

OFFICE USE ONLY

Application received Date: _____

Received by: _____

Access to Learning Fund (ALF) 2024/25

1. What is it?

- The fund is open to both Undergraduate and Postgraduate students who have 'home' fee status. In addition to having 'home' fee status, students applying for support must be able to evidence that they have applied for/are in receipt of the full support available to them through the Government i.e., maintenance loan, tuition fee loan etc. Students who choose not to accept any source of funding available to them will not be eligible to apply for support through the Access to Learning Fund.

2. How to apply

- Use blue or black ink and write in **CAPITALS**
- Answer **ALL** questions
- Email your completed application to:

UCDon: FinancialAssist@don.ac.ukUCNL: Financial.support@northlindsey.ac.uk

All correspondence regarding your application will be via your College e-mail address – please ensure that you check this regularly.

If you have any queries regarding your application, please email the Financial Support Team;

UCDon on 01302 553760

UCNL on 01724 294179.

The fund will open for applications on **07/10/2024 and close on 27/06/2025**. We will acknowledge your application within 10 working days, this will be sent to your college email account.

Please note that this is a limited fund and all awards are subject to availability - meeting the eligibility criteria does not guarantee support.

Please ensure that we have your up to date contact information, including a current mobile number and email address.

SECTION 1—PERSONAL DETAILS

FORENAME

SURNAME

STUDENT NUMBER

COURSE TITLE

HOME TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

EMAIL ADDRESS

Date of Birth

 / / age as of 31/08/2024

Full Address & Postcode

Mobile Number

SECTION 2— Household Details

From the options below, please tick the box which best describes your household circumstances:

- Living independently Living with partner/spouse w/out dependants
Living with partner/spouse with dependants Living with parent(s)/guardian(s)
Other (*where you tick this option, additional information may be requested from you*)

Please provide details of all dependants below and evidence this with a copy of birth certificate(s):

Child 1	<input type="text"/>
Child 2	<input type="text"/>
Child 3	<input type="text"/>
Child 4	<input type="text"/>

SECTION 3— Course Details

Course Title

Duration of course (in years) Year of study

How will you be travelling to College (please tick)? Public Transport Own Vehicle* Other

*If you have ticked 'own vehicle', please provide a copy of your current **Insurance Certificate**

Are you studying via distance learning? Yes No

Please note that students who are studying via Distance Learning are not eligible to apply for support through the Access to Learning Fund – the only exception to this, are students who are studying via Distance Learning as a result of a disability. This group of students are only eligible to apply for a one-off payment of £200 to contribute towards their 'Specialist Equipment' costs as above.

SECTION 4— Income

A) Student Finance England Support

Please note that if you have not taken out your full entitlement with regards to support available to you through Student Finance England, you will not be eligible to apply for support through the Access to Learning Fund.

From the list below, please state the total amount that you will receive for academic year 2023/24 and provide copies of your Student Finance England '**Notification of Entitlement**' to evidence these amounts:

Maintenance Loan	<input type="text"/>	Childcare Grant	<input type="text"/>
Adult Dependants Grant	<input type="text"/>	Disabled Student Allowance	<input type="text"/>
Parents Learning Allowance	<input type="text"/>	Other (<i>please specify</i>)	<input type="text"/>

B) Other Income(s)

From the table below and where applicable to you/your household, please state other income(s) being received, the frequency which they are received and provide the required evidence when submitting your application (if you have ticked the option 'living with parent(s)/guardian(s)', the assessment will be based on **your** income/benefits **only** and we therefore only require evidence of **your** income/benefit(s)):

Income/Benefit(s)	Frequency of Payment	Evidence Required
Net earnings (student)		Evidence of your earnings; either 4 weekly payslips, 3 fortnightly payslips, or 2 monthly payslips. If you are self employed please provide your end of year tax return for 23/24 and copies of your last 3 months accounts.
Net earnings (partner/spouse)		As above
Working/Child Tax Credits		Tax Credit Award Notice for 2023/24 (all pages) or Tax Credit Review (all pages)
Universal Credit		3 most recent online statements showing the full breakdown of your Universal Credit payment
ESA/Jobseekers Allowance/Income Support/Incapacity Benefit/Bereavement Benefit/Child Maintenance Payments		Award letter April 2024 or after.
Pensions (includes 'State', 'Private' & 'Military' pensions)		Award letter or yearly statement

