

Milton Keynes College

Welfare & Student Finance Learner Support Fund 2010/2011

**Application form and guidance notes on financial assistance for students
who may have difficulties in starting a course because of their
financial circumstances.**

These notes will tell you who is eligible to apply, how to apply and what help is available.

Please submit your application form as soon as possible before you enrol, even if
you do not know your costs.

Please read the information carefully and take care to complete the form as fully and
accurately as possible.

**Forms that are not fully completed and that do not have the necessary supporting evidence
attached will be returned and your application will be delayed.**

All financial support is subject to funds being available.

If you would like to discuss your application, please ring the

Welfare & Student Finance Team on 01908 684364
For any queries, email us at: welfare@mkcollege.ac.uk

**Please keep the guidance notes for future reference and detach and return the
application form to:**

The Welfare & Student Finance Team

Milton Keynes College, Chaffron Way,

Woughton Campus West, Leadenhall,

Milton Keynes, MK6 5LP

Or hand in at either Bletchley, Chaffron Way

or Kiln Farm Reception.

Eligibility

The priority for the Learner Support Fund are students who are economically or socially disadvantaged, who need support with transport, childcare or associated learning costs and are facing financial difficulty.

To be eligible for financial support from the Learner Support Fund you must:

- be enrolled as a student at Milton Keynes College on a funded course
- have been resident in the UK or European Union for purposes other than education for the last 3 years or be registered as a refugee.

You will need to be in one or more of the following groups (and have a household income under £30,810 pa):

- those in care or on probation, or a care leaver
- young parents and those considered to be at risk
- under 19 and living away from home (for childcare see Care to Learn)
- those eligible for fee remission because they are themselves, or they are the dependant of someone else who is, receiving a means-tested benefit, including working tax credit where the income is below £15,276
- adults undertaking a full first level 2 qualification
- students aged 19-24 undertaking a full first level 3 qualification
- students taking a Skills for Life course
- students with learning difficulties and/or disabilities/medically ill/mental health.

Learner Support Funds will not be offered if you have outstanding debts at College.

Applicants must show current evidence of benefit payments and income. Asylum Seekers/Refugees must also provide a copy of their Home Office papers.

If a student who has received financial assistance leaves before completion of their course, they must inform the Welfare & Student Finance Team as they will be required to repay all or part of their award.

Equal Opportunities

Applications are dealt with in order of receipt and in line with the College's Equal Opportunities Policy. To ensure all applications are dealt with fairly and equally, a common assessment standard is adopted, which takes account of income and costs.

Appeals Procedure

The College has an Appeals and Complaints Procedure. If you are not satisfied with the decision about your award, in the first instance, please contact the Welfare & Student Finance Team. You may then want to start the Appeals Procedure by writing to the Director for Student Services. The Appeals panel comprises two impartial members of College staff; their decision is final.

Costs that are Eligible for Support

- Uniform, equipment and approved books only
- Childcare costs
- Travel costs
- AAT, CIPS, CRB, ISA
- Unforeseen costs associated with attending College.

Travel Costs

Help with travel costs is offered to those students who are in receipt of a means-tested benefit or whose family income is less than £15,276 **and who**:

- live more than 10 miles from the campus they are attending (measured on AA route finder)
- is a care leaver
- has 100% attendance.

Funds are not available to pay for transport for students who have chosen not to attend an institution closer to their home address offering the same provision.

If you are eligible for an EMA or ALG, help with travel costs is not available from the Learner Support Fund.

We can only help students under 19 in exceptional circumstances.

Educational Maintenance Allowance (EMA) and Adult Learner Grant (ALG)

If you would like some information about EMA or ALG, please contact us on **01908 684407** or **0800 121 8989** or online: **www.direct.gov.uk**. **Apply for your EMA/ALG now; do not leave it until September.**

Childcare Costs

Help towards childcare is available from the Learner Support Fund for students who fall into one or more of the priority groups for funding (see Eligibility page 2).

Your allowance for childcare will be as follows:

For study 1-9 hours - £20 per child per week
For study 10-19 hours - £65 per child per week
For study 20+ hours - £80 per child per week

Your childcare provider **MUST** be OFSTED registered.

Free Childcare for Training & Learning

Are you 20 or over?

Free Childcare for Training & Learning that could pay up to £175 per week for childcare. Some of the eligibility criteria for this scheme is as follows:

- applicant may be in paid employment up to 16 hrs
- partner should be in work
- your household income must be under £20,000 for the previous tax year
- be the parent/main carer of a child under 14 (or 18 if the child has a disability)
- your childcare provider is OFSTED registered.

Call **01908 684364** or **0800 121 8989** for further information.

Care to Learn

If you're under 20, Care to Learn can help pay for your childcare costs while you learn. For further information call **01908 634364**.

Educational Grant Funding

If your child is eligible for funded sessions, these must be used at your child's nursery during your timetabled hours before you receive additional funding from the Learner Support Fund. For further information phone **01908 684364**.

