

Progress to Excellence

Advanced Learning Loan Bursary Fund Policy 2016-17

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Funded by



Advanced Learning Loan Bursary Fund Policy 2016-17

Introduction

The Bursary provides a single flexible budget to fund support for disadvantaged and vulnerable learners. All learners who have had a loan approved by the Student Loans Company (SLC) and have registered for their course may be eligible depending on needs and funds available.

The Advanced Learning Loan Bursary is a discretionary fund. 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. It is distributed at the discretion of the provider and is not a learner entitlement.

Policy and Procedures

The SFA has allocated the Advanced Learning Loan Bursary Fund to support learners aged 19+ who have had a loan approved by the SLC.

Priorities

Priority applicants for the Advanced Learning Loan Bursary Fund are learners who may be disadvantaged or vulnerable as a result of:

- Having a learning difficulty and/or disability.
- being ex-military personnel.
- Being a parent/guardian needing support with childcare costs.

Eligibility

A bursary may be available for students aged 19 and over who have been approved for an Advanced Learning Loan and meet the following criteria:

- Annual household income which does not exceed £21,000 (parental income will not be taken into account, but the income of any spouse or co-habiting partner will be taken into account).
- Be identified as a 'vulnerable' student, i.e. learning difficulties, disabilities, ex-military personnel, support with childcare costs.

Evidence Required

Learners will be required to produce recent proof of household income by providing a copy of:

- A current income support/pension/working tax credit certificate.
- Current pay slip showing income for yourself and/or any spouse or co-habiting partner.
- Recent correspondence from the DWP/HMRC which specifies the benefit being received.

If your application is for support with childcare costs you will need to provide a copy of:

- Evidence of Early Education and Childcare Funding.

- Evidence of Ofsted registered childcare support.

Income from Disability Living Allowance will not be counted as income in the financial assessment. Learners may be asked to present original documents if required for SFA audit purposes.

Application Process

All completed application forms are to be submitted to the Advanced Learning Loans Team at Progress to Excellence Ltd, 133 Devonshire Business Centre, Works Road, Letchworth, Hertfordshire, SG6 1GJ, who will assess the eligibility of the learner for the bursary fund.

Exceptions

The Advanced Learning Loans Bursary Fund cannot be used for the following:

- To pay tuition/exam fees.
- To cover costs and charges for items without which a learner could not complete their course, as these must be charged in the course fee.