

# Advanced Learner Loan Bursary Scheme Application 2022 – 2023



## Part 1 Application Form

### 1. Have you applied for an Advanced Learner Loan to pay for your course?

#### Yes

Please fill in details below

#### No

Do not fill in this form. Please check with Student Financial Assistance Team who can if applicable help identify the correct form for you to use to apply for financial assistance whilst at college.

## Section 1: Student's Personal Details

First Name	Surname
Date of Birth	
Age at start of course for which you have applied for an Advanced Learner Loan	
Address	
Postcode	Email
Telephone (landline)	Telephone (mobile)

## Section 2: Student's Course Details

### What is the full title of the course you have applied for?

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Please note it is important that you write the correct full name of the course you will be studying. Details are on your offer letter which you will have used to apply for your loan.

At which College site will you be studying?

Cauldon Campus       Burslem Campus       Other

Is your course     Full time?     Part time?

How many days per week will you be attending college for your course?

## Section 3: Student's Personal Circumstances

### Please read through the statements below and tick the one which applies to you

A) I live independently and do not live with a spouse or partner  Please go to Section 5 – we need details of your income

B) I live with a spouse or partner  We need details of your income and that of your spouse or partner. Please fill in Section 4 and then go to Section 5

C)  I am 24 or under and I live with my parent(s)/Carer(s)/Guardian(s)

Please note that we will only consider you as **not dependent** on your parent(s)/carer(s) if we are satisfied that you live independently within their household. (We will require evidence of income which is sufficient to support you and evidence that you pay rent or towards household expenses.) If you wish to discuss further please contact Student Financial Assistance.

Please fill in Section 4 and then go to Section 5

D)  I am aged 24 or under and I live with my parents(s)/carer(s) but I claim income related benefits in my own right.

## Section 4: Household Details

Please enter details of Student Parent(s)/Carer(s)/Guardian(s) or Spouse/Partner as applicable in the table

<b>Adult A</b>	<b>First Name</b>	<b>Surname</b>
	<b>Relationship to Student</b>	
<b>Adult B</b>	<b>First Name</b>	<b>Surname</b>
	<b>Relationship to Student</b>	

## Section 5: Income Details

**Please read through the list of different types of income/benefits in the table below**

Please tick **all** boxes which apply to your current financial circumstances (and your spouse/partner if you have one) and enclose the evidence requested. (Photocopies are acceptable). Do not hand in this form without enclosing the correct evidence as we will not assess your application without it.

<b>Income/Benefit</b>	<b>Evidence Required</b>	<b>Tick to confirm evidence enclosed with application</b>
Income Support	Recent award letter dated within 3 months which states entitlement to Income Support.	<input type="checkbox"/>
Job Seekers Allowance	Recent award letter dated within 3 months which states entitlement to Income Based Job Seekers Allowance.	<input type="checkbox"/>
Employment Support Allowance	Recent award letter dated within 3 months which states entitlement to Income Based Employment and Support Allowance.	<input type="checkbox"/>
Guarantee Element of Pension Credit	Recent award letter from the Pension Service which states your entitlement to Pension (guarantee) Credit.	<input type="checkbox"/>
Working Tax Credit AND/OR Child Tax Credit	Working Tax credit 2022/2023 Tax Credit Award Notice (all pages) <b>or your</b> final 2021/2022 Tax Credit Annual Review for year ended 05/04/2022.	<input type="checkbox"/>
State, Occupational or Personal Pension	Recent award letter from the DWP or letter from relevant organisation dated within 3 months which shows the amount of payment received.	<input type="checkbox"/>
Earnings from employment	If monthly paid – the most recent wage slip for each person who is working. If weekly paid, the most recent weekly pay slip for each person who is working.	<input type="checkbox"/>
Universal Credit	Your three most recent UC statements from DWP which state your monthly income.	<input type="checkbox"/>
Any other income (Do not include Child Benefit, DLA, PIP or Attendance Allowance)	We need to know if you have any income other than those listed above. If you have, please tick adjacent box and provide relevant evidence.	<input type="checkbox"/>

## Section 6: Other Funding

Will you be receiving any other funding to help with the travelling costs?  Yes  No  
If yes, please give details (include any Job Centre Plus Work Programme Funding)

If you are not applying for help with childcare costs, please read and sign Part 3: The Declaration and provide your bank details and signature in Part 4

## Part 2 Applying for help with Childcare

### Section 7: Your Childcare Provider Details

Fill in the sections below according to how many children you are claiming childcare for. Please fill in as accurately as you can to reflect the childcare needed for your timetabled classes in college.

