

Advanced Learner Loan Bursary Information & Eligibility Guide

The Advanced Learner Loan Bursary is only available to students who are in receipt of an Advanced Learner Loan for the full cost of their fees. Apply for the Advanced Learner Loan at www.gov.uk/advanced-learner-loan.

There are two schemes:

Discretionary Support – to assist students who may have difficulty staying on and completing their course because of financial hardship.

Learning Support (LS) - to assist vulnerable students, such as those with learning difficulties or disabilities, who need support to access and participate in learning

All applications for discretionary support are income assessed and awards will vary from student to student taking into account household income, household make-up and course/subject requirements.

We will give priority to:

- students in receipt of benefits
- students from households with an annual gross income of £30,000

All payments will be dependent on satisfactory attendance (normally in excess of 85% to take into account students with caring responsibilities) and progress

The Bursary can help with the following costs:

Transport	Maximum of £400, in 6 instalments at the start of each term into your bank account
Childcare – see note below	85% towards costs (maximum of £3,500 per child, max. £7,000 per family), paid monthly into your childcare provider's bank account
Essential books/equipment (as advised by course tutor)	Up to £50 on production of receipt Email funding@runshaw.ac.uk
UK-based curriculum focussed trips	Trips up to £25 fully funded, 50% towards trips costing £25 or more (up to a max. of £200)
UCAS (University) Application Fee	Fully funded, please email funding@runshaw.ac.uk
Additional help may be available towards travel costs to university interviews and open days. We may also be able to offer help with unexpected hardship. Email funding@runshaw.ac.uk	

Childcare

The childcare provider must be Ofsted registered. We will only fund timetabled college days or placement days if they form an essential part of the course. If you are eligible for a Nursery Education Grant, we will only support childcare if your timetable exceeds the number of government funded hours.

Additional Learning Support

Access to this support will be through the Study Support Team

How to Apply for Funding

Application is made through the PayMyStudent Portal on the college website <https://runshaw.paymystudent.com/portal/>. This online system enables you to fill out an application form and upload the necessary evidence that we will use to assess your eligibility. The following instructions are intended to help you make an online bursary application.

- *Register* for an account using your student number, eg ABC12345678, enter your date of birth and create a password.
- Once you have registered, you will be sent a link to *activate* your account via your choice of either text (SMS) message or email (don't forget to check your junk folder in case the email appears in there). Click the link to take you back to the login page, and login using your details and the password you created.
- Follow the link to the Application Form where you will be asked to provide details about your personal circumstances and the household you live in. Your responses will indicate which evidence will be required to support your application. If you have access to a scanner, a smart phone or other digital camera, you can take copies of the required evidence and then upload them. Please note, your application will not be assessed without income/benefit evidence.
- Enter your bank account details
- *Review* your answers on the final page, then read the declaration at the bottom of the page. Type your name in the signature box and then click on 'Submit Application'

You will receive an automatic confirmation email.

After you have submitted your application you will still be able to make any necessary changes until it has been approved by the Funding Team. Once your application has been assessed you will receive an email notification.

***Supporting Evidence** – please ensure you upload all pages of any benefit award letter. For Universal Credit you will need to login to your UC account and open your 3 most recent monthly statements showing Payment for the period, Entitlement calculation and any Deductions. If we do not have all the required evidence, we will not be able to correctly assess your application.

If you need further help or advice, email funding@runshaw.ac.uk