**2025 – 2026 Application Form for:**

* **19+ Learner Support Fund**
* **20+ Learner Support Child Care Fund**
* **Advanced Learner Loan Bursary**

**Part 1 Application Form**

|  |
| --- |
| **Do not fill this form in if:** |
| You are aged 19-24 and have an EHC plan |
| You are aged 16-18 on 31 August 2025 |
| Please check with the Student Financial Assistance team who can, if applicable, help identify the correct form for you to use to apply for financial assistance whilst at college |
| PLEASE COMPLETE THE FORM IN BLOCK CAPITALS IN BLACK INK |

**Section 1: Student’s Personal Details**

|  |  |
| --- | --- |
| **First Name**  | **Surname**  |
| **Date of Birth**  | **Age on 31st August 2025**  |
| **Address**  |
| **Postcode**  | **Email**  |
| **Telephone (landline)**  | **Telephone (mobile)**  |

**Section 2: Student’s Course Details**

|  |
| --- |
| **What is the full title of the course you have enrolled on? (Including level)****---------------------------------------------------------------------------------------------------------------------------------------------------------**Please note it is important that you write the correct full name of the course you will be studying. If you have received an offer letter it will be on this OR it will be on your enrolment form/in the adult prospectus |
| At which College site will you be studying? |
| [ ] Cauldon Campus | [ ] Burslem Campus | [ ] Other |
| Is your course [ ]  Full time? [ ]  Part time? |
| How many days per week will you be attending college for your course?  |

**Section 3: Funding for your Course**

|  |
| --- |
| [ ]  My fees were waived due to benefits/level entitlement/low income |
| [ ]  I have paid for the course myself/my employer has paid for my fees |
| [ ] I am 19-24 and have already achieved a full level 3 qualification or above (e.g., A levels, BTEC Extended Diploma) |
| [ ]  I have taken out an Advanced Learner Loan to cover my fees |

**Section 4: Student’s Residency Status**

|  |
| --- |
| How many years have you lived in the UK/EU/EEA?  |
| What is your current status in the UK? (tick **one** box only then go to Section 5) |
| [ ]  UK National | [ ]  Indefinite Leave to Enter/Remain | [ ]  Discretionary Leave to Enter/Remain |
| [ ]  Exceptional Leave to Enter/Remain | [ ]  Leave to Enter as a student | [ ]  Asylum Seeker |
| [ ]  Full Refugee Status | [ ]  Humanitarian Protection | [ ]  Leave to Enter to accompany spouse/parent |
| [ ]  Leave to Enter as a visitor | [ ]  EEA National | [ ]  Pre-settled status (under EU Settlement Scheme) |
| [ ]  Settled status (under EU Settlement Scheme) | [ ]  Other (please state)  |

**Section 5: Student’s Personal Circumstances**

All Students – Please read through the statements below and tick the box which applies to you

|  |
| --- |
| [ ]  **I am aged 19-24 and a Care Leaver and live independently** – go straight to section 7 |
| [ ]  **I am aged 19-24 and a Care Leaver and live with other people** – to section 6 |
| [ ]  **I live with my parents/guardians and claim a benefit in my own name/I am employed** – to section 6 |
| [ ]  **I live with my parents/guardians and do not claim a benefit or work** – to section 6 |
| [ ]  **I live my spouse/partner** – to section 6 |
| [ ]  **I live with my friend/shared house/rent a room** – to section 6 |
| [ ]  **I live in a sheltered/supported housing/refugee** – to section 6 |
| [ ]  **I do not have a permanent home (homeless/moving between places)** – to section 6 |
| [ ]  **I live on my own (single person household)** – go straight to section 7 |

**Section 6: Household Details**

Please enter details of Student Parent(s)/Carer(s)/Guardian(s) or Spouse/Partner as applicable in the table below

|  |  |  |
| --- | --- | --- |
| #**Adult A** | **First Name**  | **Surname**  |
| **Relationship to Student**  |
| #**Adult B** | **First Name**  | **Surname**  |
| **Relationship to Student**  |

