

## Advanced Learner Loans Bursary Policy Statement

The purpose of the Advanced Learner Loan Bursary is to support students over the age of 19 to continue in education and training by providing a contribution towards the costs of attending College such as transport, food, equipment and other course related costs, also childcare for those over 20 years of age.

**NOTE:** When assessing applications we will prioritise vulnerable groups and disadvantaged students. We have limited funds available and therefore the submission of an application does not automatically guarantee a bursary.

### Am I eligible for the Advanced Learning Loan Bursary?

To be eligible you must:

- Be aged 19 or older on the first day of starting your designated loans qualification
- Have been ordinarily resident in the UK, EU or EEA continuously for the last three years with 'settled status' which means having indefinite leave to remain.
- Have successfully secured an Advanced Learner Loan via the SLC (*student loans company*)
- Be enrolled on a Level 3 or higher level course at Totton College, either part or full time and:-
- Be in receipt of a government benefit, **OR** be a student with no income **OR** household income under £25,000

**NOTE:** Any student on a self-financing course or enrolled on a course below Level 3 will not be eligible to apply to this fund. If you are age 19+ and are NOT on a level 3 course being funded by a loan from the Student Loans Company then you should apply to the AEB 19+ Discretionary Learner Support Fund.

### How to apply

Once you have enrolled for a course at Totton College you can apply for financial support.

- Complete the Advanced Learner Loan Bursary application form, answering all questions in full
- Provide evidence of your household income or benefits
- Return your completed application and evidence to Totton Colleges Information Centre Team

If you need help with your application please contact a team member in the Information Centre next to reception.

### What happens next?

Your application will be assessed and we will write to you to advise you what support you are entitled to and how this will be provided. If your application is not successful we will write to you to notify you of this.

## Can I appeal against the College's decision?

Yes - If you are unsuccessful in your application and wish to appeal, you must do so in writing within 28 days of receipt of refusal letter. You must ensure you address your appeal to the Information Centre Team.

## How will I be paid?

The Advanced Learner Loan Bursary is paid on a weekly basis through BACS directly into your Bank account.  
**NOTE:** we cannot pay monies into someone else's bank account on your behalf.

## Conditions for receiving bursary awards

To be eligible to receive payments, you must:

- Attend all timetabled lessons. Any periods of sickness / absence will impact on the amount you receive.
- Be up to date with classwork, coursework and homework;
- Demonstrate excellent effort and attitude to learning; and
- Retrospective adjustments will be made and future payments may be stopped for failing to meet these terms.
- Maintain at least 85% attendance

## Confidentiality - How we use your personal information

Under the General Data Protection Regulation we have a legal duty to protect your privacy, and as such this means that we ensure your data is secure and that your information is shared ONLY with those who are allowed and need it within our organisation. You can view our privacy statement here -

<https://www.nacro.org.uk/home/privacy/>

<https://www.totton.ac.uk/home/privacy/>