

BRADFORD COLLEGE – ACCESS TO LEARNING FUND

Notes of Guidance 2019-20

These notes cover students who are applying for the grants available to full-time students

Contents

- 1 End Of Term Grant
- 2 Standard Grant
- 3 Hardship Grant
- 4 Tuition Fee Grant
- 5 Appeals/Complaints Procedure
- 6 Fraud

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.

Unless another date is given within the appropriate section, the closing date for all applications is

Friday 15 May 2020

1 End Of Term Grant

This is available to full-time, home students who receive maintenance funding from Student Finance England but who run out of funding before the end of term. These grants will be available from 29 November to 13 December 2019 (applications received after 13 December may not be paid until January) and 20 March to 03 April 2020. Only one grant will be available each academic year.

The maximum levels of grant are given below, but will be based on financial need:

Lone parent	£300
Couple with children, neither working	£300
Couple, no children, neither working	£250
Individual living independently	£200
Individual living at home	£100

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. If it is complete and the application shows you have run out of funds (including any overdraft facility that you have), you will be given a decision about your application. Payments will be made by cheque and will normally be available the working day after your appointment.

Documents you need to provide

- Your Student Finance England paperwork.
- A full month's bank statement (for all your bank accounts).
- If you have a partner, a full month's bank statement (for all your partner's bank accounts).
- If you are not a single person living at home, evidence that shows your household situation so we can allocate the correct level of grant (students with children are advised to bring in their 2019-20 Child Tax Credit Notification).
- A letter from your tutor confirming you are regularly attending classes.

2 Standard Grant

This is available to full-time, home students who are in receipt of the full Special Support Grant or Maintenance Grant or the enhanced loan (for students starting in 2016). Students must be able to demonstrate that they are in financial difficulties. The following grants will be available once in an academic year:

No of dep	Grant	No of dep	Grant
0	£100	2	£200
1	£150	3+	£250

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 of any grant you have been given in writing and payment will be made by BACS.

Documents you need to provide

- Your Student Finance England paperwork.
- A full month's bank statement (for all your bank accounts).
- If you have a partner, a full month's bank statement (for all your partner's bank accounts).
- If you have children please bring in your 2019-20 Child Tax Credit Notification so the correct level of grant can be allocated.
- A statement explaining what your financial difficulties are.
- Any documents that support the statement you have made.
- A letter from your tutor confirming you are regularly attending classes.

3 Hardship Grant

This is available to full-time, home students. If the Standard Grant does not cover the student's need or if a student is not in receipt of the Special Support Grant/Maintenance Grant/enhanced loan, they can apply for a Hardship Grant.

The amount available will depend on the evidence that is provided.

Process

Please complete the application form and gather together the relevant documents. Contact HE Student Finance to arrange an appointment to bring in your application and to discuss your financial situation. This usually includes preparing an income and expenditure calculation for the academic year. A decision will be made about your application by the Student Financial Support Committee and you will be notified of their decision in writing. Payment will normally be made by BACs.

Documents you need to provide

- Your Student Finance England paperwork. If you are not being supported by Student Finance England you will need to provide evidence showing that you made adequate provision to pay both your tuition fees and living costs whilst studying.
- A full month's bank statement (for all your bank accounts).
- If you have a partner, a full month's bank statement (for all your partner's bank accounts).
- A letter from your tutor confirming you are regularly attending classes and are up-to-date with your work.
- A statement explaining what your financial difficulties are.
- Evidence to support an income and expenditure assessment. These should include the payments/situations that have led to your financial difficulties.
- Evidence of your residency status (students who receive funding from Student Finance England for living costs will not need to do this).
- BC ALF application form.

Following your appointment with HE Student Finance, you may be asked to bring in additional documents to support your application.

4 Tuition Fee Grant

A grant for tuition fees will only be considered in exceptional circumstances. They will usually be considered if:

- A student applied for funding through Student Finance England (or equivalent) in good time.
- Student Finance England (or equivalent) has refused financial support after the student has started their course when they had led the applicant to believe that they would be eligible for funding.
- The student is at risk of withdrawing from their course if they don't receive financial assistance.
- The student has made reasonable efforts to raise funding from other sources.

Process

Please complete the application form and gather together the relevant documents. You will then need to contact HE Student Finance to arrange an appointment to bring in your application and to discuss your situation. A decision will be made about your application by the Student Financial Support Committee and you will be notified of their decision in writing. Payment will normally be made directly to Bradford College.

Documents you need to provide

Students will be required to provide:

- Any Student Finance England (or equivalent) paperwork that you have.
- Evidence of having applied to Student Finance England by the appropriate date which must be prior to enrolling at Bradford College.
- Evidence showing that you meet the residency requirement.
- Evidence showing the efforts you have made to raise funding elsewhere.
- A full month's bank statement (for all bank accounts for all relevant people in your household).
- A letter from their tutor confirming you are engaged on your course and stand a good chance of passing the course.
- Invoice for tuition fees.
- BC ALF application form.

Following your appointment with HE Student Finance, you may be asked to bring in additional documents to support your application.

5 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 4 working weeks of the date on their decision letter and must be in writing, clearly stating the grounds of the appeal. Appeals should be addressed to The Student Financial Support Committee, c/o Quality Department, Reception Lister Building, Great Horton Road, Bradford, BD7 1AY. **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.

6 Fraud

Where there is evidence of fraud against the system, the evidence will be reviewed by 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.