**Section 7: Income Details**

**Please read through the list of different types of income/benefits in the table below**Please tick **all** boxes which apply to your current financial circumstances (and your spouse/partner if you have one) and enclose the evidence requested. Photocopies are preferred but Student Financial Assistance staff will photocopy evidence if requested.
**⚠ Do not hand in this form without enclosing the correct evidence as we will not assess your application without it**

|  |  |  |
| --- | --- | --- |
| **Income Benefit** | **Evidence Required** | **Tick to confirm evidence enclosed with application** |
| Working Tax Credit and/orChild Tax Credit | All pages of your new 2025/2026 Tax Credit Award Notice or Final 2024/2025 Tax Credit Award Notice which correctly states your income for 2024/2025 or your Annual Review for Year Ended 05/04/2025. |[ ]
| Universal Credit | We need your 3 most recent Universal Credit Full Award Statements which state your monthly income (for example: earnings reported by your employer) and any deductions. |[ ]
| Earnings from Employment | We need one current wage slip from each person who is working. |[ ]
| Earnings from Self Employment | Self – Assessment Tax Calculation for 2024 – 2025 (Form SA302) or audited accounts  |[ ]
| Council Tax | Council Tax bill showing 25% single person discount (if you are the only adult in the household) **and** you are **not** providing Tax Credit Award or Universal Credit Award. |[ ]
| Income Support | Recent award letter dated within 3 months which states entitlement to Income Support. |[ ]
| Job Seeker’s Allowance | Recent award letter dated within 3 months which states entitlement to Income based or Contribution based Job Seekers Allowance. |[ ]
| Employment and Support Allowance | Recent award letter dated within 3 months which states entitlement to Income Related or Contribution based Employment Support Allowance. |[ ]
| Guarantee Element of Pension Credit | Recent letter from the pension service dated within 3 months which states entitlement to Pension (guarantee) Credit. |[ ]
| Support Under Part VI of the Immigration and Asylum Act 1999 | Arc Card and Asylum Support letter or Section 4 – Support Grant letter. |[ ]
| Carer’s Allowance | Recent award letter dated within 3 months which states entitlement to Carers Allowance. |[ ]
| Bereavement Allowance | Recent award letter dated within 3 months which states entitlement to Bereavement Benefit. |[ ]
| State, Occupational or Personal Pension | Recent award letter from DWP or letter from relevant organisation dated within 3 months, which shows the amount of payment received. |[ ]
| Any income (Do not include Child Benefit, DLA, PIP or Attendance Allowance) | We need to know if you have any income other than those listed above. If you have, please provide relevant evidence. |[ ]
| Letter from Local Authority | Recent letter from the local authority stating you are a Care Leaver plus evidence of household income from the list of evidence above. |[ ]

**Section 8: Other Funding**

|  |
| --- |
| Will you be receiving any other funding to help with the travelling costs? [ ]  Yes [ ]  NoIf yes, please give details (include any Job Centre Plus Work Programme Funding) |
|  |
| If you are not applying for help with childcare costs, please read and sign Part 3: The Declaration. |

**Part 2 Applying for help with Childcare**

**If you will be under 20 at the start of your course, do not fill in this part of the application form.** Ask Student Financial Assistance for details of the Care to Learn Childcare Scheme.

**Section 9: Your Registered Childcare Provider Details**

Fill in the sections below with your childcare provider according to how many children you are claiming childcare for. Please fill in as accurately as you can to reflect the childcare needed for your timetabled classes in college.

