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**Application forms available from North Warwickshire  
& Hinckley College**

**Customer Service Team**

**Tel: 024 7624 3366**

**Email: [the.college@nwhc.ac.uk](mailto:the.college@nwhc.ac.uk)**

**Or the College website:**

**[www.nwhc.ac.uk/support/financial](http://www.nwhc.ac.uk/support/financial)**

# 1 Introduction

## Student Bursary and Discretionary Funds

This guide provides key facts, links and contacts on financial support that may be available to help students with costs associated with their studies at North Warwickshire and Hinckley College. For those individuals eligible for help from the Student Bursary and Discretionary Funds support could include:

- Weekly Bursary Award (students aged 16-18 only) before 1<sup>st</sup> September 2015
- Travel
- Books/Materials/Equipment/Uniform
- Childcare (up to a maximum of £4,500 per student per annum and a maximum of £450 per month payable for 10 months)
- Tuition and examination fees (19+ learners)
- Essential course trips
- Luncheon vouchers (16-18 learners)

For those eligible for help from the 24+ Advanced Learning Loans Bursary Fund support could include:

- Childcare (up to a maximum of £4,500 per student per annum. Normally paid at a maximum of £450 per month for 10 months)
- Additional Learning Support
- Travel

Note – if you are aged 16-18, please check whether you are eligible for help with travel from your local authority. If you are eligible you will not be able to apply to this fund for travel but you can still apply for other support from this fund.

## **Free Further Education Meals**

You may be eligible for Free Further Education meals if you are:

- Aged 16-18 (on 31<sup>st</sup> August 2015) and fulfil the eligibility criteria detailed in section 3 of this guide
- Aged 19-25 (on 31<sup>st</sup> August 2015) with a Learning Difficulty Assessment or Education Health and Care Plan and fulfil the eligibility criteria detailed in section 3 of this guide.

Students eligible for Free Further Education Meals can also apply to the Bursary and Discretionary Funds for help with other costs including travel, materials and equipment and essential course trips. You will need to provide the evidence that you meet the eligibility criteria for Discretionary Bursary Awards (see Page 7)

## **Access to Learning Fund**

The Access to Learning Fund is available for students studying on Higher Education programmes who can evidence the need for extra financial support. There is an assessment formula set by Government which includes expected income and 'reasonable expenditure on living costs'. Awards can be made for financial emergencies or where there are special circumstances. Further information is detailed in Section 7 of this guide.

**There will be a high demand for financial support from all available funds. Funding is limited and awards will depend on funds being available. Students will need to meet the eligibility criteria and be able to evidence the need for financial assistance.**

Applications for financial support through bursaries or discretionary awards or for Free Further Education Meals can be made from 15<sup>th</sup> June onwards and we would encourage you to apply before your course starts. Application forms are available from Customer Services on all College sites or can be downloaded from [www.nwhc.ac.uk](http://www.nwhc.ac.uk)

If you are worried about finance please contact Customer Service on any College campus or contact us on 024 7624 3366.

This information is intended as a guide only all applicants are advised to check full details through web links and College contacts.

## **2 Student Bursary and Discretionary Funds**

### **Guaranteed Bursaries**

Key facts:-

You may be eligible for a Guaranteed Bursary if you are;

- 16-18
- Satisfy UK residency criteria
- Living in care (including unaccompanied asylum seekers aged 16-18)
- A care leaver
- In receipt of Employment Support Allowance and Personal Independence Payments or Disability Living Allowance
- In receipt of Income Support or Universal Credit Payment

You could receive up to £1,200 in an academic year, if you;

- Enrol on a funded Further Education course
- Attend for over 90% of your timetabled lessons each week including Maths and English
- Adhere to any agreed behaviour contracts

It will be paid;

- Weekly into your bank account

For audit purposes we will need

- Written confirmation of your status from the authority which looks or looked after you  
or
- Proof of receipt of Income Support or Universal Credit Payments and evidence from the Department of Work and Pensions that you can participate in learning/training  
or
- Proof of receipt of Employment Support Allowance and Personal Independence Payments or Disability Living Allowance and evidence from the Department of Work and Pensions that you can participate in learning/training

Note:- Bursary payments will be paid pro-rata for courses lasting less than 30 weeks or courses studied part time.

