

## APPLICATION FOR 19+ LEARNER SUPPORT FUND AND LEARNER LOAN BURSARY- 2023-24

### GUIDANCE INFORMATION

#### What is the Learner Support Fund / Advanced Learner Loan Bursary?

The Learner Support Fund is intended to help and support students enrolled on a further education course so they can access and remain in education - particularly those students who need financial help to meet extra costs that cannot be met from other sources of support. The fund can also help to alleviate unexpected financial hardship. Students who may be considering leaving College because of financial problems are particularly encouraged to apply. You can apply at any point throughout the academic year. Any help that you receive from the fund is usually non-repayable.

#### Who can apply?

In order to be eligible for a payment, you must be classed as a home student for fee purposes; and be enrolled on an ESFA (Education & Skills Funding Agency) course of study that lasts for a minimum duration of 10 weeks in total.

The Learner Support Fund cannot be used to support learners studying provision from Adult and Community Learning (ACL), UFi (University for Industry), work-based learning (WBL), waged apprenticeships, distance learning or provision with learning aims that are identified as fully funded from other sources.

A home student is defined as a person who meets certain residency conditions. Usually this means you must have an unrestricted right to enter and remain in the UK, and you have been ordinarily resident in the UK for three years prior to the start of the course. None of this time must have been mainly for the purpose of receiving full-time education. Asylum seekers aged 19 and over are also eligible to apply.

If you need further information on the residency rules please speak to enrolment staff. Overseas students are not eligible for support from the Learner Support Fund.

Any change of details must be notified immediately, such as change of address or withdrawal from course.

Incomplete applications cannot be processed and will be returned to the applicant via email and/or their Pay My Student account. Applicants will receive electronic correspondence confirming the outcome of their application.

Other Formats of this form are available on request.

#### How to apply

To make an application to the 19+ Bursary Fund you will need to complete the 19+ Bursary Application form 2023-2024 and submit with supporting evidence. This can be done using the Pay My student portal - you will need your college log-in details to be able to do this.

Please contact Student Services if you require any further information or assistance with completing your application.

## **Learner Support Fund Remission of fees**

Hardship funds cannot be used to subsidise tuition fees. A small number of students studying on entry level or level one courses that are not in receipt of a means tested benefit or eligible for fee remission via any other means maybe eligible for support from the Learner Support Fund that can be used towards fees. These awards are subject to approval by the college's Student Finance Co-ordinator.

## **There is no automatic entitlement, applications are means tested**

The income threshold is £30,000. If your household income is over this amount you will not be eligible for an award.

Any equipment provided remains the property of the College and should be returned to the College on completion / withdrawal from your course. If you do not return the equipment an invoice will be sent to your home address. Failure to pay the invoice will lead to your details being passed on to a debt collection agency and may affect your future credit rating.

Students' attendance is monitored in relation to the Learner Support Fund. If your attendance levels fall below 90%, this will result in payments being held and/or no award being made.

## **Childcare Funding**

In order to be eligible for funding towards childcare costs students must meet all of the Learner Support Fund eligibility criteria. Each household will be limited to a maximum childcare support of £180 per child per week for a maximum of 2 children. The student will be liable for any costs incurred over and above the stated limits. The childcare provider must be OFSTED registered. The college will only pay for childcare for days the learner is timetabled to attend classes. The college will not pay for the first 15 hours of any childcare for those learners that have children aged over two years old who are eligible for an Early Years Education place. In order to reduce the costs you might incur it is advisable to use the 15 hours on your timetabled days.

In order to find out if you are eligible for an Early Years Education Place or to apply please contact the Families Information Service on 0800 783 4645 or email [fis@southtyneside.gov.uk](mailto:fis@southtyneside.gov.uk) (South Tyneside Residents) or 0345 200 109 (North Tyneside Residents).

## **Appeal / Complaints**

If you are not happy with the decision of your Learner Support Fund application you may appeal in writing. If you wish to appeal against any of the above criteria or feel that you have exceptional circumstances that should be considered then please email full details to: [bursary@tynecoast.ac.uk](mailto:bursary@tynecoast.ac.uk).

Other formats of this document are available on request.

## **Student Services:**

South Tyneside College, St George's Avenue, South Shields, NE34 6ET, Tel: 0191 427 3900  
TyneMet College, Battle Hill Drive, Wallsend, NE28 9NL, Tel: 0191 229 5000