

HIGHER EDUCATION FUNDING

Application for financial assistance from the Access to Learning Fund (ALF)

2011–2012

Please return this form and supporting documents to:

**HE Welfare and Finance Advisor, HE/International Development Office, New College Nottingham,
The Adams Building, Stoney Street, The Lace Market, Nottingham NG1 1NG.**

Applications can be accepted throughout the academic year. However, the College receives a limited amount of money and whilst every effort is made to ensure that it remains available throughout the year (August 2011–July 2012) this cannot be guaranteed. You are therefore encouraged to plan/review your budget early in your academic year so that, wherever possible, you can anticipate any difficulties and apply early.

Payments from the fund may have implications for your entitlement to Social Security benefits. If you require further information on the fund, or you need any help completing the form, contact the HE Finance and Welfare Advisor.

ALF exists to help eligible students who have a legitimate financial need. Unfortunately, as the fund is limited, we cannot guarantee an award to all applicants and cannot normally meet all of the costs for which an applicant might apply. The government asks us to give priority to certain groups of students when deciding how to allocate the funding.

For **full-time undergraduate** students the priority groups are:

- students with children (especially lone parents)
- other mature students, especially those with existing financial commitments, including priority debts
- students from low-income families
- disabled students
- care leavers
- students from Foyers or who are homeless
- students receiving the final year loan rate who are in financial difficulty (including those who are unable to work because of academic pressure)
- students undertaking their first higher education (HE) qualification

If you are not in one of the priority groups you can still apply, but you must provide as much evidence as possible to show why you have a particular need.

You may apply more than once during an academic year for help from ALF, but usually only if your circumstances have changed. You will be asked to write a letter of appeal and to provide documentary evidence of your change in circumstance.

Eligibility

The Access to Learning Fund (ALF) is for home (UK) students* registered on an undergraduate HE course, either full-time or part-time.

** A home student is defined as a student who meets certain residency conditions (the same conditions apply to eligibility for the UK government student financial support). Usually this means you have an unrestricted right to enter and remain in the UK and you have been ordinarily resident in the UK for three years prior to the start of your course. None of this time must have been spent in the UK wholly or mainly for the purpose of receiving full-time education. Please note that EU students on a full-time undergraduate course who are eligible for the tuition fee support cannot apply to the Access to Learning Fund. Please contact us if you need further clarification as to whether you meet the residency rules.*

Access to Learning Fund closing dates:

■ Term one – 9 December 2011 ■ Term two – 23 March 2012 ■ Term three – 22 June 2012

Forms must be submitted to the HE Welfare and Finance Advisor by the dates listed above.

Claims for the Access to Learning Fund cannot be backdated.

Important information

To ensure that your application can be processed you must have completed all sections of this form (1-9) and supplied all applicable evidence as requested.

All application forms are dealt with in date order as received by the Student Finance team. We aim to process forms within ten working days of receipt.

A letter will then be sent to you to either ask for missing information/evidence or inform you of an award. If for any reason you do not qualify for an ALF financial award, a letter will be sent to you to inform you of this.

Eligible students should receive their first payment via BACS within six weeks of the date of their fully completed application.

Disclaimer

At the time of going to print, the Access to Learning Fund allocation has not been set by the Higher Education Funding Council for England (HEFCE) and therefore could be subject to change.

ncn reserves the right to amend the information contained within this form and you are advised to check details prior to enrolment.

PLEASE FULLY COMPLETE ALL SECTIONS

4 Course details

Tutor's name

Please give details of **ALL** the course(s) you are studying/intend to study. Where possible please provide your enrolment receipt.

Course title(s)

Please continue on a separate sheet if necessary

Which campus(es) are you studying at? (please tick (✓) all that apply)

ncn Basford Hall **ncn** City (Adams) **ncn** City (Lace Market School of Art, Design, Fashion and Media) **ncn** Clarendon

Year of course (eg. 1st, 2nd, 3rd)

Is this a repeat year? Yes No Is this your final year? Yes No

Is this a full-time or part-time course? Full-time Part-time (please tick (✓) one)

A **full-time course** is 120 credit points in an academic year or equivalent. To be eligible for ALF part-time students must be on a **part-time course** which is at least 50% of a full-time course, unless you are a student with a disability which prevents you from studying at least 50% of a full-time course. In such cases you may apply for ALF if you are studying at least 25% of a full-time course.

5 Financial details

Who do you live with?

Parent(s)/guardian(s) Partner Alone Your children Shared accommodation

Have you applied to any other institution for financial assistance?

Yes No If yes, please provide details below.

Institution name

Outcome of application

(eg. waiting for a decision, rejected)

Amount awarded

Institution name	Outcome of application (eg. waiting for a decision, rejected)	Amount awarded
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Any other financial awards made may be taken into consideration when your Access to Learning funding eligibility is assessed.

6 Disability/special medical needs

Do you have a disability or chronic medical condition?

Yes

No

Have you applied for Disabled Students' Allowance (DSA)?

Yes

No

PLEASE FULLY COMPLETE ALL SECTIONS

7 Current household financial summary

⊛ **IMPORTANT** – evidence must be provided for **ALL** income. Please include photocopies; we cannot accept responsibility for the loss of original documents. Please complete **ALL** applicable boxes.

