

# Advanced Learner Loan Bursary

Academic Year 2020-21



## Guidance Information

Students aged 19 and over on the first day of their course, who have been approved for an Advanced Learner Loan, could be eligible to receive financial support from the Milton Keynes College Advanced Learner Loan Bursary Fund.

### Financial Assistance Available

- Full-time learners could receive up to £350 per term
- Part-time learners could receive up to £200 per term
- Support with food if you are attending sessions in the College
- Kit, uniform and professional fees that are essential to the course (to be returned to College if student leaves or transfers to another course)

If you require support with childcare payments, please complete a Childcare Bursary Application Form.

*Please note: - The amount of bursary assistance provided will depend upon individual circumstances and may be subject to change due to the availability of funds. Payments will be adjusted for programmes that do not run over a full academic year.*

### Eligibility Criteria

- Your annual household income must not exceed £30,000 (this includes your own, spouse and co-habiting partners). You will be asked to provide evidence of all household income.
- You must be in receipt of an Advanced Learner Loan.
- You must be a home fee paying student meaning that you must be a UK/EU/EEA national and have resided in the UK/EU/EEA for at least the past 3 years.

### Evidence Required to Support your Application

- Evidence of household income
- Evidence of all benefits received

#### Notes for Evidence of Household Income

- If waged, evidence of household income must include three most recent payslips at time of application (to include yourself, spouse or co-habiting partner if applicable).
- Parental income should be included if unwaged.

#### Notes for Evidence of Benefits:

To help assess household income, the following benefits evidence is accepted – Working/Child Tax Credit Award Notice 2020-21, Universal Credits (3 recent statements), Income Support, Employment & Support Allowance, Jobseekers Allowance (Income Based Only), Pension Credit (Guaranteed Element Only), Housing Benefit, DLA/Personal Independence Payment.

Evidence of benefits should be dated no more than three months old at time of application with the exception of Child/Working Tax Credit Award notice 2020-21. All pages must be submitted. Please note that we cannot accept bank statements as proof of this benefit.

*The bursary is a discretionary fund and due to the limited nature of the fund, meeting the criteria **does not** guarantee funding. The bursary is income assessed and operated on a first come first served basis.*

*Please note: - If you are in receipt of any state benefit, it is your responsibility to inform the Department for Work and Pensions about any financial support that you receive as learner support payments may affect your eligibility for some state benefits.*

### Administration of the Bursary

- Wherever possible, payments will be made directly to a supplier.
- The College reserves the right to suspend, reduce or stop payments where a student's overall attendance falls below 90% (unless in exceptional circumstances) or where conduct and/or progress does not meet expected standards.
- You should normally receive a final decision about your bursary application within 4 weeks of the College receiving your fully completed application form and after enrolling onto your course. This will be communicated via letter together with a payment schedule.
- Incomplete application forms will not be processed until all requested information is received.
- Payments are only backdated to the start of the term that your application is received.
- The amount of funds provided will depend upon individual circumstances and may be subject to change due to the availability of funds.

### Data Protection and Confidentiality

The information that you provide, along with any supporting evidence, will be used for the purpose of processing your application and administering the Bursary fund. As a part of the administration, information may be shared with the Education and Skills Funding Agency and other statutory bodies responsible for providing education funding and support. For further information, please see our Data Privacy Policy.

### Declaration

You will be required to sign a declaration as a part of your application to confirm that the information that you have provided is true and accurate. The declaration is part of an auditable document and, if information is found to be fraudulent, action will be taken to recover any funds previously paid and all future payments will be stopped.

### Bursary Appeals

Appeals regarding bursary awards must be made to the Head of Admissions, Bursary & Data Services within 14 days of receiving notification of the award. Information held regarding the assessment, along with any additional evidence supplied, will be reviewed, and an independent assessment made within 4 weeks of the appeal being received. Bursary Appeal forms can be obtained from the College website.

**For further information regarding Bursaries or completing this application, please contact:**

Telephone: 01908 684364

E-mail: [bursary@mkcollege.ac.uk](mailto:bursary@mkcollege.ac.uk)

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