### 3 Free Further Education Meals

You may be eligible for Free Further Education Meals if you are

- Aged 16-18, on 31<sup>st</sup> August 2015, and fulfil the eligibility criteria detailed below
- Aged 19-25 on 31<sup>st</sup> August 2015 with a Learning Difficulty Assessment or Education Health and Care Plan and fulfil the eligibility criteria detailed below
  - Eligible for Free Further Education Meals if you are in receipt of or dependant upon one of the following benefits:
    - Income Support
    - Universal Credit payment
    - Income based Job Seekers Allowance
    - Income related Employment Support Allowance
    - Guarantee Element of the State Pension Credit
    - Child Tax Credits with an annual gross income of no more than £16,190, as assessed by HMRC
    - Support under part VI of the Immigration and Asylum Act 1999
    - Working Tax Credit run on ( paid for 4 weeks after you stop qualifying for Working Tax Credits)

Please advise us if your course involves work placement days/weeks so that we can make arrangements for your meal on the days you are not on College premises.

If you are eligible for Free Further Education Meals you may also be eligible for other help with other costs relating to your studies from Discretionary Bursary Funds.

Web Links:	16-19bursaryfunds.EFA@ Education.gsi.gov.uk
College Contacts:	Customer Service on any college campus
Email:	<a href="mailto:the.college@nwhc.ac.uk">the.college@nwhc.ac.uk</a>
Tel.	024 7624 3366

## 4 Student Bursary and Discretionary Funds

### Discretionary Bursary Awards

Key facts:-

To help students with low income meet the costs of studying. You may be eligible if you are able to evidence the need for financial assistance and are;

- Aged 16 or over
- Enrolled on a full or part-time funded course
- Eligible for Free Further Education meals (see page 7)
- Able to evidence the need for financial assistance and are
  - In receipt of or dependant upon an eligible means tested benefit and the total household income **including all benefits** is £26,000 or less

Eligible means tested benefits are:

- Income Support or Universal Credit payments
- Income based Job Seekers Allowance or Employment Support Allowance
- Guarantee element of the State Pension Credit
- Child Tax Credits
- Working Tax Credits
- Support under Part VI of the Asylum and Immigration Act

You may also be eligible if you live in a household where the total household income is £20,000 or less

or

you are aged 19+ and live with family members and have an income of less than £8,000

- You must also attend at least 90% of your timetabled lessons including Maths and English

You will need to provide relevant evidence usually a Tax Credit Form (TC602) confirming your household income

and

Last 3 months bank statements or evidence of income from self employment

**We may need to request additional evidence in some circumstances, after your application has been accepted**

Note - Disability Living Allowance and Personal Independence Payments are not included in income assessments. All other benefits and income are included for Discretionary Awards assessment.

Discretionary funds may be awarded for;

- Weekly Bursary Award
- Travel costs (if you live more than 3 miles away from the campus you are studying and are not eligible for help from your Local Authority)
- Recommended course equipment
- Essential trips and residentials
- Childcare, if you are aged 20+ up to a maximum of £4500 per student per annum. This will normally be paid at a maximum of £450 per month for 10 months
- Meals
- Course fees
- Other expenditure which enables you to complete and achieve your course

Note – All awards are subject to the availability of funding and will be reviewed regularly

- Travel  
Help with travel is only available where the campus you study at is more than 3 miles from home and transport costs are specifically identified as a barrier to participation
- Childcare  
Students will be expected to use the Wise Owls Nursery facility. External Ofsted registered childcare providers may be considered in exceptional circumstances (e.g. when no places are available at Wise Owls Nursery). Some two year olds and all three and four year-olds are entitled to 15 hours of free early education for 38 weeks of the year. Early Learning Grant Funding for eligible children must be utilised for timetabled hours.
- Meals  
Awards for meals will be through the provision of luncheon vouchers to purchase a meal from the College Refectory or Bistro. If you have special dietary requirements please advise us so that we can make alternative arrangements. You may need to provide medical evidence.
- Eligible Asylum Seekers may only receive support in the form of course related books, luncheon vouchers, travel or bus pass. No cash payments will be made.

