

19+ Discretionary Learner Support Fund (dLSF) Information & Eligibility Guide

Runshaw College offers a range of financial support to students aged 19 or over who may have difficulty in accessing, staying on and completing their course because of financial hardship. Students aged 19 on the second year of a two-year study programme need to apply to the 16-19 bursary.

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 aged between 19 and 23 without a Level 2 qualification
- students aged between 19 and 23 studying their first full Level 3 qualification
- students in receipt of benefits
- students from households with an annual gross income of £30,000 or less

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

The Fund can help with the following costs:

Transport	Maximum of £400, in 6 instalments at the start of each term into your bank account
20+ 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
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.

If you are aged under 20 at the start of your study programme, **Care to Learn** can help with Childcare costs. Apply online at www.gov.uk/care-to-learn.

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 funding application.

- *Register* for an account - If you know your student number, eg ABC12345678, please register using this option, 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.

Advanced Learner Loan Bursary

If you are aged 19 or over and eligible for an Advanced Learner Loan, please refer to the Advanced Learner Loan Bursary Information & Eligibility Guide.

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