



Adult Learner Support Funds 2021-22 Application

Date of receipt:

Important: please read the accompanying guidance notes on how to apply before completing this form.

- › Please use this form if you're aged 19 or over on 31 August 2021 **unless** you're either continuing on a course you began aged 16-18, or you are aged 19-24 and have an Education Health Care Plan. In these cases you should apply to the 16-18 Bursary Fund.
- › If using a Mac, please use Adobe Reader and not Preview to download and complete the form.
- › Make sure you answer all the questions and provide copies of all evidence required.
- › The fund is limited and there's no automatic entitlement to an award; applications will remain open until either the fund is spent, or the academic year ends.
- › All award payments are subject to attendance of over 90%.
- › **Please ensure you have read the University's Student Data Protection Privacy Notice available at uca.ac.uk/data-protection-policies. You can give your consent by signing the statement at the end of the application form. If you are not willing or are unable to give your consent, this may impact on our ability to process your application and you should discuss this with your Specialist Adviser.**

Where do I send my form and who do I contact if I have any questions?

Application forms can be completed electronically and returned to fefunds@uca.ac.uk, the Gateway in the library or your campus Specialist Adviser. If you have any questions about your application, please contact your campus Specialist Adviser as below:

Canterbury: advicecant@uca.ac.uk
Farnham: advicefarn@uca.ac.uk

Epsom: adviceeps@uca.ac.uk
Rochester: adviceroch@uca.ac.uk

Section 1: personal details

1. Student ID number

2. First name(s)

3. Surname

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4. Date of birth

5. Your age in years on 31 August 2021

6. Contact address

Postcode

7. Telephone number

Mobile

8. UCA email address

@students.uca.ac.uk

If you don't yet have your UCA email address, please provide your personal address instead:

9. Course title

Access to Higher Education Diploma in Art and Design

Foundation Diploma in Art, Design & Media Practice

National Extended Diploma in Art & Design Practice – Year 1

National Extended Diploma in Art & Design Practice– Year 2

National Extended Diploma in Creative Media Practice – Year 1

National Extended Diploma in Creative Media Practice– Year 2

National Extended Diploma in Fashion Business Retail – Year 1

National Extended Diploma in Fashion Business Retail – Year 2

10. Campus

Canterbury

Epsom

Farnham

Rochester

11. Have you applied for an Advanced Learner Loan to pay your tuition fees?

Yes (please attach evidence of your loan)

No

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12. Who do you live with?

Please include all adults here – children should be included under points 16 or 23.

Do you live: alone in a shared house/flat with your parent(s) or guardian with partner or spouse

If applicable, please provide details of any parents/guardians/partners or other responsible adults you live with:

Relationship to you:

Relationship to you:

13. Are you care experienced?*

Yes No

*Being care experienced means you have spent any amount of time in local authority care, you are adopted but were previously in care, or you have been looked after by family or friends. For more information visit: uca.ac.uk/student-services/care-leavers

14. Are you a young carer?*

Yes No

* A young carer is someone who is aged 16-25 who cares for a family member or friend with an illness or disability, mental health condition or an addiction. If you're unsure whether this applies to you, contact your Specialist Adviser to check.

15. Are you estranged from your family?*

Yes No

* Being estranged from your family means you've not had verbal or written contact with them for a significant period of time and this is unlikely to change.

16. Do you have any children who are financially dependent on you?*

Yes No

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* If you're a parent under 20, Care to Learn can help pay for childcare costs. For further information and how to apply visit gov.uk/care-to-learn

17. What would you like financial help with?

Course costs (equipment pack, printing costs, local day visits)

Trip costs (Access, Foundation and Extended Diploma year 2 students)

Please specify which trip you're going on: UK visit Overseas visit

Travel

Where are you travelling from?

Method of transport: Bus Train Other (please specify)

Cost of per day per week per month per term per year ticket: £

Please specify the amount you wish to apply for: £

Childcare costs (20+ learners only)

Name of registered childcare provider:

Ofsted number of registered childcare provider:

Cost of childcare: £ per week per month per year

Please specify the amount you wish to apply for: £

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Your bank account details

Any award you receive towards the equipment pack and trips will be processed directly on your behalf through the UCA online store; therefore please don't make any payments towards these costs until you receive an email confirming the outcome of your application. Awards for travel and printing will be paid directly into the bank account you specify below which should be your own account.

As part of the assessment process you're required to provide 3 months of recent bank statements for all accounts held in your name including savings accounts. Statements for a partner/parent/guardian are not usually required.

Name of bank or building society:

Name(s) of account holder(s):

Account number: Sort code: - -

Section 2: information about your income

Supporting yourself

If you're independent and self-funding then you'll need to show how you support yourself financially. If you're reliant either in part or in full on a partner/spouse/parent or guardian then you'll need to include information and evidence for the household.

18. Please tick whether you're providing information for:

Yourself only Yourself and household Household only

Income from benefits

19. Do you or anyone else in the household receive any of the following?

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit

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Child Tax Credit (where you are NOT receiving Working Tax Credit) and have an annual gross income of less than £28,000, as assessed by HMRC

Universal Credit and have an annual gross income of less than £28,000

If you're in receipt of any of the above benefits, please go directly to section 3.

