



**Advanced Learner Loans Bursary Fund**  
Guidance Notes

## **What is the Advanced Learner Loans Bursary Fund?**

The Advanced Learner Loans Bursary Fund provides financial support to learners who are aged 19 or older on the first day of starting the course at JFC Training College. The bursary fund provides support to overcome costs associated with study that may prevent learners from taking part in or continuing their education. The bursary can support with travel, essential course materials, external childcare, and registration and exam related fees.

- Registration and exam fees will be paid through the bursary at the point of enrolment
- Support with Equipment up to £300, this will support with any resources needed to assist and complete your study
- Travel to and from WAES centres
- Nursery support to assist with studies
- Dyslexia Assessments and additional learning support if required
- Central administration will meet and discuss your bursary support needed during induction or while on programme
- A valid application will be needed to support any requests through the loans bursary
- The funds are awarded on a case-by-case basis, on the supporting evidence provided and subject to meeting the eligibility criteria.

## **Advanced Learner Loans Bursary Fund: Hardship Bursary**

The Hardship Bursary provides support to help learners with the cost of travel, equipment related costs (digital devices only), books, course related trips and specialist clothing specific to and required for the course.

To be eligible for the Advanced Learner Loans Bursary Fund, learners must:

- Be enrolled on a programme at JFC Training College

### **AND**

- Be in receipt of the Advanced Learner Loan from Learner Finance

### **AND**

- Be considered a Home learner for tuition fee purposes

### **AND**

- Be aged 19 years of age or older at start of programme

### **AND**

- Have a confirmed household income equal to or below £27,000 per annum (gross income)

## **Travel expenses reimbursement**

The Learner Bursary provides a contribution towards financial support to those incurring travel expenses as part of their study.

The amount of support for travel is based on the learner's address, the JFC Training College centre of study and the days that the study takes place.

Contribution towards the cost of travel:

- For journeys 5 miles or more, a contribution towards bus travel up to £5 per day and a maximum of £12 per week.
- In exceptional circumstances, JFC could pay higher.

JFC will not backdate travel and applications will be processed once we have received your full application including evidence.

Travel awards are restricted to travel from the college to your term –time address within zone 1- 6. For those traveling outside of London zone 1-6, travel will be capped at zone 6 maximum. Evidence of actual travel costs will be required.

## **Equipment**

Learners may apply for support with essential additional equipment or resources needed to study, any support issued for equipment must be essential for course achievement.

Support with equipment up to £300, this will support with any resources needed to assist and complete your study

Learners who need to purchase course specific books will be reimbursed for actual costs incurred to the maximum of £100.

## **Assessment Process**

For the assessment process, you will be classed as a dependent learner if you're under 25 on the first day of the academic year for which you're applying for support and are financially dependent on one or both of your parents (even if you don't live with them).

- You will only be considered an independent learner if at the start of your course, you are
- aged 25 or older or
- you have a child or
- you have no living parents or
- you are or have been married or in a civil partnership or
- you have supported yourself for three years prior to the start of your course or
- you are estranged from your parents. Estranged means you are under 25 and have not have any contact with either of your parents for a significant period of time (at least 12 months), and that this is unlikely to change.

## Evidence required

In addition to the online application form, you will need to upload the following supporting documents for the Hardship Bursary:

### 1. Evidence of your household income

Examples:

#### i. Dependent Learners - Parent/Guardian's

- most recent pay slips for the last 3 months or
- Parent/Partner's/Guardian's annual tax statements or
- HMRC Tax Credit Letter for the period April 2021 to April 2022 (all 6 pages) or
- HMRC Self-Assessment Tax Return for the 2022 Tax Year or
- P60 for the year ending 2022 or
- Universal Credit monthly overview for the most recent 3 months or
- DWP award notice no more than 3 months old for ESA, JSA or IS or o Support under part VI of the Immigration and Asylum Act 1999 Letter or
- Guarantee element of State Pension Credit

**NB:** Independent learners should provide evidence relating to the learner and/or Partner's income. Learners can annotate supporting documents that are not originally in English and do not need to use a registered / certified translator

### 2. Evidence of travel receipts

Examples:

#### i. Weekly, monthly, or annual travel ticket or

#### ii. TFL pay as you go payments highlighted on your bank statement or

#### iii. TFL oyster card journey history or

#### iv. Paper ticket

### 3. Invoice (in the learner's name) or receipt of digital equipment purchased

### 4. Evidence of purchase of books or eBook receipts

### 5. Receipts of cost for course related trips specifically for your Foundation course

### 6. Evidence of unexpected circumstances resulting in financial hardship

Examples:

#### i. Bereavement costs

#### ii. Bailiffs / debt collection letters that have been escalated to a third-party debt management company

#### iii. Redundancy letter impacting your household income

## **Advanced Learner Loans Bursary Fund: Childcare for Learners Aged 20+**

Learners may apply for assistance with the cost of childcare for the hours that they are timetabled to attend their JFC course

The Childcare Bursary is to help support learners aged 20 or older at the start of the course, with confirmed dependents, who have and may incur childcare costs whilst enrolled on the course. The Childcare Bursary can award up to 99% of your childcare costs to the maximum of £175 per week, per child if you reside in London or up to £165 per week, per child, if you reside outside of London.

