

BRADFORD COLLEGE – ACCESS TO LEARNING FUND Notes of Guidance 2023-24

These notes cover students who are applying for the course related grant available to part-time students

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Meeting the criteria below does not give a student an entitlement to any of the grants. The Bradford College Access to Learning Fund has limited funds available and once these have been committed no further grants will be given.

**Applications should be completed and submitted before 12.00 noon,
Friday 17 May 2024.**

1. Course Related Grant

You can apply for this grant if you are a part-time undergraduate or postgraduate student who wants to apply for a grant for books, materials and travel or you are a part-time undergraduate student who wants to apply for a Childcare Grant or the Additional Fee Support Scheme (continuing undergraduate students only).

This is available to part-time students (both home and EU¹ students) and full time EU¹ students whose gross household income is under £25,000.

	Maximum grant payable	
	Income below £19,000	Income £19,000 - £24,999
Course Materials ²	£500	£250
Travel – part time students	£150	£75
Travel – full time EU students	£300	£150
Childcare ³	£35 per day	£18 per day
Tuition fee top-up ⁴	£500	£250

¹ EU students must be eligible to receive tuition fee loans from Student Finance England.

² The standard grant for help with course materials will be based on costs being £150. If a student's costs are more than £150 the student will need to prove how much they have spent. If they do not

do this the student will receive £150 or £75 (depending on household income) regardless of the amount they put on their application form.

Student's whose income is £19,000 or above will receive 50% of the cost of materials up to this level.

³ This is the maximum daily amount that will be paid. A maximum of 3 days per week childcare will be paid.

⁴ This is only available to students who receive the full Course and Tuition Fee grant from Student Finance England.

2. Process:

Please complete the application form and gather together the relevant documents. You will then need to contact HE Student Finance to arrange to bring in your application. Your application will be checked to make sure it is complete and you will have the opportunity to give any additional information that is not in your application. Once your application is assessed, you will be notified in writing of the decision and payment will be made by BACS if approved. Payment will normally be available 5-15 days from the date of approval. Please note, the Tuition Fee Top-up will be paid directly to Bradford College.

3. Documents you need to provide:

The majority of documents you need to provide relate to your financial situation, but you may need to provide evidence that shows your residency status.

Most bursaries given are based on household income. When we say household, we mean:

- A. Your own income (if you are financially independent from your parents and do not have a partner).
- B. Your income and your partner's income (if you are financially independent from your parents and live with your partner).
- C. Your parents' income. This might be one parent or both parents depending on who you live with.

You must bring in evidence of this income with your application.

IMPORTANT NOTES:

- 1. Please note that ALL pages of the documents we request must be provided.**

2. If the documents are not in your name, (it is quite common for parents to have different last names) you will have to show that you are related to or have a relationship with the person named on the documents.

DOCUMENTS ALL STUDENTS MUST SUPPLY

All students who receive any financial support from Student Finance England (SFE) must bring in the Entitlement Letter SFE will have sent to them.

Please look for the heading in points 1 to 4 below that describes your household income – below will be the documents you need to bring in. Whose documents you bring in will depend on whether you are in category A, B or C above.

We only need to see the original documents and will return these to you once they have been scanned.

1. SFE Entitlement Letter

The entitlement letter from SFE showing how much grant/maintenance loan you are to be awarded for 2023-24.

2. Universal Credit

A letter from the Benefits Agency, dated within the last 3 months, that shows receipt of UC
OR

A letter from the Benefits Agency, dated within the last 11 months, that shows receipt of UC
AND a bank statement that shows UC payments being made within the last 3 months.

OR

A 2021-22 Child Tax Credit Notification that states you were in receipt of UC. You may be asked to bring in a bank statement showing that you are still receiving this benefit.

3. Wages – Income Less Than £19,000 or £25,000* Gross

There are two options available for households that fall into this category.

Option 1 – Household receives Working Tax Credits and the income on the 2022-23 Working Tax Credit Notification plus the Working Tax Credit payments comes to £16,000 or less.

