

Guidance notes on financial support 2009/10

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

Applications are limited to a maximum of **two different** courses in one academic year, normally with a maximum total amount of **£125**. A contribution will be expected from the student.

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

Applications are limited to a maximum of **two different** courses in one academic year, normally with a maximum total amount of **£200** towards course/exam fees, childcare, books, materials and travel. A contribution will be expected from the student. It should be noted that funds are limited, and once the Fund has been allocated, it will not be possible to consider further applications. The Fund is available as follows:

- 1 **Tuition/Exam fees** – paid directly on the student's behalf if the student is not in receipt of a means-tested benefit and therefore not eligible for fee remission, but is on a low income. *Students in receipt of means-tested benefits are not eligible to apply for help with course and exam fees.*

Priority is given to the following students:

- those studying for their first full Level 2
- those studying for their first full Level 3, if aged 19-25 years
- those with a household income (gross) of less than £15,500
- those who have recently been made redundant but are 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 income due to a change in personal circumstances

EVIDENCE will be required at the time of application.

- 2 **Childcare**

Paid directly to an OFSTED registered childcare provider on the student's behalf. Priority will be given to students attending Level 2 GCSE English/Maths or Skills for Life English/Maths, as well as those students listed above.

- 3 **Materials, books, equipment**

All students may apply for this help and their application will be considered by the Panel. The Fund will not be used for stationery items (eg pens, binders). It should be noted books/equipment/materials remain the property of the College and should as far as possible be returned at the end of the course, with the exception of ITEC equipment and Floristry materials.

- 4 **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.

C **ADDITIONAL FUNDING FOR ESOL PROVISION:**

Students applying for Skills for Life English (ESOL) courses who are not eligible to claim fee remission and are on a low income may apply for help from the ESOL Additional Learner Support Fund, which is for course/exam fees only. This fund is limited and once the allocation has been used, ESOL students will need to apply to the general DLSF for support.

Additional information:

If your application is 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.

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** still applies.

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.

If 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
- 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.

We regret that Learning & Skills Council 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.

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

Have you already received funding from SCOLA? Yes No

3 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

4 Funding requested:

The maximum amount available from the DLSF (examinable courses) is **£200.00** per applicant
The maximum amount available from the SCOLA Support Fund (non-examinable courses) is **£125.00** per applicant. Applicants may apply for a maximum of **two** different courses.

Tuition fees	£
Examination fees	£
Childcare: Registered childcare provider You will be asked to supply further written details of the name, address and telephone number of the Childcare provider Have you already applied for childcare funding from 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:	£

For office use only			
Previous details held:			
Decision:	Comments:	Letter sent:	entered on MIS

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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

5 Are you in receipt of income related benefit? Yes No

Details of benefit:

6 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.**

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

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

MONTHLY GROSS INCOME

Applicant's income £	Partner's income (where applicable) £	Other income (eg pension, allowances) £	Total household monthly net income £
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7 ***In order for your application to be considered, this section must be completed; you should explain why you want to take the course/s and why you need financial support, including your plans to obtain future employment or education. This will help the Panel come to a decision.***

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

8 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.**