



## 19+ Discretionary Fund and Advanced Learner Loans Bursary Fund 2022/23

**Further information to help you submit the correct evidence to support your application form.**

The 19+ Discretionary fund is available to learners who are over the age of 19 and on a provision, which is funded by AEB.

The Advanced Learner Loan Bursary Fund is available for learners who have been awarded funding through an Advanced Learner Loan.

**There are two main categories available:**

- Financial Hardship
- Childcare

Students who qualify for an Advanced Learner Loan can also apply for Learning Support.

<b>Banding</b>	<b>Criteria</b>	<b>Travel</b>	<b>Equipment</b>	<b>Educational visits</b>	<b>Childcare (20+only)</b>	<b>Termly Award</b>
<b>All</b>	Household income below £30,000	Mileage rate or public/college coach pass	100% funded up to £250	100% funded up to £500	100% funded up to £200/week - 1 child; £400/week - 2 or more children	£100/term

Students can receive support towards travel, equipment, DBS, uniform, books, educational visits, childcare and subsistence costs.

AEB students can in exceptional circumstances apply for help with tuition fees and exam fees. ALL students can apply for help with exam fees only.

**Travel:**

Learners are eligible for travel support if they live over 1 mile from their college campus. Travel awards can be based on the number of miles travelled by car or by using either the College Coach services or a public bus service.

**Equipment, Uniform, Educational Visits, Books and DBS**

Equipment (including core textbooks) will be purchased on the learner’s behalf by the College if it is essential to their course. Any equipment (including books) that is bought by the fund for the learner must be returned at the end of the academic year.

Approved educational visits can be funded up to a maximum of £500 per year. Anything over this amount will be the responsibility of the learner.

Funding is available for DBS costs, where this is a mandatory requirement for the course.

## **Childcare**

20+ learners can apply to the fund for help with childcare payments, the childcare provider must be Ofsted registered. Any learner who has applied for an Advanced Learner Loan must have their loan approved before funding is released.

If the learner is under 20 years old when they start their course they must apply to Care to Learn for their childcare support if they live in England.

Applications need to be made online at: <https://www.gov.uk/care-to-learn>

Childcare funding is capped at £50 per day per child, with a limit of £200/week (first child). With a limit of £400 per learner (for those with more than one child). Anything over this amount is the sole responsibility of the learner.

Learners who receive free government childcare funding are asked to use this allocation towards their course timetabled hours although this is not mandatory. Any childcare hours in addition to the free entitlement will be funded through the bursary to the childcare provider.

Childcare agreement must be signed by the learner before any funding is released.

Private childcare/child minder fees may be calculated on a 43-week basis which includes holiday periods if fees are calculated in this manner for other clients. Breakfast and After School Clubs will be calculated on a 36-week basis.

The childcare funding only covers the costs for time spent in College lectures and not private study time.

Childcare support is paid one month in arrears.

Continued support is subject to satisfactory attendance of all the subjects. Learners must ensure that their attendance is at least 90% per term. All learner attendance is monitored for continued receipt of the bursary. If funding is withdrawn, the learner will be liable to cover their childcare costs.

### ***Evidence Required:***

#### **Income Support /JSA (Income based)**

A DWP letter dated within the last 3 months confirming details. If you cannot get a current letter, you can still provide the letter you already have with a current bank statement to confirm you are still receiving the benefit.

#### **Universal Credit**

The most recent 3 months payment statements and evidence of people living at the address if not already displayed on the payment statement.

#### **Working/Child Tax Credits**

Tax Credit Award Notice (TCAN) 22/23 showing actual income for year 21/22. Income needs to be less than £30,000 and show the name of the learner who will be attending college.

Final Tax Credit Award Notice 21/22. Income needs to be less than £30,000 and show the name of the learner who will be attending college.

Annual review notice 21/22 - for this evidence to be considered the review notice should specify that you will not be sent another award for the year 21/22 and include working and child tax figures (if applicable). Income needs to be less than £30,000 and show the name of the learner who will be attending college.

## **ESA & DLA/PIP/Pension Credit**

If you are in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payment, or Pension Credit then we will need to see a letter dated within the last 3 months confirming details. If you cannot get a current letter, you can still provide the letter you already have with a current bank statement to confirm you are still receiving both benefits.

## **Employed**

The most recent 3 months or 12 weeks' pay slips, alternatively you can supply your P60 dated April 2022.

If you live with a partner, then you will also need to supply evidence of their income as above.

**If you are still unsure about what evidence to supply, or wish to enquire about another benefit you receive, you can contact the bursary team, via the e-mail - [bursary@ccsw.ac.uk](mailto:bursary@ccsw.ac.uk) or check our website for details of a live bursary chat facility when you can speak to one of the advisers directly.**

Additional Information:

### **Bank Details:**

Please ensure the correct bank account details are recorded. If payments are needed to be paid then they will go into the account listed. We cannot accept liability for payments being made into incorrect accounts - Payments must be made into the learner's own bank.

### **Evidence proof:**

We will need to see proof that the learner resides at the same address as is detailed on any evidence. If the learner's name does not appear on a document with an address on, then we will need to see an additional document with the learner's name and address on. Please note that all evidence where possible should be dated in the last 3 months.

If you would prefer you can e-mail or post your bank or evidence details to the addresses listed below:

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

### **Ellesmere Port and Chester Campuses**

Cheshire College South & West  
Ellesmere Port Campus  
Off Sutton Way  
Ellesmere Port  
Cheshire  
CH65 7BF

### **Crewe Campus**

Cheshire College South & West  
Crewe Campus  
Dane Bank Avenue  
Crewe  
CW2 8AB