

Student Finance Guide

Year 2016/2017



Learner Support Fund (LSF) Bursary

This is a non repayable grant to provide financial support for students who are struggling with the cost of studying at college.

Students can apply for help with the cost of books, equipment, trips, travel and other essential costs that may arise for your course.

How do I apply for a bursary from the Learner Support Fund?

Collect an application form from the Student Finance Adviser in Student Services or download it from iVlc, fill it in and return it along with the required document/s to the Student Finance Advisor, room C421.

Types of bursary from the Learner Support Fund (LSF)

There are two different allocation entitlements of bursary shown below.

Discretionary Bursary

My total combined Household income for the Tax Year 2016-2017 is below £22,000 including:

- Tax Credits 2016-2017
- Income Support Allowance
- Job Seekers Allowance
- Pension Credit
- P60/pay slips
- All other benefits/income
- Universal Credit

Guaranteed Bursary

- Young people in care
- Care Leavers
- Young people in receipt of Income Support/ Universal Credit
- Disabled young people in receipt of Employment Support Allowance & Disability Living Allowance/ Personal Independence Payment

In order to receive bursary payments, students **MUST** have a minimum of 95% attendance and punctuality. If this falls below 95% in any half-term you will likely no longer be entitled to any financial support for that half-term. Discretion can be used in exceptional circumstances.

When will I know the result of my application?

You will be notified of the outcome by post and we aim to do this within 4 weeks of you submitting your application and required evidence.

How will I get paid?

Payments are made directly into your bank account by automatic bank transfer (BACS) so please ensure you provide the correct details (e.g. sort code and account number). These bank details **MUST** be in your name. No payments will be made by cheque or into another person's bank account.

How frequently will I get paid?

The first payment for Discretionary and Guaranteed bursary will be paid towards the end of the first half-term and every half-term after that, with a total of five payments throughout the academic year. A schedule of payment dates will be given to students at the beginning of the year, and you will be informed of any changes made to payment dates via iVlc (student intranet).

Change of circumstances/Account details?

It is your responsibility as a student to inform us of any change of circumstances. New evidence may be required to validate changes. If so, please see Mohammad Chaudhary, Student Finance Advisor.

If there is a change of bank account details you must complete a Change of Account Notification form, which can be collected from student services, and also provide evidence of new account details. These should be handed in to the Student Finance Advisor to make the appropriate changes.

Appeals:

If you disagree with the decision made please contact the Student Finance Advisor to discuss. If you still feel the decision made is incorrect you have a right to appeal. Please submit your appeal in writing to the Welfare and Guidance Manager within 5 working days of receiving the decision.

Free Meals

Eligible students will be able to claim a free meal from college on every day they are required to attend. If successful, your entitlement is loaded into your college ID card.

You may receive free meals if your parents are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's

How do I apply for Free Meals?

You can apply by completing the Financial Support Application form. This can be collected from Student Services.

Students can apply for, and receive, both a bursary from the Learner Support fund and Free Meals.

Oyster card scheme

If you're aged 16-17 and studying full time, you can travel for free on London buses and trams and half travel rate on other TFL services.

You can apply for a 16+ Zip Oyster card if:

- You are aged 16-18 (must have been aged 18 or under on 31 August 2016) and
- In full time education and
- Live in a London Borough

If you don't qualify for the above then you can still apply for an 18+ oyster card and get 30% off travel as long as you're a full time student.

To apply: www.tfl.gov.uk

Please note: information is subject to change depending on TfL terms and conditions.