

South Downs Campus

19+ Advanced Learning Loan Bursary Application Form 2017/2018

- The fund of money is limited and can only be allocated whilst funding lasts
- Funding cannot be guaranteed in cases of over-demand
- All applications will be considered individually

For Office Use Only	
Approved	
Not approved	

Please complete this form if you fulfill all of the following

- Require financial assistance for course related items (see section 3)
- Have received approval of your Advanced Learner Loan
- Are in receipt of an Income Based Benefit

Section 1- Student Details		
Surname:		First Name (s):
Address:		Full time course <input type="checkbox"/>
		Part time course <input type="checkbox"/>
		Age at start of course:
Postcode:		
Home Tel No:	Mobile No:	Date of Birth:
Course Title:		Student Reference No:

Section 2 – Benefits Please indicate below if you are in receipt of any of the following benefits		
<u>ELIGIBLE BENEFIT</u>	<u>✓</u>	<u>PLEASE PROVIDE EVIDENCE WITH THIS FORM</u>
Council Tax Support (other than single occupancy)		Letter or annual bill dated from April 2017
Employment & Support Allowance (income related)		All pages of your notification dated on or after 1st April 2017
Housing Benefit		Local Council Letter dated April 2017 to March 2018
Income Support		Letter dated on or after 1st April 2017 stating you currently receive this benefit
Job Seekers Allowance (income based)		All pages of your notification, dated on or after 1st April 2017
Pension Credit (Guarantee Credit)		All pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated on or after 1st April 2017
Working Tax Credit (not solely Child Tax Credit)		All pages of your Tax Credit Award Notice for April 2017 to April 2018 showing that you receive Working Tax (not solely Child Tax) – Or All pages of your Annual Review for 2017 along with a bank statement showing a payment of WTC from July 2017 onwards
Universal Credit (other than Child Tax element)		All pages of your Award, which can be printed from your online account, dated on or after 1st April 2017

Section 3 - Please state the support you require ✓	
Financial assistance towards Childcare while you are attending your course	
Financial assistance towards Public Transport between home and College. The Campus reserves the right to offer the most economical use of funding, which would take the form of: Full-time course enrolment – you may be entitled to a free bus pass, please complete a bus pass application form.	
Part-time course enrolment – you may be entitled to claim a refund of public transport costs to and from your course. If your financial assistance application is approved you will be sent a refund form, which you attach your public transport tickets to and return to the Finance & Travel Support Desk.	
Essential Books, Uniform or Equipment and Kit , as advised by lecturers Refunds will be made, by BACS payment or cheque, once receipts for the items are handed into Student Finance & Travel Support.	
Compulsory/Essential day trips or Residentials as advised by the organiser Depending on the department, either the student will need to speak to Student Finance & Travel Support or the organiser of the trip will advise the team. The payment will be made via Wisepay.	
Travel expenses to Higher Education Open Days/Auditions/Interviews Evidence of the event plus receipts for the travel costs need to be presented to the Student Finance & Travel Team, refunds will be made by BACs payment or cheque. Mileage will be paid at 25p per mile for a return trip.	
UCAS Application fee The payment will be made by internal transfer or refunded on the production of a receipt which needs to be handed into Student Finance & Travel Support.	
Refund of Association of Accountancy Technicians (AAT) membership fees	

Section 4 – Advanced Learner Loan
Please provide evidence that your Advanced Learner Loan has been approved.

I certify that the above information is correct and I give permission for College staff to be consulted over this application. I agree to South Downs Campus processing personal data contained in this application form for the purpose of administering the Finance and Travel scheme. I understand that if I am a student in receipt of Income Support (Universal Credit) I need to declare any funds received through the Finance and Travel scheme. I confirm that any evidence given in support of my application is correct and complete to the best of my knowledge.

Awards from the Finance and Travel scheme are given on the following conditions; that your attendance record is satisfactory, you produce all assignments/homework on time and conform to the College's rules and regulations. If, at any time, your attendance, work or behaviour is considered to be unsatisfactory, the funding may be withdrawn or suspended.

Signature:	Date:
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Please return this form with the evidence of your

- *Income Based benefit*
- *Advanced Learner Loan approval letter*

To: Student Finance & Travel Support, South Downs Campus, College Road, Waterlooville, Hants, PO7 8AA
Telephone: (Switchboard) 023 9279 7979