

Financial support guidance 2021-22 for students aged 19+

This guidance is for:

- **Students aged 19+ (except for the students detailed below).**
- **LLDD students and students continuing on the 2nd year of a course they began aged 18 should complete the financial support application for students aged 16-18**

Activate Learning has four bursaries for students aged 19+ that might help you. This guide explains the schemes available, who can get them and how to apply.

Evidence required if you receive income-related benefits.

- Universal Credit (UC) - **all pages** of 3 most recent monthly Universal Credit statements.
- Tax Credits (TC602) - **all pages** of 2020/21 or 2021/22 Tax Credit Award Notice (NOT Tax Credit Annual Review).
- Other benefits - a letter dated within the past 3 months evidencing you receive one of the following: Income Support, Income-based Job Seekers Allowance, Income-related Employment and Support Allowance (ESA), the guaranteed element of State Pension Credit.

N.B. Child Benefit, PIP, DLA, and Carers Allowance **are not taken into account** when assessing bursary applications.

Evidence required if the household does not receive income-related benefits.

- Evidence of income for each adult in the household who is aged 18 or over.
- Three months of wage slips for each adult in the household and income from self-employment, to include all pages of the HMRC tax bill for the previous year. (N.B we require the tax bill, not the tax return).
- Single adult households are required to provide their 2021-22 Council Tax Bill.

The way we assess household income.

- If the household receives Universal credit /Tax Credits - we add together the average take home pay and average amount of Universal Credit/ Tax Credit after all deductions to calculate the annual household income.
- Wage slips - we use the take-home pay figure.

If there is any information that you would like to include in support of your application for example, total number of dependent children living in the household, please submit this with your application.

Applicants are required to apply for all statutory benefits before applying for a bursary. For further information on government benefits you are eligible for, please **visit: www.gov.uk/benefits-calculators**

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC.

Bursary	To be eligible you must....	You could get....
	<p>Standard requirements:</p> <ul style="list-style-type: none"> • Be a home student. • Have a Net annual household income of £30,000 or less. • Provide evidence of household income or benefit and your financial independence (where necessary). <p>It is your responsibility to tell the Department for Work and Pensions about any financial support that you receive from Activate Learning, as learner support payments may affect your eligibility to some benefits.</p> <p>Note: If your course is eligible for an Advanced Learner Loan, you will need to provide confirmation that you have been awarded it when applying for bursary funding.</p>	
Travel bursary	<ul style="list-style-type: none"> • Be attending the nearest college offering the course to meet your learning aim. • Live more than 3 miles walking distance from college (using Google maps). • Apply by 6 August 2021 to ensure your pass is available at the start of term. 	<ul style="list-style-type: none"> • Help with the cost of travel to and from the nearest Activate Learning Campus offering the course. The support provided will be by the most cost - effective method, which will either be a travel pass or travel expenses paid into your bank account. If we do not have a purchasing agreement with your travel company you will be awarded travel expenses. • 15p per mile will be paid for fuel in exceptional circumstances. • Travel expenses are paid fortnightly, term time in advance. • Bursary funds do not support the cost of taxis.
Course costs (including work/ industry placement)	<p>The fund is available to learners on a funded course or if you have a letter confirming you have been awarded an Advanced Learner Loan.</p> <ul style="list-style-type: none"> • If you receive the Advanced Learner Loan or are eligible for a loan, you are not eligible for funding help towards fees. • Learners who are paying their own fees and not eligible for an Advanced Learner Loan may be awarded a maximum contribution of 50% towards their fees. <p>Submit a course costs form detailing the items and costs you need support with and attach receipts for the essential items that you bought.</p> <p>You may submit course costs forms throughout the year without completing another bursary form.</p> <p>Students who are enrolled on ESOL courses who need support with fees or travel for additional courses throughout the year should submit a course costs form each term.</p> <p>N.B funds are limited and cannot be guaranteed.</p>	<p>A contribution to essential course costs that are not included in the tuition fee:</p> <ul style="list-style-type: none"> • Essential books, equipment, specialist clothing, UCAS fee, university open events/ interviews. • Field trips • Work / industry placement costs including travel, if eligible. • You will be reimbursed for the items when we receive the receipts for the items you have purchased. Funds are not awarded up front. • If the bursary is towards fees payable to college their is no need to pay the part of the fee that is being paid by the bursary you will need to complete a course costs form when the fee is due. <p>College fees - bursary awards towards college fees are paid by direct transfer to your college account, reducing the amount you owe.</p> <p>Sometimes faculty may be able to buy the essential items you need, if this is arranged we will let you know that you don't need to buy the items and bursary funds will be paid to faculty.</p> <p>Equipment and materials that are essential for the course may be borrowed from college, therefore the bursary cannot support towards these costs.</p> <p>Bursary funds do not support laptops or any other IT equipment.</p>

Childcare bursary	<p>Meet the standard requirements above plus:</p> <ul style="list-style-type: none"> • Use an Ofsted registered childcare provider • Provide copies of your child/rens birth certificate and child benefit letter • Complete a childcare provider form <p>NB Both students and the childcare provider must return our signed Term's and conditions before invoices will be paid.</p>	<p>The amount of funding is discretionary but will normally be for a maximum of £180 per week per child. Funds will be initially allocated for up to two children per household. Funding for any additional children will be subject to availability. Funding is for timetabled classes and it does not support independent study.</p> <p>Bursary funds are paid directly to the childcare provider after we have received their monthly or termly invoice.</p> <p>Online courses - we provide maximum of one days childcare support for part-time courses and three days childcare for full-time courses.</p>						
Accommodation bursary	<ul style="list-style-type: none"> • Have a household income less than £32,000 and be enrolled on a specialist subject that is not available where you live e.g. land based and furniture course. <p>N.B. The bursary does not support a student to participate in general FE provision that is widely available or to enable them to participate in additional activity, for example, to take part in a specific sport</p>	<p>A contribution paid directly to the landlord towards the costs of accommodation. Awards are based on individual circumstances and the type of accommodation and length of stay required.</p> <p>Support with accommodation for the academic year as follows:</p> <table border="1" data-bbox="879 405 1544 555"> <thead> <tr> <th>Gross household income £</th> <th>£ per year</th> </tr> </thead> <tbody> <tr> <td>Up to £25,000</td> <td>Up to £3,458 for five days' residence / week Up to £4,100 for seven days' residence / week (for students aged over 18 years)</td> </tr> <tr> <td>£25,001 - £32,000</td> <td>Up to £1,152</td> </tr> </tbody> </table> <p>Students may be awarded support of up to £400 from their term time accommodation to their campus.</p> <p>N.B. Where students leave part way through the year or are excluded from their accommodation, their accommodation bursary payments will stop on the date they left their course or were excluded.</p>	Gross household income £	£ per year	Up to £25,000	Up to £3,458 for five days' residence / week Up to £4,100 for seven days' residence / week (for students aged over 18 years)	£25,001 - £32,000	Up to £1,152
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How to apply	<p>Complete the bursary fund application form and submit it with all the required evidence. Students may find it useful to get help completing the form from an adviser at the Advice Centre. Students will be notified of the outcome within four weeks of receipt of a fully completed application form with all the required evidence, by email where an email address has been provided. Application forms will only be processed if it has been completed and submitted with the required evidence.</p>							

If you want to appeal a decision, you may appeal in writing with a supporting statement to Group Head of Advice and Admissions by email to studentfinance@activatelearning.ac.uk, or by post.