Income from earnings/pension/other benefits not listed above

20. Please complete for adults in the household who are employed/self-employed or in receipt of a pension:

Name of earner (1) Annual gross income £

Name of earner (2) Annual gross income £

Name of earner (3) Annual gross income £

21. Do you or anyone else receive any of the following benefits?

Job Seekers Allowance (contribution based)

Disability Living Allowance (contribution based)

Universal Credit (where there is a gross income of more than £28,000)

Working Tax Credit

Child Tax Credit (where there is a gross income of more than £28,000 as assessed by HMRC)

Other benefits (please specify)

Other sources of income

22. Do you or anyone else in the household receive any other sources of income, for example savings, investments, rental income or child support payments?

Yes (if so give details below)

No

Type of income: £ per week per month per year

Type of income: £ per week per month per year

Type of income: £ per week per month per year

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Other dependent children in the household (excluding the student)

23. Do you have other children dependent on you who are under 18 and in full-time education?

Yes

No

If yes, please state how many dependent children (excluding the student):

Section 3: additional information

Please complete if there is any additional information you'd like us to take into consideration:

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Section 4: declarations

I declare that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further understand that I will be required to undertake to repay any grants obtained by me as a result.

I understand that where I have applied for assistance with up front course costs and have not met the cost myself at the date the award is agreed, then any award for these will be paid directly to the University.

I also understand that if I withdraw from my course I may be asked to repay some or all of my bursary award.

I am aware that in order for any award for course costs to be paid in my name, I must register an account with the UCA online store.

I have read and understood the above declarations.

Signature of student:

Date:

Section 5: General Data Protection Regulations

Consent for data processing

For us to assess your bursary application we will need to obtain your consent to process your personal data. We will collect and process this data in order to:

- Provide you with financial advice and financial assistance
- Comply with any legal obligation to which we as the data controller are subject

To provide these services and to comply with our legal duties we are asking for your consent to collect and process the following categories of data:

- Personal data provided by you, including information about nationality and residency status
- Financial data provided by you, including information about earnings, benefits entitlement and bank account activity
- Other personal data as relevant to the application
- The creation of records related to your application and all responding correspondence

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Personal data provided by you may be shared with the following:

- Staff within Academic Services who will handle and administer the application process
- Specialist Advisers within Academic Services who will assess the information you have provided in line with the published guidance
- Your course tutor – but only where this is required to satisfy the application process and outcome
- FE Campus Registry staff – when required to perform specific tasks relevant to your application
- Finance Department – in relation to your application only where relevant
- Students' Union – in the event of an appeal being made and as part of published guidance

We have a legal obligation to retain any data provided as part of this application and assessment process for a period of six years. After this time, all personal data will be securely destroyed, in line with retention processes. Failure to provide consent to this data processing may have an impact on our ability to proceed with your application.

Consent for data processing will be sought for each separate application you make.

Declarations

I have read and understood the University's Student Data Protection Privacy Notice and the consent to data processing information provided above. I agree for the University to collect and process my data accordingly.

I consent to the sharing of information relating to this bursary application with the adult(s) named in below with the General Data Protection Regulations:

Name:

Contact details:

Name:

Contact details:

Signature of student:

Date:

Name of first adult supporting application:

Signature of first adult supporting application:

Date:

Name of second adult supporting application:

Signature of second adult supporting application:

Date:

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Please ensure you complete the checklist on this page and return this form and your evidence to fefunds@uca.ac.uk, to the Gateway in the Library or to your campus Specialist Adviser.

Section 6: checklist (this section must be completed)

Please tick the boxes to indicate where you have provided evidence and ensure that copies, not originals, are provided as documents cannot be returned. Please ensure you have provided all compulsory evidence and any other evidence as applicable as your application cannot be considered without it.

1. Data protection and administration (compulsory)

- Student declaration and consent for data processing signed by the student and all adults providing information for this application
- Online store account registered (this is required for any course-related awards to be made)

2. Evidence of income (compulsory): this should relate to the year ended April 2021 or April 2020 if submitting a tax return:

- Full Tax Credit Award Notice: all pages for 2020-21
- Income from benefits, for example JSA letter/ESA letter/Income Support letter/Universal Credit Award Statements for the 3 most recent assessment periods
- Earnings/pension income (P60 for tax year ending April 2021/certified accounts for 2019-20)
- Other sources of income (savings and investment interest statements/maintenance payments)

3. Bank statements (compulsory)

- Most recent 3 months bank statements for all accounts held in your name including savings accounts. Statements for a parent/partner/guardian are not usually required

4. Evidence of costs (if applicable)

- Travel (bus/train pass)
- Dependents (child benefit letter/birth certificate)

5. Other evidence (if applicable)

- Confirmation of Advanced Learner Loan application
- Evidence of care leaver status (for example, letter from Local Authority)

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Evidence of estrangement (for example, letter from GP, teacher, social worker)

Evidence of carer status (for example, evidence of Carer's Allowance or letter from GP, teacher, voluntary organisation)

For office use only (don't complete this section)

Initial review

Student name

Student ID no.

Priority group Yes No Application form complete

Supporting documents received

Declarations and consent for data processing signed by student and all adults supporting application

Loan funded

Self-funding

Fee waiver

Date entered on CWC

Initials

Date sent for secondary review

Award decision

No award

Award £

Equipment pack £

Local visits £

Trip £

Travel £

Printing £

Materials £

Childcare £

Other £

Decision made by

Date decision made

Date entered on CWC

Initials

Notes/payment information