

# Adult Learner Support Funds

## 2021-22 guidance notes

**It's important you read these guidance notes before filling in the application form.**

**All award payments are subject to attendance of over 90% whilst on the course.**

### **What are the Adult Learner Support Funds?**

The Adult Learner Support Funds are designed to help adult learners who face the greatest barriers to continuing in education after the age of 19. To make an application you must be 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 between 19 and 24 and have an Education Health Care Plan. In these cases you should apply to the 16-18 Discretionary Bursary Fund.

The Adult Learner Support Fund is a limited fund. Awards are discretionary and will be means tested to enable us to award money where a clear need for support is evident. Awards may not be given where a clear financial need is not demonstrated, for example, where a student has other sources of funding available to them such as savings.

Please note if you withdraw from your course you may be asked to repay some of your award.

### **Who can apply to the Adult Learner Support Funds?**

If your household income is less than £28,000 or your household is in receipt of one of the following benefits, you'll be eligible for the maximum level of support subject to the criteria stated above:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit
- Child Tax Credit (where you are NOT entitled to Working Tax Credit and have an annual gross income of less than £28,000, as assessed by HMRC)
- Universal Credit and an annual gross income of less than £28,000 a year

Students will also need to fulfilling one of the following criteria:

- Be a UK national or other person with a right of abode in the UK who has been ordinarily resident in the UK or British Overseas Territories or Crown Dependencies (Channel Islands and Isle of Man) for at least the previous 3 years on the first day of learning.

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- Be a UK national living in the EEA on or before 31<sup>st</sup> December 2020. In addition students must have lived in the EEA only or in the EEA and UK only for at least the previous 3 years on the first day of learning, and have lived continuously in the EEA only and/or the EEA and UK only between 31<sup>st</sup> December 2020 and the start of the course.
- EEA nationals who have obtained either pre-settled or settled status under the EU settlement scheme and have lived continuously in the EEA, Gibraltar or the UK for at least the previous 3 years on the first day of learning.

Other groups of students may also be eligible for funding. Students who have any residency variations should contact the Specialist Adviser on their campus for further advice.

## What costs can the Adult Learner Support Fund help with?

### Course costs

The fund can contribute towards equipment packs, printing costs, local day visits and trips. Please note the maximum award may not fully cover the costs of your course.

### Travel

The fund can contribute towards daily travel expenses to and from UCA. If you're attending UCA where another provider of the course is available nearer to home, this may affect your eligibility.

You must have taken advantage of any student travel concessions available to you, for example, the Student Oyster Card or Arriva bus pass.

Payments for travel by car will only be permitted in exceptional circumstances, for example, if you have a childcare responsibility. Awards for travel will be capped at the cost of making the journey by public transport except under exceptional circumstances, for example, if you have a childcare responsibility.

### Childcare (20+ learners only)

The funds can help towards childcare costs with a registered provider. The fund is limited and may not be able to cover your full costs. If you're under 20 you can apply to Care to Learn for help with childcare costs. For further information visit [gov.uk/care-to-learn](https://www.gov.uk/care-to-learn).

Maximum Childcare Bursary = £800.

### Other/unforeseen circumstances

If your circumstances change during the year or you are unsure if you are eligible, please contact your Specialist Adviser.

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## When can I apply for the Adult Learner Support Funds?

You can apply throughout the year until either the funds close or the academic year ends.

## How do I apply?

Please complete all sections of the application form clearly, attaching photocopies of all supporting evidence and return to your Campus Specialist Adviser.

For paper application forms or for alternative formats, please contact your Campus Specialist Adviser.

Electronic copies are also available at: [uca.ac.uk/life-at-uca/fees/pre-degree-financial-support](https://uca.ac.uk/life-at-uca/fees/pre-degree-financial-support)

## How are awards paid?

Awards are based on household income (including income from certain benefits). Current awards are made as follows:

➤ **Income less than £28,000 or in receipt of one of the benefits listed:**

- Course costs: we will pay for your equipment pack, your local day visits and a contribution of £50 towards printing costs
- Trip costs: where applicable we will pay £200 towards the overseas trip or £70 for the UK alternative trip
- Travel costs: we will pay your travel costs up to a maximum of £1200\*.

*\* If you're eligible to apply for a concessionary travel pass such as the Arriva bus pass then the award will be capped at the cost of the pass.*

All payments are subject to an attendance level of 90% or over. Regular checks will be made.

Any award is only a contribution towards your cost and is not guaranteed to cover all costs.

Awards for course-related costs will be paid directly to the University.

Travel awards are generally paid termly in advance and you will need to keep evidence of your travel costs for payment to be made. Your attendance will be checked regularly; provided this meets with the required level and you have provided us with evidence of your travel costs, a second and third payment will be made at the beginning of the term.

Childcare costs will be paid directly to the registered childcare provider.

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## General Data Protection Regulations (GDPR)

As part of the application and assessment process for bursary support, you will be asked to consent to the collection and processing of all personal data submitted as part of this process. All parties will be required to read the University's Student Data Protection Privacy Notice available at [uca.ac.uk/data-protection-policies](https://uca.ac.uk/data-protection-policies) and be asked to give your consent by signing the statement at the bottom 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.

## What do I do if I'm unhappy with the decision?

You have the right to appeal against any decision made by the panel. Appeals should be made in writing within 14 days from the date of the decision letter. Please enclose any additional supporting evidence and send to:

Christina Lewis  
Head of Gateway Services & User Experience  
[fefunds@uca.ac.uk](mailto:fefunds@uca.ac.uk)

## Who to contact if I have any questions?

If you have any questions regarding this document or the application form, further information is available in the Adult Learner Support Policy or the Advanced Learner Loan Bursary Policy available at: [uca.ac.uk/life-at-uca/fees/pre-degree-financial-support](https://uca.ac.uk/life-at-uca/fees/pre-degree-financial-support). Alternatively please speak to your campus Specialist Adviser on the telephone numbers below or email: [fefunds@uca.ac.uk](mailto:fefunds@uca.ac.uk).

- Canterbury: +44 (0)1227 817 307
  - Epsom: +44 (0)1372 202 441
  - Farnham: +44 (0)1252 892 612
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