Please note that the above table/list is not exhaustive and additional evidence may be requested from you – it is the student's responsibility to declare and provide evidence of all forms of income that is being received by them/their household

SECTION 5— Expenditure

Section 5: Expenditure

Composite living costs have already been calculated for use in the assessment based on previous HEFCE guidelines and these include the costs of the following; food and clothing, utility bills, mobile telephone, TV licence, home insurance and social costs.

From the table below and where applicable to you/your household, please state the amount attached to the expenditure type, the amount paid and the frequency which it is paid i.e. monthly or yearly and provide the required evidence when submitting your application (if you have ticked the option 'living with parent(s)/guardian(s)', the assessment will be based on **your** expenditure **only** and we therefore **do not** require evidence of parent(s)/guardian(s) expenditure):

Expenditure Type	Amount and Frequency of Payment	Evidence Required
Rent/Mortgage		Copy of rental/mortgage agreement
Childcare		Copy of childcare contract
Council Tax (full time students are generally exempt or receive discounted Council Tax if residing with partner/spouse)		Copy of Council Tax Bill for 2024/25
Buildings Insurance (mortgaged properties only)		Copy of insurance certificate/breakdown for 2024/25
Prescriptions		Copy of prescriptions for last 3 months
Debt incurred prior to course start date where a repayment plan is in place		Copy of repayment plan

Section 6—Personal Statement

Please provide a statement detailing why you need support from the ALF fund.

Section 7 - Evidence Checklist

Before submitting your application, please check and tick that you have provided all of the required supporting evidence that is applicable to you/your household – **applications will not be accepted without all of the required supporting evidence (if applicable):**

Student Finance England 'Notice of Entitlement'

Disabled Students Allowance 'DSA 2 Letter'

Birth certificate(s)

Vehicle Insurance Certificate

Most recent 3 months **full** bank statements for all accounts held including those of partner/spouse where applicable – statements must show name and bank account details. Mini statements cannot be accepted, nor can statements where details have been edited or blacked out. Please remember to explain all debits/credits that are over £100 which appear on your statements

All evidence stated in **section 4** of the application which is applicable to you/your household

All evidence of stated in **section 5** of the application which is applicable to you/your household

SECTION 9—BANK DETAILS

Bank Name (e.g. HSBC)							
Bank Address							
Account Number (8 digits)							
Sort Code (6 digits)			-			-	
Account Holder (e.g. Mr A Smith)							

Please note, awards will be paid directly into your bank account.

The DN Colleges Group will not take responsibility for incorrect bank details.

SECTION 4—DECLARATION

You MUST sign this declaration

The information I have given on this form is complete and accurate to the best of my knowledge.

I understand that if I give The DN Colleges Group misinformation, or do not give complete information, I may be refused assistance now and in the future, or I may be prosecuted and my financial assistance withdrawn.

I understand that some of the information provided in this form and details of any allocations I am awarded may be shared with other organisations that handle public funds in order to prevent/detect fraud.

Note: It is your responsibility to inform us of any changes to your circumstances which might affect this application.

DATA PROTECTION & PRIVACY NOTICE

In accordance with the Data Protection Act 2018, you are advised that the information submitted on this form will be used for the purpose of processing your application and stored electronically. Your consent to record and process these details is required. If you are unwilling to provide your consent to the recording and processing of this information, including the use of your image for the purposes described, The DN Colleges Group may be unable to offer you support.

Please sign to agree you have read and understood the above:

Signed			
Print Name		Date	

If you have any questions, please contact a member of the team:

Doncaster College - The Hub, Chappell Drive, Doncaster, DN1 2RF
Room S.1.900 | 01302 553760 | E-mail: FinancialAssist@don.ac.uk

North Lindsey College - Kingsway, Scunthorpe, N Lincolnshire, DN17 1AJ
Room: Atrium | 01724 294179 | E-mail: Financial.support@northlindsey.ac.uk