	Yearly amount £	Evidence required (please note: missing information/evidence will delay your application)
Maintenance/HE Grant		Student loans award letter
Student Maintenance Loan		Student loans award letter
NHS/Social Work Bursary		Award letter
Professional and Career Development Loan		Award letter
Parents' Learning Allowance/ Lone Parents' Grant		Student loans award letter
Adult Dependants' Grant		Student loans award letter
Childcare Grant		Student loans award letter
Other grants/bursaries		Award letter
Net earnings		Three months'/12 weeks' worth of most recent consecutive payslips or a letter from the employer(s) confirming current earnings
Parental contribution		Three months'/12 weeks' worth of most recent consecutive bank statements or letters
Childcare element of Working Tax Credit		Copy of all pages of your 2011–12 Tax Credit Award Notice and relevant income evidence
Working Tax Credit		Copy of all pages of your 2011–12 Tax Credit Award Notice and relevant income evidence
Housing Benefit/Council Tax Benefit		A letter from Job Centre Plus showing weekly amount and dated within three months of application
Income Support/Job Seekers' Allowance/Employment and Support Allowance		A letter from Job Centre Plus showing weekly amount and dated within three months of application
Partner's income		Three months'/12 weeks' worth of most recent consecutive payslips or a letter from the employer(s) confirming current earnings
Other income/savings: (Please specify)		
		Please declare all income (including that from savings). If you are unsure which category any income should be listed under, please include it under 'Other income' and specify the source. Evidence will be required.
TOTAL		

PLEASE FULLY COMPLETE ALL SECTIONS

Pre-set living costs

When considering your application a set figure (as defined by the Higher Education Funding Council for England (HEFCE)) will be used for certain elements of your expenditure.

This is known as **composite living costs** and the amount designated will depend upon your circumstances – weekly composite living cost figures for 2011/12 are set at £69 for a single student; £109 for a student with a partner; £64 per week per child and £18 per week family bonus.

You are therefore not required to enter these amounts.

Item of expenditure	Weekly amount £	Evidence required
Food/household/laundry	Pre-set by HEFCE	No evidence required
Gas/electricity/water	Pre-set by HEFCE	No evidence required
Telephone	Pre-set by HEFCE	No evidence required
TV licence	Pre-set by HEFCE	No evidence required
Contents insurance	Pre-set by HEFCE	No evidence required
Council Tax	Pre-set by HEFCE	No evidence required

8 Student (and partner's) expenditure

✪ **IMPORTANT** – evidence must be provided for **ALL** items with an entry in the 'Evidence required' column. Please include photocopies; we cannot accept responsibility for the loss of original documents. Please complete **ALL** applicable boxes.

Item of expenditure	Weekly amount £	Evidence required
Rent/mortgage		Tenancy agreement/rent card/mortgage agreement/statement
Buildings insurance (This is applicable to mortgage holders only)		Mortgage agreement/statement
Childcare costs		Letter/invoice on headed paper from Ofsted-registered childcare provider.
Travel costs (home to college during term time)		
Books/equipment/course costs		<p>_____ Tutor's name</p> <p>_____ Tutor's signature</p> <p>(This is to verify the cost)</p>

Other costs:
(Please specify)

9 Declaration

All applicants – please read the following declaration. We cannot process your application for financial support if you do not sign and date this declaration.

All information given on this form is accurate. I will inform you immediately of any change in my circumstances at any time which might affect my entitlement to support. I understand that if I give false information, or fail to give relevant information, it may lead to disciplinary action being taken by the College, and to my being required to repay any financial support received from the Access to Learning Fund. I understand that any false statement may lead to prosecution.

I will write and tell you immediately if I leave my course of study, or if I am absent from the course for more than four weeks.

I understand that if I leave my course, or if I am absent for more than four weeks:

- a) I may not be eligible to receive any outstanding instalments of payments
- b) I may have to repay all or part of any financial support paid to me for that year

If financial assistance is provided for me and is, for whatever reason, an amount which is more than I am entitled to, I will pay back any amount in excess of my entitlement.

I understand that giving false information or not disclosing information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the College. I further undertake to repay any grants obtained by me as a result.

Signed by student

Date

Appeals

If you are unhappy with the outcome of your application you should initially contact our HE Welfare and Finance Advisor to discuss your concerns. If, after an explanation of the assessment, you are still not satisfied and you disagree with a decision regarding your ALF award, appeals will be considered on an individual basis. Supporting evidence will be required.

Please note that any appeal must be made within four weeks of the date of the letter you receive notifying you of the outcome of your application. All appeals are dealt with as priority by the Appeals Panel.

DATA PROTECTION STATEMENT 2011–2012

Information that you provide on this funding form is processed by **ncn** which is registered under the Data Protection Act 1998. At no time will your personal information be passed to organisations for marketing or sales purposes. From time to time students are approached to take part in surveys by email, mail or phone, which are aimed at enabling the College to monitor performance, improve quality and plan future provision.

Please return this form and supporting documents to:

**HE Welfare and Finance Advisor
HE/International Development Office
New College Nottingham
The Adams Building
Stoney Street
The Lace Market
Nottingham NG1 1NG**

OFFICE USE ONLY

HE Welfare and Financial Advisor's check list

Photocopies of documents enclosed:

- Student loans award letter
- Bursary award letter
- All relevant income evidence as disclosed in section 7
- All relevant expenditure evidence as disclosed in section 8
- Children's birth certificates
- Bank/building society statements for three consecutive months
- Evidence of EU 'home' residency status

Notes

Date application received

Signature

STUDENT FUNDING TEAM – OFFICE USE ONLY

Date of award

Notes