Web Links: <http://moodle.nwhc.ac.uk/>  
College contacts: Customer Service on any College campus  
Email: [the.college@nwhc.ac.uk](mailto:the.college@nwhc.ac.uk)  
Tel. 024 7624 3366

## 5 Care to Learn

Key facts:-

- To support or contribute to childcare costs whilst studying at college.
- Care to Learn is for you if you are:
  - Under 20 when you started learning
  - Main carer for your child/children
  - On a full or part-time course
  - Living in England
  - Use an Ofsted registered childcare provider

Care to Learn will not affect your family's benefits, nor do you have to be in receipt of benefits. For more information see [www.direct.gov.uk/caretolearn](http://www.direct.gov.uk/caretolearn). Please call at your nearest Campus to request a Care to Learn Application Pack. Alternatively, please call 024 7624 3366.

## 6 24+ Advanced Learning Loan Bursary Funds

### Key Facts

To help students with low income studying on a course funded through a 24+ Advanced Learning Loan meet the costs of childcare, additional learning support or hardship. Hardship awards including help with materials, travel and other course related costs will be considered subject to funding being available.

You may be eligible for help with childcare or hardship if you are able to evidence the need for financial assistance and are:

- Enrolled onto a programme funded through a 24+ advanced Learning Loan and
- Living with parents/family members and your income is £8,000 per annum or less
- Living in a home where the total household income is £20,000 or less
- In receipt of or dependent upon an eligible means tested benefit and the total household income including benefits is £26,000 or less

Eligible benefits are:

- Income Support or Universal Credit Payments
- Income based Job Seekers Allowance or
- Employment Support Allowance
- Guarantee element of State Pension Credit
- Child Tax Credits/Working Tax Credits

## **You will need to provide relevant evidence.**

Note – Disability Living Allowance and Personal Independence Payments are not included in Income assessment

You may be eligible for help with the costs of Additional Learning Support if you are

- Enrolled onto a programme with North Warwickshire and Hinckley College funded through a 24+ Advanced Learning Loan and
- Are assessed by North Warwickshire and Hinckley College staff as requiring Additional Learning Support.

## **Note – eligibility for Additional Learning Support is not means tested.**

Students awarded 24+ Advanced Learning Loan Bursary funding for help with childcare or hardship must advise us if their circumstances change during their studies so that awards can be reviewed.

The maximum award for childcare is £4,500 per student per annum. This will normally be paid at a maximum of £450 per month for 10 months. Childcare providers must be registered with Ofsted.

Some two year olds and all three and four year-olds are entitled to 15 hours of free early education for 38 weeks of the year. Early Learning Grant Funding for eligible children must be utilised for timetabled hours.

Students will be expected to use the Wise Owls Nursery facility. External Ofsted registered childcare providers may be considered in exceptional circumstances (e.g. when no places are available at Wise Owls Nursery).

**Note:- You will need to provide evidence that your 24+ Advanced Learning Loan has been approved by Student Finance England before any award can be confirmed.**

## **7 Access to Learning Fund**

The Access to Learning Fund is available to help students who need extra financial support, usually because they have higher than average costs.

The assessment formula is set by the government and includes expected income and what the Government considers to be 'reasonable' expenditure on living costs. Full and part-time Higher Education students are eligible to apply. If you are facing a financial emergency or there are special circumstances attached to your application, we will look at this on an individual basis.

Before applying you must have maximised your income by taking out the full student loan or other applicable student support funding (e.g. TTA bursary).

Application forms are available from Customer Services or telephone 024 7624 3366

## 8 Other Financial Support

The assessment process for all awards will take into account the availability of other financial support for learners, such as funding from the Department for Work and Pensions, Jobcentre Plus, Local Authority, Free Further Education Meals and Early Learning Grant Funding.

## 9 Appeals

Key Facts:-

- If your application is not approved you can appeal through the College's Comments, Compliments, Complaints process
- If the appeal is not resolved it may be referred to a College Vice Principal or the College Principal.

Web Links:

<http://moodle.nwhc.ac.uk/>

College contacts:

Customer Service on any College campus

Email:

[the.college@nwhc.ac.uk](mailto:the.college@nwhc.ac.uk)

Tel.

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