE HAS BEEN PROVIDED AND VERIFIED.**

This document can be found on the WUC website: <https://writtle.ac.uk/FE-Financial-Hardship-Assistance>

All enquiries to: [bursaries@writtle.ac.uk](mailto:bursaries@writtle.ac.uk) 01245 424200 ext. 25686

Forms to be returned with supporting evidence to: Writtle University College, Student Finance, Room L09, Lordship Road, Writtle, Essex, CM1 3RR

## Guidance Information

### Policy Statement

The Advanced Learner Loan Bursary (ALLB) Fund is available to learners who have been approved for an Advanced Learner Loan. The funds can be used to provide:

#### Additional Learning Support (ALS)

- Support for learners with additional needs to access and participate in learning.

#### Discretionary Learner Support (DLS)

- Financial support for learners who are facing financial hardship.

**Support is limited and cannot cover all costs associated with all study programmes.** It is always advisable to consider the availability of other strands of financial support and enquire, for example, about what financial assistance is available through the Department of Works and Pensions (DWP) as DLS must not be used where other sources of funding are available.

Each application is individually assessed and **all assistance is subject to the availability of funds.** Learners who are eligible for support are not automatically entitled to it. If demand exceeds the availability of funds, reduced awards may be given and when the fund is fully committed, no further awards will be made.

Applications are assessed against household income. Means testing will be rigorous but not excessive and supporting evidence of personal circumstances and/or relevant benefit evidence will be required. Other sources of financial support will be taken into consideration when processing applications.

All on-going bursary payments will be subject to a minimum of 90% attendance and meeting WUC expectations of coursework and behaviour or payments may be withheld. Learners are responsible for monitoring their attendance and addressing any discrepancies.

Category	Criteria	Bursary Support Available
<b>Additional Learning Support</b>	<p>These funds are non means tested to support learners with additional needs to access and participate in their learning.</p> <p>Assessment interview will be required by WUC's Learner Support Team</p>	<p>Support can include:</p> <ul style="list-style-type: none"> <li>• 1:1 or group support</li> <li>• Special exam arrangements</li> <li>• Loan of equipment or resources</li> <li>• Any other necessary adjustments under the Equality Act</li> </ul>
<b>Discretionary Learner Support Funds</b>	<p>Financial assistance for learners with a taxable household income not exceeding £35,000 per annum</p> <p><b>Household earnings include:</b></p> <ul style="list-style-type: none"> <li>• Earnings from employment, or self-employment, must not exceed £35,000</li> <li>• Job Seekers Allowance</li> <li>• Employment &amp; Support Allowance (ESA)</li> <li>• Universal Credit</li> <li>• Pension</li> <li>• Working Tax Credits</li> <li>• Young people in care/care leavers</li> </ul>	<p><b>Course Costs:</b> clothing, books, equipment and materials deemed to be necessary to complete your Study Programme may be paid.</p> <p><b>Lunch Allowance:</b> maximum £4.50 per day – loaded onto Student ID card for use on campus only</p> <p><b>Travel:</b> assistance with travel costs.</p> <p><b>Fees:</b> professional membership, exam, registration or DBS</p>

**Applications from households with an income exceeding £35,000 are not normally considered. However, if you feel that you have extenuating circumstances, please submit an application and provide a covering letter to explain your situation. Supporting evidence should also be provided.**

## Eligibility

To be eligible for support, you must have been approved for an Advanced Learner Loan, however, priority will be given to:

- Learners with learning difficulties and/or disabilities
- Parents who need help with childcare
- Ex-military personnel
- Young Adult Carers – individual assessments will be undertaken

The following groups are **NOT** eligible for DLS

- Waged apprentices
- Learners on HE courses
- Learners in prison or released on temporary licence

## Additional Information

### Financial Award Conditions

In order to receive financial awards, learners must achieve a satisfactory attendance of 90% and above and meet WUC expectations of coursework and behaviour. If attendance does not meet the requirements, payments can be withheld, subject to a progress review with the learner's course tutor. Personal circumstances will be taken into consideration when determining if payments are to be re-instated.

Awards for living costs are outside the scope of the fund and are not available from the Advanced Learner Loan Bursary Fund.

### Exceptional Circumstances

In exceptional circumstances discretionary payments can be considered for costs which have been identified as a barrier to participating in learning. Applications for discretionary payments will be referred to a Review Panel for assessment.

### Financial Hardship

Applications can be made where household income exceeds the guidelines and evidence of financial hardship can be demonstrated e.g. redundancy, bereavement, debt management. Supporting evidence will be necessary to fully assess an application and to determine the level of support available.

### Changes of Circumstances

Learners will be required to disclose any change of circumstances during the year which may affect their eligibility.

### Appeals

If you do not agree with a decision and wish to appeal, please write to The Student Finance Supervisor within 7 days of being informed of the assessment outcome. Appeals will be resolved within 21 working days.

## Conditions:

- Childcare providers must be Ofsted Registered.
- Childcare will only be provided for timetabled days.
- It is expected that holidays will not be taken during term time, but should this occur, childcare costs for the period of absence will not be paid.
- All payments will be made direct to the childcare provider.

### Childcare – learners under the age of 20

If you need help with childcare costs whilst you study please contact Care to Learn on 0800 121 8989 or visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

### Application Process

Applicants must complete the relevant application form from the fund they are applying to and clearly identify the support they feel they need to achieve their course of study, within eligible guidelines.

Applicants must provide the income information and supporting evidence as detailed in the application form.

A decision on the application will be made within 14 working days from the date received and funds will be allocated following enrolment. If all funds have been allocated, your details will be recorded on a waiting list.

Bursaries are awarded on a half termly basis and where possible are paid for directly e.g. meal credits, print credits, childcare.

WUC cannot take responsibility for any correspondence lost or mislaid in the post.

### Please note:

Applications for financial assistance are valid for one academic year only. Should you return to WUC in September 2024 and still require financial support, a new application form must be completed and up to date evidence provided.

### Childcare

For learners aged 20+, financial assistance is available for childcare towards term time care costs only. It is the learner's responsibility to find a term time only carer or be responsible for covering any additional costs.