

## FINANCIAL SUPPORT GUIDANCE NOTES & APPLICATION FORM

### PLEASE READ THE FOLLOWING CAREFULLY BEFORE COMPLETING YOUR FORM

This is a summary of the main things you need to know.  
The full policy is available at: [www.kendal.ac.uk/studentmoney](http://www.kendal.ac.uk/studentmoney)

#### OVERVIEW

The College administers the following government funding which is public money: Bursary Fund, Learner Support Fund and Advanced Learner Loan Bursary Fund (19+ students on level 3/4/5/6 courses who have taken out a loan to cover their fees).

These funds can help students with the costs of coming to College. The College has a duty to make sure that the funds are awarded fairly to the students in most need. This assistance is conditional on student attendance and behaviour at College.

#### ELIGIBILITY

You must be classed as a permanent UK/ EEA resident and be on a funded full-time or part-time course. These funds are not available to waged apprentices or HE students (there are other funds for Higher Education students – please contact Student Services for more information).

The funds are for students in a low income household and in financial hardship. Low income is defined as a gross income less than £25,000 if it's a single household (one adult) or £30,000 if it's a joint household (two adults).

We will also consider income that is £5,000 above the threshold, but will only issue an item of the highest priority such as a bus pass.

#### CHANGE OF DETAILS

Any change of details must be notified immediately to Student Services such as change of address/ bank account details/ withdrawal from a course.

#### DEADLINE

Applications submitted before **18 August 2017** will be guaranteed to receive a minimum level of support, subject to eligibility. Further support will be dependent on availability of funds. Applications can be submitted after this date, but will be dependent on remaining funds available. Money will be kept aside for part-time students who can apply at the beginning of their course.

#### ADDITION REQUESTS

If you would like to apply for additional items during your course, you must complete a 'Request for Additional Items'. This can be collected from Reception/ Student Services.

#### INCOMPLETE APPLICATIONS

We can only process your application if all sections are fully completed. Incomplete applications will be returned to you.

#### IMPACT ON OTHER BENEFITS

**16-18 Bursary Fund**  
Support through this fund will not affect entitlement to any DWP income related benefits. If you (the student) are in receipt of DLA and ESA or Universal Credit, parents can no longer receive child benefit.

**19+ Funds**  
It is your responsibility to tell DWP about any support you receive as it may affect eligibility for some benefits.

#### APPEALS

Appeals against decisions will be referred to the Director of External Relations & Client Services

#### OUTCOME

Confirmation of the outcome will be sent to you via post within 3 weeks of application. If you make any future "Additions" Requests we will email you on your college email account. Please check your emails regularly.

#### BACK-DATED PAYMENTS

Applications received before the October half term may have payments calculated from the start of the course if funding allows. Applications received after this date will only be assessed from the date received and no backdated payments can be awarded.

# INFORMATION ON SPECIFIC ITEMS



Bus passes and meal cards can be collected from Reception. If you apply before 18 August 2017, you can collect these at your Enrolment Day or during your first week of the course.



Fuel payments are paid at 20p per mile. You must live more than 3 miles from the college or nearest bus stop.



Netbooks are available to loan  
**Please note:** If Netbooks are not returned an invoice will be sent to you to cover the cost of a replacement.



You can apply for up to £100 for books and £10 for stationery. Books must be ordered through the Learning Centre and will be issued on a long term loan to be returned at the end of the year. Stationery can be ordered through the Learning Centre or externally and a refund will be made on production of a valid receipt.



Childcare support is available. Please see Student Services.



Awards for college trips will be up to £100. Support is available through the Learning Centre to help you access part time jobs to help fund the remaining costs.



A bursary of £60 a fortnight (16-18 years) can support students who are homeless or living in supported housing. Set-up costs for basic household items can be applied for. If you would like any specific items e.g. bus pass, meal card, etc. the costs of these will be deducted from your Bursary and your fortnightly payments will be adjusted.



You can apply for support towards uniform, kit and equipment costs. Contributions will be made into your bank account for you to order the items from the supplier. These items remain the property of the College and should be returned at the end of the course.



Payments (if due) are made directly into your bank account on the 19th and the last day of the month. Term 2 and 3 fuel payments are paid on the last day of January and April.



A Residential Support Scheme Bursary is available for students who are under 19 and meet certain eligibility criteria including household income below £30,993 and studying a substantial level 2 or 3 qualification which is not available within reasonable daily travelling distance from home.