The Advanced Learner Loans Bursary Fund will only provide funding to pay for childcare with a childminder, provider or childminder agency who is registered with Ofsted. The fund cannot provide support for informal childcare, such as that provided by a relative or make a financial contribution to the costs of a crèche. The learner must be the main carer of the child and the child must live in the United Kingdom.

In order to qualify for the childcare bursary, learners must meet the eligibility criteria for the hardship bursary detailed above.

If your child is aged between two and four you may be eligible for free early years education. All three and four-year-olds in England are entitled to 15 hours of free education each week for 38 weeks of the year and some two-year-olds are also eligible. Full information is available on [gov.uk/free-early-education](http://gov.uk/free-early-education). If you are eligible for early years' free entitlement, we expect you to use this first.

Admin will liaise with external providers and JFC Finance regarding POs and payments

Admin will liaise with Childcare Manager regarding in-year concerns

In addition to the online application form and household income evidence detailed in the hardship bursary, you will need to send the following supporting documents to [learnersupport@jfctrainingcollege.co.uk](mailto:learnersupport@jfctrainingcollege.co.uk)

1. Birth certificates for each child
2. Signed contract or official invoices/receipts from your Ofsted registered childcare provider
3. Child(ren) related benefit entitlement e.g. UC, Child Tax Credit or Child Benefit entitlement letters NB: UC claimants should be able to print off details of their award from their online account or provide a screenshot. This should be an overview for the most recent 3 months in the learner's name
4. Completed and Signed Childcare form. This form should be completed by your Ofsted registered childcare provider

**How do I apply?**

Applications for the Advanced Learner Loans Bursary Fund must be made by filling in an online application form via this link: [Bursary Application](#)

In addition to the online application form, you will need to upload the following supporting evidence that is applicable to you is highlighted in the relevant bursary section above.

### **Assessment Procedure for Applications**

**Step 1:** After you submit your application and relevant supporting evidence, it will be assessed by the Learner Support Team at JFC Training College, where it will be assessed according to the specified eligibility criteria. This process will be based on the financial information you supplied in your application. Please note, it can take up to 20 working days to process your application.

**N.B.** Further evidence may be requested at a later date in order to complete the assessment. If you omit supporting evidence to help us assess your application, this may cause a delay in the processing of your application, beyond 20 working days.

**Step 2:** Learners who meet the criteria will be contacted via email and be informed of their award for the academic year. Learners will be sent their award letter and acceptance form, for review, and signing and return to the Learner Funding Service. Upon receipt of your signed acceptance form, your payment will be processed.

**Step 3:** Successful applicants will receive an email from [learnersupport@jfctrainingcollege.co.uk](mailto:learnersupport@jfctrainingcollege.co.uk) informing them of their pending award payment. Learners are advised to following the guidance within the email prompt, to ensure payment of the funds which can take 10-15 working days

### **Terms and Conditions of the Advanced Learner Loans Bursary Fund**

The following terms and conditions apply to acceptance of the Advanced Learner Loans Bursary Fund:

- The Advanced Learner Loans Bursary Fund will provide a contribution towards course costs and living expenses for Home learners
- When assessing the Advanced Learner Loans Bursary Fund, the College considers any household income of £27,000 per annum (gross income) or below as meeting the criteria
- If a learner is in receipt of DLA (or PIP) and ESA, parents can no longer receive certain household/family benefits for that child, such as child benefit
- If you are in receipt of any state benefits, it is your responsibility to inform the Department for Work and Pensions (DWP) about any financial support you receive from us, as the Advanced Learner Loans Bursary payment may impact those benefits
- The total award you are made is subject to your mode of attendance (full-time or part-time studying at least 50% of the full-time course) and course progression