What Support we can Offer

To apply for support, students must meet the eligibility criteria and have a household income under £30,810.

Costs that are eligible for support:

- external fees (AAT, CIPS, CRB, ISA)
- uniform, equipment and approved books only
- childcare costs
- travel costs.

What support can we offer?

Those eligible for fee remission because they are themselves on a means-tested benefit or they are the dependant of someone else who is:

- tuition fees will not be charged but you will be liable for an exam fee if 19 and over
- up to 50% off approved books, kit/uniform will be offered, external fees (AAT, CIPS, CRB, ISA)

If the student's household income is less than £15,276 and they are not in receipt of benefit:

- 50% off approved books, kit/uniform will be offered, external fees (AAT, CIPS, CRB, ISA)

If the student's household income is between £15,277 and £20,816:

- 40% off approved books, kit/uniform will be offered, external fees (AAT, CIPS, CRB, ISA)

If the student's household income is between £20,817 and £25,521:

- 30% off approved books, kit/uniform will be offered, external fees (AAT, CIPS, CRB, ISA)

If the student's household income is between £25,522 and £30,810:

- 20% off approved books, kit/uniform will be offered, external fees (AAT, CIPS, CRB, ISA)

• **We cannot help towards College trips.**

• **Funding is for one academic year only.**

Applications will be dealt with and an offer/reply sent to you within two weeks of receipt.

Applications without the correct financial proof will be returned and your award will be delayed.

Application Form for Financial Assistance 10/11

Please complete all the details required in full. If your details change, please notify us.
If you have any difficulties in completing this form, please contact the Welfare & Student Finance Team on **01908 684364**.

Section 1: Student's Personal Details

Please give the name that you have given/will use on your enrolment form				
First Name			Surname	
Address				
			Postcode	
Home Telephone Number			Mobile Telephone Number	
Date of Birth			Age as at 31.08.2010	
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Email
Have you been resident in the UK or European Union for the last three years?				
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If no, please give details of where you lived previously
Are you an asylum seeker/refugee			Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>
Do you have indefinite leave to remain in the UK? Please supply Home Office papers.			Yes	<input type="checkbox"/>
			No	<input type="checkbox"/>

Section 2: Course Details (this information is on your record of interview sheet)

Course Title					
Course Code					
Start Date					
Duration of Course	Short	<input type="checkbox"/>	1 Year	<input type="checkbox"/>	2 Years
Type of Course?	Part Time	<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Hours Per Week

Section 3: Your Family Circumstances

Please tick a statement

I am single and live with my parent(s)/ guardian	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	I am single and live alone	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
I am a single parent	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	I live with a partner/ married/civil partner	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Number of dependant children			Ages						

Special Circumstances

There may be extra financial support available for students who are: (Tick all that apply)

Having mental health problems	<input type="checkbox"/>	Disabled and/or having learning difficulties	<input type="checkbox"/>
In care or a care leaver	<input type="checkbox"/>	Lone parent/young parent	<input type="checkbox"/>
On probation, ex-offenders	<input type="checkbox"/>	Under 19yrs old and living away from the family home	<input type="checkbox"/>

Please give details of any special circumstances you wish to be taken into account.

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Section 4: Income

****IMPORTANT** Current evidence of income, e.g. recent benefits and two latest wage/salary slips need to be sent with this form. If you send original documents, they will be returned to you.**

Self-employed households need to submit an Inland Revenue SA302 .

Please specify whether weekly, monthly or yearly income

W M Y

Applicant's gross earnings (before tax)	£			
Parents' gross earnings (before tax)	£			
Partner's gross earnings (before tax)	£			
Incapacity Benefit/Employment & Support Allowance	£			
Jobseeker's Allowance	£			
Income Support	£			
Housing Benefit/Council Tax Benefit	£			
Working Tax Credit (Please supply award notice) 2010/11	£			
Child Tax Credit (Please supply award notice) 2010/11	£			
Pension Credit	£			
Child Benefit	£			
EMA or ALG	£			
Any other income, including payment from the C.S.A	£			
Total	£			

Evidence checked

What do you require assistance for?	
Travel costs weekly/monthly (see notes about help with travel)	£
Childcare costs weekly/monthly	£
Equipment and uniform (please send a copy of your order forms to us)	£
Approved books only (check with curriculum for current list)	£
CRB/ISA	£
CIPS	£
AAT registration and membership	£
Total	£

If you have already paid for any materials/fees and are applying for a refund, please enclose receipts with your name on them. Declaration (to be signed by the student)

- I certify that the information on this application form is true and accurate
- **It is my responsibility to inform the Welfare & Student Finance Team if I withdraw from my course and I understand I will be required to repay any monies awarded to me**
- I accept that my attendance will be monitored each week with regards to travel and childcare payments.

The College collects information about all our staff and students for various administrative, academic and health and safety reasons. A requirement of the Data Protection Act 1998 is that we need your consent before we can do this. I agree to Milton Keynes College processing data contained in this form.

Signed		Date	
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