

## Uxbridge College Advanced Learning Loans Bursary Fund Statement

The Advanced Learning Loans **Bursary Fund** (ALLB) is a scheme to help support students who are eligible for an Advanced Learning Loan and need additional financial support. This financial support is in addition to the loan amount received.

### What can we help students with?

There are two ways in which we can help students with the Advanced Learning Loans Bursary

Discretionary Bursary fund		Additional Learning Support fund (ALS)
Yes we can help with ✓	Travel, childcare, books and equipment	Support including teaching assistants, learning resources or other necessary adjustments under the Quality Act 2010

N.B we cannot help with: tuition, registration or exam fees

Help with travel, childcare, books and equipment may be available. Help with Additional Learning Support (ALS) may also be available. ALS covers support such as teaching assistants, learning resources or necessary adjustments under the Equality Act 2010. ALS will be available on a needs assessed basis, i.e. not related to your income.

The Adult Learning Loan Bursary (ALLB) is a discretionary fund and due to the limited nature of the fund, meeting the criteria does not guarantee funding. The Bursary Fund is income assessed and operated on a first-come, first-served basis.

Assessment is based on each student's needs and taking into account the amount of funds available. Each student awarded a bursary will have undergone a robust application and assessment of their need.

### Eligibility

Students must have been approved for an Advanced Learning Loan for a Level 3 (or above) course before applying for the ALLB.

Students need to have a household income of under £24,000. (Parental income will not be taken into consideration but the income of any spouse or co-habiting partner will.)

The ALLB is aimed at helping vulnerable students - such as those with learning difficulties or disabilities, parents who need help with child care, and ex-military personnel.

The College will prioritise the vulnerable groups, but has the discretion to assist other disadvantaged learners.

The bursary fund is **not** for:

- funding to finance learners' tuition fees
- funding to finance ancillary learning costs, for example, examination fees & registration fees.

## **How to apply**

Students should identify their financial need and/or learning support need as part of the enrolment process.

A student may apply at any stage in the enrolment process using the application form for financial support and for Additional Learning Support which is available from the Student Support department. Applications can be made after enrolment, but payments may not be back dated. Approval for DLS will be given by the Student Support staff. Approval for Additional Learning Support will be given by the Learning Support staff. A financial support panel will decide if approval results in a bursary being awarded.

The College has a Financial Support Policy which outlines further criteria for being awarded a bursary. For all enquiries such as availability of childcare funding please contact the Student Support department at the College on 01895 853380.

## **Availability of funds**

The amount of funds the College has been allocated are finite. Meeting the criteria does not automatically mean you will receive funding. The Bursary Fund is income assessed and operated on a first-come, first-served basis. High cost support such as childcare is limited, please check with Student Support department at the College on 01895 853380 for availability.

## **Repayment**

Students are not required to repay any of the bursary fund allocation. However, any materials purchased on behalf of the student which can still be used after the course should be returned to the Student Support department. Students may be liable for any costs occurred if they withdraw in the middle of their course.

## **Equality and Diversity**

The College is proud of its commitment to Equality and Diversity and all policies and procedures are relevant to students applying for the Advanced Learning Loan.

Extracts from the College's Equality and Diversity Policy:

'Through its recruitment, selection and admission procedures, the College will seek to ensure that it supports equality and diversity in all aspects of education and employment, so that the student body, workforce and Corporation reflect the diversity of the communities we serve.'

All applications will be dealt with individually and support will be prioritised for those most in need.

## **Fraud**

Any application which is found to be fraudulent i.e. through false representation of household income or of other eligibility rules may be cancelled and the learner may be subject to disciplinary measures by the College.

## **Complaints procedure**

If a student has a complaint regarding anything to do with Advanced Learning Loans, in the first instance they should raise the complaint informally within the staff member that they are dealing with.

Written complaints should wherever possible be recorded on the Complaints Reporting Form (available at reception) by the complainant, which should then be handed in at Reception or emailed for the attention of 'AcademicStandardsOffice@uxbridgecollege.ac.uk'. The College will however accept letters or emails of complaint submitted to any recognised member of staff or curriculum/service area of the College. Alternative formats (e.g. audio recordings or notes from a meeting with a member of staff) may also be acceptable where the complainant has special needs such as learning difficulties or a disability.

This methodology is designed to provide clear criteria for applying for/being granted an Advanced Learning Loan (in line with the Government statutory framework).

*Updated July 2016*