You need to bring in a copy of the 2022-23 Working Tax Credit Notification.

Option 2 – Anyone who does not qualify under option 1

Wage slips (2 monthly or 6 weekly – these must be consecutive and should be the most recent received). Please see A to C above for whose wage slips need to be provided.

AND

Up-to-date bank statement (please see A to C above for whose bank statements you need to provide).

AND

Your own, your partner's or your parents' Working/Child Tax Credit Notification for 2022-23 (if any Working or Child Tax payments are being received).

*There are 2 levels of support available depending on the level of your household income. The first figure refers to the higher level of support and the second figure to the lower level of support.

4. Other

It is difficult to say what should be brought in when we don't know what the source of income is. We are looking for up-to-date information that clearly shows how much gross income your household receives. Examples include:

- Bank/Building Society passbooks or bank statements showing sufficient savings to live off during the year.
- Benefit letters (not listed in 2. above), together with bank statements and a 2022-23 Tax Credit Notification.
- Letter from an accountant stating how much gross income your household has.

The Student Finance Team will advise you about this, but it is your responsibility to be able to prove your household income.

We will be looking for documents that show the full income of your household.

Bank Statements

When we ask for an up-to-date bank statement we want a full month's bank statement (for all accounts) that was issued within the last month. We will accept print-outs from on-line banking, but these must have names on so they can be identified as belonging to the application they are supporting.

ADDITIONAL DOCUMENTS FOR STUDENTS WANTING HELP WITH CHILDCARE*

- 2022-23 Child Tax Credit Notification that shows your name and the name of the child.
- Evidence of the charges being made to you for your childcare – a general price list will not be accepted. Birth Certificate or Passport of the children needing childcare.

ADDITIONAL DOCUMENTS FOR STUDENTS WANTING HELP WITH TUITION/EXAM FEES*

- College invoice or statement that shows the full fees being charged.

****Payment of childcare and tuition fees are limited and not available to all students.***

DOCUMENTS NEEDED TO SHOW YOU MEET THE RESIDENCE CRITERIA

Any student who receives either a loan or a grant from Student Finance England will show that they meet the residence criteria and don't need to bring in any further information.

Students who do not receive either a loan or grant from Student Finance England will need to show that they meet the residence criteria see <https://www.gov.uk/student-finance/who-qualifies>.

The type of document we are looking for includes:

- Home Office paperwork.
- Current passport – if applicable this should have appropriate immigration stamp on it.
- Evidence that shows you have lived in the UK for the 3 years or 5 years (EEA students) immediately prior to year 1 of your course.

We will be as flexible as we can be about the documents you provide, but it is your responsibility to prove to us that you meet the criteria.

4. Appeals/Complaints Procedure

Appeals can be made if a student feels this policy has not been followed and this has resulted in their not being given a grant or not receiving as much as they should.

Appeals must be made within 15 working days of the date on their decision letter and must be in writing, clearly stating the grounds of the appeal. You will need to complete the Bradford College Loan/Grant Appeal Form which can be obtained online on

<https://www.bradfordcollege.ac.uk/help/knowledge-base/access-to-learning-fund-2/> The appeal form should then be sent via email to hestudentfinance@bradfordcollege.ac.uk **Students will forfeit their right of appeal if they apply to the fund within 4 weeks of the closing date.**

The Student Financial Support Committee members may vary but will include a representative from the Student Union. The decision of the Student Financial Support Committee will be sent in writing and their decision will be final.

5. Fraud

Where there is evidence of fraud against the system, the evidence will be reviewed by the Student Financial Support Committee.

If fraud is confirmed this will result in one or more of the following:

- The loss of all future payments. OR
- The loss of some payments not already made. OR
- The student being asked to repay ALL funding received and the loss of all future payments.
- Disciplinary action.

In certain circumstances the College may have a duty to pursue fraud as a criminal matter.