- Funds are limited for the Advanced Learner Loans Bursary Fund. Despite learners meeting the eligibility criteria, this does not guarantee your application will be successful due to the limitations of available funds; applicants are awarded on a first come, first serve basis
- Awards are made payable via BACS directly to you (excluding the 20+ Childcare Bursary) upon receipt of your signed acceptance form, after your bank details have been uploaded onto your Learner Portal
- The 20+ Childcare Bursary can only be paid directly to Ofsted approved childcare provider via BACS, upon receipt of the signed 'Childcare Provider Form'. Payments will be made in two equal instalments, subject to your course progression
- Payment will only be applicable in respect of attendance on a course at JFC Training College. Any services the childcare provider provides outside the learner's timetable will be the learner's responsibility to pay for.
- Help toward childcare costs will immediately cease if you withdraw from your course. Any payment made to the childcare provider whilst you have been absent from your course must be refunded to JFC Training College, as will any overpayments
- In the event of withdrawing your child from the childcare provider or the childcare provider not providing services, you must contact JFC immediately
- Further Discretionary Bursary support may be provided if you incur further expenditure during your course for the elements outlined within the Discretionary Bursary if receipts are provided and you have not exceeded the capped amounts. Additional support is not guaranteed, as the funds are limited
- Applicants must enrol on the course in the same academic year for which they have applied for funding. Failure to do so will result in either:

- The application being rejected

OR

- The award being withdrawn
- Award recipients are expected to attend all timetabled classes and tutorials. The only exception to this is periods of absence due to illness and extenuating circumstances. Attendance will be monitored and any learner with a poor attendance record may risk their award being terminated.
- The award will be terminated if registration/enrolment lapses on any grounds other than a temporary suspension of study due to extenuating circumstances N.B. Any absence due to extenuating circumstances must follow college procedures
- No applicant for the award should make any decisions regarding their enrolment, financial arrangements, accommodation or other matters that rely on the outcome of their application being successful.
- All applicants will be informed of the final decision via email

## **Appeals Procedure**

Learners who disagree with the decision regarding their application can appeal against it. The appeal must be made within 7 working days of being notified of the decision. Applicants should state clearly their reasons for disagreeing with the decision.

The appeal will be handled as follows: -

- The application will be reviewed by the Head of Finance and Head of Student Services, who will consider whether the initial assessment was correct. The applicant will be notified of the outcome within 10 working days of receipt of appeal.
- If the applicant disagrees with the decision made by the Head of Finance / Head of Student Services, the applicant will be referred to the College Finance Director, who will review the decision further. The applicant will be notified of the outcome of this review within 10 working days.
- Should the dispute remain unresolved, the Centre Manager will make the final decision as soon as is practicable.

## **Special Circumstances**

When a learner needs emergency support, this could be priority support instigated through a JFC Safeguarding lead, or external agencies funds will be made available. The request will be raised by the Centre Manager who will identify support options. This will then be discussed with Head of Finance. Emergency financial support will need to be agreed through finance and a confidential case overview presented alongside the request.

Urgent Support would indicate funds need to be issued within 1 working day, routine support would indicate funds need to be issued within 3-4 working days.

## **Fraudulent Claims**

JFC takes fraud seriously and will take action if it is found that a claim has been made fraudulently and will take appropriate action to recover funds if necessary.

## **More Information**

Please contact the Learner Support Team [learnersupport@jfctrainingcollege.co.uk](mailto:learnersupport@jfctrainingcollege.co.uk) for assistance or with any queries relating to the application process or visit our Advanced Learner Loans Bursary Fund page.

If you are unable to upload your supporting documents on the form, please contact the Learner Funding Service via email

If you wish to speak to a Learner Adviser regarding your situation for support completing your application or monetary guidance, you may find it beneficial to request an appointment with an adviser for further support and guidance. Please email [learnersupport@jfctrainingcollege.co.uk](mailto:learnersupport@jfctrainingcollege.co.uk)

If you are under 20 years of age, you should also check whether you can get help with your childcare costs through Care to Learn: <https://www.gov.uk/care-to-learn/overview>

### Checklist

Use this list to help ensure you have completed every part of the application before submitting

Have you:	Yes	Not applicable
Filled out the online application form?		
Included evidence of your household income?		
Included evidence of Employment Support Allowance (ESA)?		
Included evidence of Universal Credit (UC)?		
Included evidence of Income Support (IS)?		
Included evidence of Job Seekers Allowance (JSA)?		
Included evidence support under part VI of the Immigration and Asylum Act 1999?		
Included evidence of the guaranteed element of the State Pension Credit?		
Included evidence of travel receipts?		
Included evidence of digital equipment purchased?		
Included evidence of books or eBook receipts?		
Included evidence of course related trips?		
Included evidence of unexpected circumstances?		
Included evidence of birth certificates for each child?		

Included evidence of Ofsted approved childcare contract or costs?		
Included evidence of Child Tax Credit (CTC)?		
Included evidence of Child Benefit (CHB)?		
Included completed and signed UAL Childcare form?		
Included a signed tenancy agreement (all pages)?		