

Sutton College of Learning for Adults
Guidance notes on financial support 2011/12

SCOLA SUPPORT FUND (for non-accredited courses - course fees only)

Applications are limited to a maximum of **two courses in different subject areas** in one academic year, with a maximum total amount of **£140**. A contribution will be expected from the student.

DISCRETIONARY LEARNER SUPPORT FUND (DLSF) (for accredited courses)

Applications are limited to a maximum of **two courses in different subject areas** in one academic year, normally with a maximum total amount of **£400** towards tuition fees, exam fees, childcare, books, materials, and occasionally for travel. A contribution will be expected from the student.

The Fund is available as follows:

- 1 **Tuition fees:** Paid directly on the student's behalf.
Written evidence will be required at the time of application.

Priority is given to the following students*: (* *subject to SFA confirmation*)

- those in receipt of a mean-tested benefit but not eligible for fee remission;
- those in receipt of a low household income;
- those studying for their first full Level 2;
- those studying for their first full Level 3, if aged 19-25 years;
- those recently made redundant but not eligible for JSA or means tested benefits;
- those who have been out of work more than six months and not in receipt of JSA or means tested benefits;
- those who can show a sudden reduction of income due to a change in personal circumstances.

- 2 **Exam fees**
If agreed, exam fees will be paid directly on the student's behalf. The student must complete their own exam entry form.

- 3 **Childcare**
Paid directly to an OFSTED registered childcare provider on the student's behalf.

- 4 **Materials, books, equipment**
All students may apply for help with funding and their application will be considered by the Panel. Payment will be made on production of receipts. The Fund will not be used for stationery items (eg pens, binders). The College shall have the right to request the return of certain materials and equipment at the end of the course.

- 5 **Travel**
Assistance may be given towards the cost of travel by public transport (or equivalent cost if student is using their own car), provided a student cannot study for the same course nearer to their home. Payment will be made on production of receipts.

INFORMATION:

If your application is for an accredited course, **you must take the appropriate exam.** If you apply for funding from both the DLSF and the SCOLA Support Fund, the limit on a maximum of two courses in different subject areas still applies.

When your application has been agreed and funded, but you withdraw from the course before completion, you will be required to repay the amount paid on your behalf, and you will not normally be able to make further applications for help from the Fund. If you find you must withdraw, you should contact the DLSF Administrator to explain the reasons.

The Panel will endeavour to prioritise those applications which may lead to qualifications or employment opportunities. Students wishing to continue the same subject from one year to the next must show progression; funding will not normally be awarded to repeat the same level in the same subject.

When an application is denied, applicants may re-submit no sooner than the following term.

The following benefits are means-tested:

Job Seekers Allowance; Council Tax Benefit; Housing Benefit; Income Support; Employment Support Allowance/Incapacity Benefit; Pension Guarantee Credit; Working Tax Credits

*The following are **NOT** means-tested:*

Child Tax Credits; State retirement pension; Disability Living Allowance; Attendance Allowance; Carer's Allowance; Maternity Allowance

ELIGIBILITY CRITERIA

To be eligible for financial help you must be an enrolled student of the College attending a course, and in addition one of the following:

- have been ordinarily resident in the UK or EU throughout the three year period preceding the first day of the academic year, **other than** wholly or mainly for the purpose of receiving full-time education;
- be ordinarily resident in England and Wales;
- be settled in the United Kingdom under the terms of the Immigration Act 1971, in other words ordinarily resident without being subject to any restriction on the period for which you may stay;
- have been given Refugee status;
- have been granted Exceptional or Indefinite Leave to Remain, Humanitarian Protection or Discretionary leave, but have been resident in the EU/EEA for the three year period preceding the first day of the academic year.

Skills Funding Agency guidance states that the Discretionary Learner Support Fund is not available to Asylum Seekers over the age of 19 years.

The fully completed application form and attachments should be forwarded to:

Discretionary Learner Support Fund Administrator, SCOLA, St Nicholas Way, Sutton, SM1 1EA.

APPLICATION for SUPPORT from
**Discretionary Learner Support Fund (vocational)
or SCOLA Support Fund (non-vocational)**

Please read the guidance notes, then complete this form and enclose relevant proof of entitlement.
You can ask your tutor or staff at the centre office if you would like help in completing this form.

Title	First name	Surname (family name)
Address		
Postcode		
Telephone (home):	Date of birth :	Nationality: or Ethnic group:
Mobile:		
Course number	Course title	
Course number	Course title	

Have you already received funding from SCOLA? Yes No

If Yes, please state: Subject Year

Have you completed an enrolment form? Yes No *If No, please complete one before submitting this form*

Have you been permanently resident in the EU or EEA country in the past 3 years? Yes No

Are you an Asylum Seeker? Yes No Do you have Refugee status, or Exceptional/Indefinite Leave to Remain? Yes No

Funding requested:

The maximum amount available from the DLSF (examinable courses) is **£400.00** per applicant
The maximum amount available from the SCOLA Support Fund (non-examinable courses) is **£140.00** per applicant. Applicants may apply for a maximum of **two courses in different subject areas**.

Tuition fees	£
Examination fees	£
Childcare: Registered childcare provider You will be asked to supply further written details of the childcare provider <input type="checkbox"/> <input type="checkbox"/> Have you already applied for childcare funding form other sources? Yes <input type="checkbox"/> No <input type="checkbox"/>	£
Travel costs (public transport from home to SCOLA centre or equivalent) <i>(receipts must be provided before a reimbursement will be made)</i>	£
Materials/equipment relevant to the course <i>(receipts must be provided before a reimbursement can be made)</i> Details:	£
Total amount claimed:	£

For office use only Previous details held:				
Decision:	Comments:	Letter sent:	Entered on spreadsheet:	Entered on AQUA:

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Staff are requested to attach a photocopy of the enrolment form to this application if available

Have you already paid the course and/or examination fee for this application?

Course? Yes No Exam? Yes No

If Yes, amount paid Method of payment: Cash Cheque Credit Card

Are you in receipt of means tested related benefit? Yes No
You must **include proof** with your application.

Details of benefit:

If you are NOT in receipt of benefit but are on a low income, please list your monthly household income after tax deductions. **You must include proof in the form of a payslip or bank statement.**

Have you been made redundant but are unable to claim Job Seekers Allowance and do not receive any other means tested benefit?

Have you had a sudden reduction in household income due to a change in personal circumstances?
Do you consider that you are on a low income?

Applicant's income £	Partner's income (where applicable) £	Other income (eg pension, allowances) £	Total household monthly net income £
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Explain below why you want to take the course/s and why you need financial support, including your plans to obtain future employment or education.

This section must be completed before your application can be considered

*I certify that the information I have provided is correct and agree to inform the college if I must stop attending my course. **In such circumstances I understand that I may be required to return all or part of any financial support received.***

Signature of applicant.....Date.....

This form must be **fully completed and signed**.
Proof of income must be attached before it can be considered by the Panel.

Your completed application form and attachments should be forwarded to:

**Discretionary Learner Support Administrator,
Sutton College Of Learning for Adults, St Nicholas Way, Sutton, SM1 1EA.**