|  |
| --- |
| **Registered Childcare Provider** |
| Name of Childcare Provider  |
| Manager’s Name  |
| Manager’s Signature: |
| Address of Childcare Provider: Email address:  |
| Bank Name  |
| Account Number |  | Sort Code |  |

|  |
| --- |
| **Child 1** |
| Name of Child  | Child’s Date of Birth  |
| Please use the following codes to complete the days below and start date. Please note we can only fund timetabled days.F = Full Day, H = Half Day, B = Before School Club, A = After School Club |
| Mon/start |  | Tue/start |  | Wed/start |  | Thu/start |  | Fri/start |  |
| Cost per session £  | Cost per week £  |
| **Child 2 (if applicable)** |
| Name of Child  | Child’s Date of Birth  |
| Please use the following codes to complete the days below and start date. Please note we can only fund timetabled days.F = Full Day, H = Half Day, B = Before School Club, A = After School Club |
| Mon/start |  | Tue/start |  | Wed/start |  | Thu/start |  | Fri/start |  |
| Cost £ per session | Cost £ per week |

**Section 10: Other Funding for Childcare Costs**

|  |
| --- |
| Please read the statements below. Please tick any which are applicable to the child/children named on this application. |
| [ ]  I will be entitled to claim other Government funding for my child | [ ]  I will be getting help from Job Centre Plus towards my childcare costs |

**Please note that the childcare provision contract is between the Student and Childcare Provider and the College cannot be responsible for any childcare costs incurred because of an unsuccessful application.**

**Section 11: Evidence for Receipt of Childcare Costs**

In order to apply for help with Childcare costs from the 19+ Learner Support Fund/Advanced Loan Bursary for your child/children, you must receive Child Benefit payments for them. We need to see evidence which shows this.

|  |
| --- |
| Please tick **one** of the following and enclose the evidence requested. Please note we cannot process your application without this evidence. |
| [ ]  Recent letter of Entitlement to Child Benefit which names child/children. |
| [ ]  Copy of child’s/children’s birth certificate(s). |
| [ ]  Please tick if in receipt of childcare element for working tax credits and state the days childcare element is used for:  |

**Part 3 Declaration by Student**

|  |
| --- |
| **Data Protection:****You confirm that:**You have filled in all applicable sections and have enclosed all necessary evidence. That the information that you have given on this form is to the best of your knowledge, correct and true. You will inform the College in writing of any change to your circumstances.**You agree that:**Stoke on Trent College can process data contained in this form along with supporting evidence provided as well as on your Student Learning Agreement in order to access your eligibility for Discretionary Learner Support. If you have given personal information relating to anyone else on this form, you have obtained their permission to do so.Your information, where relevant will be shared with 3rd party organisations. Application forms and associated evidence is stored securely on campus: for learners studying offsite this data will be stored at one of our main sites (Cauldon or Burslem).**You understand that:**You are applying for Public Funds and that you may be committing a criminal offence if you omit to disclose any information that may affect your application.**You undertake to:**Repay on request from the College any award that you the Student are not entitled to or any award which has been issues if you the Student withdraw from your course.**You agree that:**If your attendance falls below 90%, you have poor behaviour or make unsatisfactory academic progress, payment for travel and other costs will not be made. |

|  |
| --- |
| **Data Protection Agreement**Please tick **one** of the following options:**I have read and understood the Data Protection statement and I agree to the holding and sharing of my data** [ ] **in relation to this application.** **I don’t agree to the holding of my data in relation to this application and sharing it for funding purposes.** [ ]  |

|  |  |
| --- | --- |
| Name (please print)  | Date  |
| Signature |

|  |
| --- |
| Is there anyone I can talk to if I need help with any aspect of my application?Yes, you can contact the College’s Student Financial Assistance team at:**studentassistance@stokecoll.ac.uk** |

All application forms can be returned by post using the address below or in person.

**Student Financial Assistance, Stoke on Trent College, FREEPOST ST1055, Stoke Road, Shelton, ST4 2DG**

**You do not need to pay postage. Please address your envelope exactly as above – DO NOT WRITE ANYTHING ELSE ON YOUR**

**ENVELOPE**

If possible, please send photocopies of evidence, however any original evidence documents will be returned if you have clearly indicated that you want them to be returned.

**2025/26**

**19+ Learner Support Fund and**

**Advanced Loan Bursary Guidelines**

Please take the time to read the information below before completing the application form.

This document will provide you with information about whether you are eligible to apply to the Learner Support Fund/Advanced Loan Bursary, what sort of assistance you might get, and how to apply.