#### Child 1

Name of Child	Child's Date of Birth
Name of Childcare Provider	
Address of Childcare Provider	

Type of Childcare Provision (please tick)			
Nursery <input type="checkbox"/>	Childminder <input type="checkbox"/>	Before School Club <input type="checkbox"/>	After School Club <input type="checkbox"/>
How much does the childcare cost? Per day/half day/before school/after school		Will the Provider charge during the school holidays? If yes, how much? Per day/half day/before school/after school	
£		£	

#### Child 2 (if applicable)

Name of Child	Child's Date of Birth
Name of Childcare Provider	
Address of Childcare Provider	

Type of Childcare Provision (please tick)			
Nursery <input type="checkbox"/>	Childminder <input type="checkbox"/>	Before School Club <input type="checkbox"/>	After School Club <input type="checkbox"/>
How much does the childcare cost? Per day/half day/before school/after school		Will the Provider charge during the school holidays? If yes, how much? Per day/half day/before school/after school	
£		£	

### Section 8: Other Funding for Childcare Costs

Please read the statements below. Please tick any which are applicable to the child/children named on this application.

<input type="checkbox"/> I will be entitled to claim 3 year old funding for my child	<input type="checkbox"/> I will be getting help from Job Centre Plus towards my childcare costs
<input type="checkbox"/> Please tick if in receipt of childcare element for working tax credits and state the days childcare element is used for.	

### Section 9: Evidence of Receipt of Child Benefit

In order to apply for help with childcare costs from the Advanced Learning Loans Bursary for your child/children, you must receive Child Benefit payments for them. We need to see evidence which shows this.

**Please tick one of the following and enclose the evidence requested. Please note we cannot process your application without this evidence.**

<input type="checkbox"/> Recent letter of Entitlement to Child Benefit which names child/children
<input type="checkbox"/> Copy of child's/children's birth certificate(s)

## Part 3 Declaration by Applicant

**You confirm that:**

You have applied for and been informed by Student Finance England that your application for an Advanced Learner Loan has been approved and you confirm that you are applying for financial assistance for the course for which you have obtained an Advanced Learner Loan.

You have filled in all applicable sections and have enclosed all necessary evidence. That the information that you have given on this form is to the best of your knowledge, correct and true. You will inform the College in writing of any change to your circumstances.

**You agree that:**

Stoke on Trent College can process data contained in this form along with supporting evidence provided as well as on your Student Learning Agreement in order to access your eligibility for Discretionary Learner Support. If you have given personal information relating to anyone else on this form, you have obtained their permission to do so.

Your information, where relevant will be shared with 3<sup>rd</sup> party organisations. Application forms and associated evidence is stored securely on campus: for learners studying offsite this data will be stored at one of our main sites (Cauldon or Burslem).

**You understand that:**

You are applying for Public Funds and that you may be committing a criminal offence if you omit to disclose any information that may affect your application.

**You undertake to:**

Repay on request from the College any award that you the Student are not entitled to or any award which has been issues if you the Student withdraw from your course.

**You agree that:**

If your attendance falls below 90%, you have poor behaviour or make unsatisfactory academic progress, payment for travel and other costs will not be made.

**General Data Protection Regulations Agreement**

Please tick **one** of the following options:

**I have read and understood the GDPR statement and I agree to the holding and sharing of my data in relation to this application.**

**I don't agree to the holding of my data in relation to this application and sharing it for funding purposes.**

Name (please print)	Date
Signature	

All applications forms can be returned by post to our Cauldon Campus

**Student Financial Assistance, Stoke on Trent College, FREEPOST ST1055, Stoke Road, Shelton, ST4 2DG**

If possible, please send photocopies of evidence, however any original evidence documents will be returned if you have clearly indicated that you want them to be returned.