



Wirral Met College

## **19+ Learner Support Fund / Advanced Learner Loan Bursary Application Form 2022/23**

19+ Learner Support Fund and Advanced Learner Loan Bursary offers support to students who may encounter financial barriers to learning, giving financial help towards the cost of travel, meals, equipment, educational visits and other course related costs.

Students aged 19+ (on 31/08/22) studying on courses funded by the Liverpool City Region (LCR) Combined Authority's (CA) Adult Education Budget are eligible to apply for 19+ Learner Support Fund.

Students aged 19+ (on 31/08/22) studying level 3 to 6 who have an approved Advanced Learner Loan to pay for their course fees are eligible to apply for Advanced Learner Loan Bursary.

If you are aged 19-24 and have an Education and Health Care Plan (EHCP) you need to apply for 16-19 Bursary Fund.

If you are aged 19 on 31/08/2022 and continuing a study programme you started aged 16-18 (19+ continuer) you need to apply for 16-19 Bursary Fund.

There is no automatic entitlement to funding, applications will be assessed and support will be awarded dependent on your needs and funds being available.

Before you complete this form please read the information carefully and complete all sections that apply to you. If you are having any difficulty completing the form we are here to help and have a team in place to help you understand what funding you may be entitled to and answer any questions you may have.

We can be contacted by:

phone: 0151 551 7431/ 7432

email: [Student.financialsupport@wmc.ac.uk](mailto:Student.financialsupport@wmc.ac.uk)

Bursary applications should be submitted along with supporting evidence no later than 4 weeks after the start date of your course. Bursary support will start from the date you have provided all the information needed to assess your application. Back payments are not guaranteed and if you don't provide us with evidence of your household income we are unable to assess your eligibility for bursary support.

Priority support will be given to students with supporting evidence showing a household income below £35,000. If your household income is above this, please still complete a form as we may be able to take into account your individual circumstances and the cost of participating on your chosen course.



**Wirral Met College**

**Student ID number**

**Surname**

**First Name**

**Date of Birth**

**Contact number**

**Email Address**

**Do you have your own bank account?**

**If yes, please complete the details below:**

**Name of Bank**

**Name of Account Holder**

**Account Number**

**Sort Code**

**Building Society Reference  
Number**

**Please indicate why you need support from the Bursary Fund:**

Travel                      Meals                      Equipment                      Uniform                      Educational Visits

**I need financial help with something else (please specify below):**

Who do you normally live with?

**Childcare**

If you are aged 20+ and wish to apply for financial support towards childcare whilst studying at college please complete Childcare Support Fund Application Form, available from Student Financial Support Team. If you are aged under 20, apply online at [gov.uk/care-to-learn](http://gov.uk/care-to-learn)

**Annual Gross Household Income**

In order to assess your eligibility for assistance from the bursary we need to know your household income. Please note the evidence you provide must be in your own name and / or a partner who normally lives with you.

Please tick whichever applies to you and provide recent / relevant evidence to support your application.

Please indicate below which of the following applies to your household:

In receipt of unemployment benefit

Household income below £25,000 per annum (pa)

Household income between £25,000 and £35,000 pa

Household income between £35,000 and £40,000 pa

Household income above £40,000 pa

**Please indicate the evidence you are providing to support your application:**

Universal Credit monthly statement

Benefit entitlement letter from DWP showing Income Support

Benefit entitlement letter from DWP showing Income based Job Seekers Allowance

Employment & Support Allowance full award letter showing Income related element

Home office letter stating support under part VI of the Immigration and Asylum Act 1999

State Pension Credit full award letter showing guaranteed element

Child or Working Tax Credit award letter showing gross income as assessed by HMRC

Proof of earned income (recent payslip or P60)

Current evidence can be posted to the Bursary Team at our Conway Park address or emailed to [Student.financialsupport@wmc.ac.uk](mailto:Student.financialsupport@wmc.ac.uk)

**Data Protection & Privacy**

All personal data will be held in accordance with the provisions of the Data Protection Act.

Personal data will be used solely for the purpose related to your application for financial support. Student Support Application Forms are only seen by staff involved in the delivery of student financial support.

It may be necessary for additional supporting information to be sought from other college staff in order for a decision to be made.

The College Privacy Statement will be sent to you via your college email account.

## Further Information

19+ Learner Support Fund & Advanced Learner Loan Bursary are cash limited government funds administered by the college. The purpose of the fund is to provide partial financial aid to students who may have difficulty completing their course due to financial hardship.

Students are not eligible to apply if they are:-

- enrolled on a community learning or higher education course
- released on temporary license (RoTL)
- aged 19-24 and have an Education, Health & Care plan (EHCP)
- waged apprentices

## Appeals

Applicants have the right to appeal if they are not satisfied with any decision regarding bursary support or payments. Appeals must be made in writing and sent to:

Bursary Appeals  
Wirral Metropolitan College  
Conway Park Campus  
Europa Boulevard  
Birkenhead  
CH41 4NT

If you have any mitigating circumstances please provide supporting evidence, for example doctor's note, hospital appointment etc.

Appeals must be received within four weeks of the date you are appealing. The appeals panel will meet on a termly basis.

We will inform you in writing with the outcome of your appeal.

Please be aware the decision of the appeals panel is final.

### Declaration:

- I confirm that the information I have given is true and correct.
- I agree to notify the college in writing of any change in my circumstances which may affect my eligibility for funding.
- I understand that I will have to repay any funds if the information I have provided is not correct.
- I have read and understood the further information section and confirm that none of those exceptions apply to me.
- I understand that funding is limited and not guaranteed and eligibility does not automatically mean entitlement.
- I understand that bursary support will start from the date I have provided all the information needed to assess and approve my application and back payments are not guaranteed.
- I understand that the college expects 100% attendance and bursary support is dependent upon a minimum attendance of 90%, behaviour, punctuality and achievement while at college.
- I understand it is my responsibility to inform the Department for Work and Pensions about any learner support I receive as a leader support / bursary payments may affect my eligibility to some benefits.

**I have read and understood this declaration (please tick to confirm)**

**Date**

**Signature**

*Please note payments will be pro-rotta for part-time courses*

**Once completed, please save your completed form and send it to [student.financialsupport@wmc.ac.uk](mailto:student.financialsupport@wmc.ac.uk). Thank you.**

### What happens now?

19+ Learner Support Fund & Advanced Learner Loan Bursary Awards will be processed on receipt of a completed application form along with supporting evidence, and awarded within the term it was received and processed.

You will be informed via your college email address or letter of your award.