



19 + AND ADVANCED LEARNER LOAN BURSARY GUIDANCE

2020-21

This guidance is for students who are 19 or over on the 31st August 2020 who qualify for “home” fees. Generally, you will be eligible for home fees if you have lived in the UK for three years before the start of the course and be a UK national or have “settled status”. If you are unsure whether you qualify as a “home fees” student, please contact the International Student Adviser in the Advice Shop.

You need to be studying on a course that is funded by the Government, this is known as the Education Skills Funding Agency Adult Education Budget. You will not be eligible to apply for the bursary if you are undertaking a “commercial” course, are an apprentice or are on a Higher Education course.

If you are applying for an Advanced Learner Loan Bursary then you will need to have been awarded an Advanced Learner Loan.

If you have any initial queries about whether you are eligible to apply, please get in touch with our friendly team of Advisers – the contact details are at the end of this form.

WHAT IS THE BURSARY?

This is a government fund provided to help students with a specific financial hardship that would otherwise prevent them from being able to take part in their education, or potentially stop them from being able to continue with their course.

The financial support you receive is linked to attendance and behaviour.

WHO CAN APPLY?

Students with an income of under £22,000 are eligible to apply. Parental income is not counted but the income of any spouse or partner is. If you are married or living with a partner the combined income threshold will be £35,000

WHEN CAN I APPLY?

Bursary applications can be made online from July using the website <https://www.ccn.ac.uk/support-and-advice/student-finance-at-city-college-norwich-2/student-bursary-and-free-college-meals-application-2/>

We process all payments as quickly as possible because we know that this money is very important to our students. Usually the first payment will be made within the

first 2 to 3 weeks from the start of term. Students must be enrolled and have started a course before a bursary payment can be made.

HOW CAN I APPLY?

We have a simple online application on our website. If you need help applying, please contact us – details are at the end of this guidance.

WHAT CAN THE BURSARY HELP ME WITH?

Eligible students will receive financial help with course costs and travel expenses.

FULL TIME COURSE

We will pay a total of £150 towards course related costs; £75 in September 2020 and £75 in January 2021.

The award for travel (see below) will be split into 6 half termly payments.

Distance to campus in miles	Bursary award
2 - 10	£60 x 6 = total £360
11-20	£80 x 6 = total £480
21-30	£90 x 6 = total £540
31-40	£100 x 6 = total £600
41-50	£110 x 6 = total £660
50+	£120 x 6 = total £720

PART TIME students will get half of the above

The College is not permitted to give cash payments to Asylum Seekers, therefore in most cases we aim to provide a bus pass to cover the costs of traveling to College.

CHILDCARE FOR STUDENTS AGED 20+

We normally pay for the cost of childcare to cover your timetabled lessons, plus any approved travelling time if required. Your childcare provider needs to be registered with Ofsted.

If you receive Early Years childcare funding we expect you to use these free hours to cover your timetabled lessons, before claiming funding from the College.

We do not pay for half term, Christmas or Easter holidays, or for food and drink supplied by the nursery.

Anyone who is under 20 at the start of their course should seek childcare funding through the government's Care to Learn scheme.

RESIDENTIAL ACCESS FUNDING

This is only available in exceptional cases to support students where they need to live away from home because they cannot access their chosen course/specialist provision locally or requires the student to attend unsociable hours on a regular basis.

Help towards the cost of rented accommodation may be available for City College & Paston students who live more than reasonable daily travelling distance from their campus. We define this as having a return journey of over 3 hours travelling time or living over 40 miles away. Contact us for an application form.

For Easton students we can help with the cost of accommodation on the Easton campus when specialist educational provision is not available locally.

Help available:

- up to £4000 per year or pro rata where gross household income is below £24,000,
- up to £3000 per year for incomes between £24,001 - 35,000.

Easton students age 16-19 are given priority to the accommodation at Easton and students aged 19 + will be considered if there are spaces available. Apply via the online bursary system.

CARE LEAVERS AGE 19-24

Additional support is available to care leavers. This may be up to £1200 for students who study full time and have a financial need.

APPEALS PROCEDURE

If your application is declined please contact us and we will be happy to explain to you why this has happened. It may be that we need you to provide us with more information in the first instance. If this does not resolve the matter and you would like us to look again at your application, then please write to the Assistant Principal of Student Services for consideration by the Appeals Committee.

FRAUD

Any application which is found to be fraudulent through false representation of household income or of other eligibility rules may be cancelled. The money will be recovered, the student will be subject to the College's disciplinary procedure and the matter will be referred to the Police.

BURSARY FUNDING AND RECEIPT OF DWP BENEFITS

Please note it is your responsibility to tell the DWP about your studies and any bursary support that you receive from us in case your study or your payments affect your eligibility to some benefits.

CONTACT US

City College Norwich	Paston	Easton
Jane Simpson or Rachel McGrath	Tina Swann	Brian Whiffin
Financialadvice@ccn.ac.uk Bursaryadmin@ccn.ac.uk	Tina.Swann@ccn.ac.uk	Brian.Whiffin@ccn.ac.uk
01603 773322 01603 773062	01692 668113	01603 732389
The Advice Shop City College Norwich Ipswich Road Norwich NR2 2LJ	Paston College Grammar School Road North Walsham NR28 9JL	The Student Centre Easton College Bawburgh Road Easton NR9 5DX