

Advanced Learner Loans Bursary Policy Statement

The purpose of the Advanced Learner Loan Bursary is to support students over the age of 19 to continue in education and training by providing a contribution towards the costs of attending College such as transport, food, equipment, and other course related costs, also childcare for those over 20 years of age.

NOTE: When assessing applications, we will prioritise vulnerable groups and disadvantaged students. We have limited funds available and therefore the submission of an application does not automatically guarantee a bursary.

Am I eligible for the Advanced Learning Loan Bursary?

If you meet these criteria, then you would be eligible:

1. Be aged 19 or older on the first day of starting your designated loans qualification
2. be living in the UK on the first day of your course
3. be a UK national **OR** Irish citizen **OR** have 'settled status' (no restrictions on how long you can stay)
4. have been living in the UK, British Overseas Territories, the Channel Islands, or the Isle of Man for 3 years in a row before the first day of the first academic year of your course (apart from temporary absences such as holidays)
5. Have successfully secured an Advanced Learner Loan via the SLC (*student loans company*)
6. Be enrolled on a Level 3 or higher-level course at Totton College, either part or full time and:-
7. Be in receipt of a government benefit, **OR** be a student with no income **OR** household income under £25,000

If you have any other residency status to those listed above, please follow this link to see if you are eligible and what evidence we require: <https://www.gov.uk/advanced-learner-loan/eligibility>

NOTE: Any student on a self-financing course or enrolled on a course below Level 3 will not be eligible to apply to this fund.

How to apply

Once you have enrolled for a course at Totton College you can apply for financial support.

- Complete the Advanced Learner Loan Bursary application form, answering all questions in full
- Provide evidence of your household income or benefits
- Return your completed application and evidence the Colleges Information Centre Team

If you need help with your application, please contact a team member in the Information Centre next to reception.

What happens next?

Your application will be assessed and we will write to you to advise you what support you are entitled to and how this will be provided. If your application is not successful we will write to you to notify you of this.

Can I appeal against the College's decision?

Yes - If you are unsuccessful in your application and wish to appeal, you must do so in writing within 28 days of receipt of refusal letter. You must ensure you address your appeal to the Information Centre Team.

How will I be paid?

The Advanced Learner Loan Bursary is paid on a weekly basis through BACS directly into your Bank account.

NOTE: we cannot pay monies into someone else's bank account on your behalf.

Conditions for receiving bursary awards

To be eligible to receive payments, you must:

- Attend all timetabled lessons. Any periods of sickness / absence will impact on the amount you receive.
- Be up to date with classwork, coursework, and homework;
- Demonstrate excellent effort and attitude to learning; and
- Retrospective adjustments will be made and future payments may be stopped for failing to meet these terms.
- Maintain at least 85% attendance

Confidentiality - How we use your personal information

Under the General Data Protection Regulation, we have a legal duty to protect your privacy, and as such this means that we ensure your data is secure and that your information is shared ONLY with those who are allowed and need it within our organisation. You can view our privacy statement here -

<https://www.nacro.org.uk/home/privacy/>

<https://www.totton.ac.uk/home/privacy/>