

Date Received

Student ID

Loan Approved

Advanced Learner Loan



Sussex
Coast
College
Hastings

Advanced Learner Loan Bursary 2017/2018

For students in receipt of an Advanced Learner Loan in academic year
2017/2018

Please answer **ALL** questions and provide **ALL** the evidence requested.
Your application will be returned to you if any evidence is missing.
If you require any assistance with the completion of this form, please contact us:

* Visit Student Services

*Call 01424) 458465

*Email : fassistance@sussexcoast.ac.uk

Please be aware that completing this application form does not guarantee
funding. Awards are made at the discretion of Sussex Coast College Hastings

Section 1: Your Personal Details

Surname (family name) Forename/s

Title (Mr/Mrs/Miss/Other) Female Male

Date of birth / / Age on 31 August 2017

Permanent Home Address
Home Telephone Number
Mobile Telephone Number
Email

Section 2: Your Learning Programme

Course Title (inc Level)

College Campus

Full Time

Part Time

Section 6: Compulsory Information

Have you claimed, or are you currently claiming asylum in this country?

If yes, please provide Home Office documentation

YES NO

Do you live with a partner/parent (s)

YES NO

(A partner is defined as someone you are married to/have a civil partnership with, or live as though you are married to/have a civil partnership with them (If a parent (s) are financially responsible for the household you live in, please provide details of their financial situation)

Bursary's will be calculated based on your household's income, from earned income and income related benefits

Do you or your partner/parent (s) receive any of the following benefits? Please tick

Income Support Job Seekers Allowance

Employment & Support Allowance Tax Credit Award notice

Universal Credit Personal Independence Payments

If you have ticked any of the above, you must provide a copy of the full award letter (this must be less than 6 months old) with the exception of Tax Credit Awards, which must be for the current tax year 2017/2018

*It is your responsibility to declare any funding received through bursary support in conjunction with your benefit claim.

Section 7: Employment Information

Please tick the relevant box to tell us about your employment status

Employed Self employed Private Pension Not employed

Please tell us your partner's/parent's employment status (If applicable)

Employed Self employed Private Pension Not employed

- If you or your partner/parents are employed you must submit the last 3 months' payslips with your application.
- If you or your partner/ parents are self employed, please provide a letter from your accountant.
- If you or your partner / parents receive a private pension, please provide information from your scheme administrator outlining the gross pension per year.

Office Use Only :

**Section 8: Additional Learning Support Needs
(ALS)**

Do you require Additional Learning Support? Yes No

If you have answered 'No' please move to Section 9

If you have answered 'Yes', has an ALS Assessment been carried out?
Yes No

If 'No', please state if an assessment is arranged, please give details?
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Please give details of any disabilities, learning difficulties or other assistance you require?

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Office Use Only :

Assessment confirmed

ALS Cost confirmed £

Transfer made to ALS £

Date

Section 9: Additional Supporting Information
Please provide further information in support of your application.

Section 10: Advanced Learner Loan Documentation

Please provide a copy of your Advanced Learner Loan approval letter

Section 11: Declaration - Please read carefully before signing

- I declare that the information provided is true and accurate and I am able to provide all the evidence requested to support my application. I understand that if I do not provide all evidence requested, my application form will be returned.
- If awarded, I understand that any payments will not commence until I am enrolled and my attendance is confirmed. Payments will be made at the discretion and at a date to be confirmed by Sussex Coast College.
- If my attendance falls below 90%, I may have my payment refused. Any unauthorised absence is subject to a referral process. Any payment refused will be communicated to me via a letter.
- I understand that it is my responsibility to inform Student Services of any change to my circumstances, personal/family or financial.
- I have not applied to any other organisation, e.g. a charitable trust, for any assistance that I am requesting from the discretionary fund.
- I understand that if I leave my course early, the College will request that I return any money, uniform, or kit that has been purchased with bursary funds.
- I understand that until my Advanced Learner Loan application is at 'Approved' Status, the bursary application cannot be assessed.

A Copy of our Funding Policy & Procedures is available from Student services. The college retains the right, unreservedly, to make changes or modifications to this policy, without prior notice.

Student signature

Date

Checklist

1. Have you completed all relevant sections of this application in full?
2. Have you enclosed all your evidence/documents?
3. Have you signed the declaration above?

Please remember to provide good quality copies of your supporting evidence not the original as we are unable to return documents

**PLEASE RETURN THIS FORM TO YOUR USUAL CAMPUS BY HAND OR BY POST TO
SUSSEX COAST COLLEGE**

Student Finance Team, Student Services

Station Plaza Campus
Station Approach
Hastings
East Sussex
TN34 1BA

Ore Valley Campus
Parker Road
Hastings
East Sussex
TN34 3TT