If you are applying for help with the cost of childcare you will need to make sure that you read **Help with Childcare Costs** as well as the general information about the fund.

If you require help with the information contained in these guidelines or help completing your application, please contact a member of the Student Financial Assistance team.

**What is the 19+ Learner Support Fund/Advanced Loan Bursary?**

The Learner Support Fund/Advanced Loan Bursary aims to help eligible students who need additional financial support throughout their time at College in order to complete their course. The funds can help with travel and Childcare costs and the 19+ Learner Support fund can also help with course related costs.

For more information about Learner Support Funds/Advanced Loan Bursary, please contact our team by emailing**studentassistance@stokecoll.ac.uk**

**Eligibility Criteria for 19+ Learner Support Fund**

Applicants must be aged 19 or over on 31 August 2025 to apply for general course related costs and aged 20 or over at the start of their course to apply for childcare costs.

Applicants must have been accepted onto a ‘Learner Responsive’ course for which they are funded by the Education and Skills Funding Agency.

Many college courses are eligible **but** there are certain types of courses and certain groups of students who are **not** eligible for Learner Support Funds – these are listed below.

**Eligibility Criteria for Advanced Learner Loans Bursary**

All students who apply to the Bursary Scheme must have

had their Advanced Learner Loan **approved**. If you require

assistance applying for the Advanced Learner Loan, please

contact us. Please supply us with your Advanced Loan Approval letter/notification.

**Are you aged 19-24 with an EHC plan?**

If you will be aged 19-24 on 31 August 2025 and you have an EHC Plan (Education, Health and Care Plan), please contact the College’s Student Financial Assistance team via email: **studentassistance@stokecoll.ac.uk** for further guidance about the bursary support which you may be entitled to.

**The following students are NOT eligible to apply for Learner Support Funds:**

* Students who are aged 24 or over at the start of their course and who are enrolling on a Level 3 or Level 4 course which is eligible for an Advanced Learning Loan.
* Students who are over 19 at the start of their course and already have a Full Level 3 qualification.
* Students who have been classed as ‘Overseas Students’ for fee purposes.
* Students studying Higher Education courses (e.g., HND’s, HNC’s, Foundation Degrees)
* Students on self-funding courses (full cost recovery courses)
* Student on Work Based or Community Learning Courses
* Waged Apprentices
* Learners who are in prison or youth offender institutions/or released on temporary licence
* Students who are Job Seekers Allowance claimants who are attending through the Work Programme cannot apply for funds for costs which Job Centre Plus will be meeting.

Asylum seekers are eligible to apply for Learner Support funds (except for the types of courses listed above) but if successful in their application can only be awarded ‘payments in kind’ for example, travel passes or books/equipment purchased on their behalf.

**Are Learner Support Fund applications income assessed?**

The Bursary Scheme will be assessed on household income, applicants must be in receipt of an out of work income related benefit or have an income of less than £40,000.

**Please note:** All thresholds are for gross income (before tax) per year and Child Benefit, Disability Living Allowance, Personal Independence Payment or Attendance Allowance are not counted as income for the purposes of the bursary scheme.

Applicants who are aged 24 and under and who live with parents(s)/carer(s): will in most cases be assessed on parental/carers’ income using the £40,000 income threshold. Students who claim income related benefits in their own right or who are in full time employment can demonstrate they live independently in the parental/carers’ home and all students who are aged 24 or over will be assessed on their own income.

**2025/26**

**19+ Learner Support Fund and Advanced Loan Bursary Guidelines**

**What financial help can I apply for?**

Financial help received is intended to be a contribution and may not meet the full costs.

You can apply for help with:

* Travel costs – if you live at a distance of 1 mile or more from the College site at which you study.
* Childcare costs whilst you are studying for the days attending College. You can find information applying for help with childcare costs further on in these guidelines, under the heading ‘Help with Childcare Costs’.
* Students who are not ‘fully funded learners’\* can also apply for help with:
* Essential equipment and uniform costs.

**If I am eligible, will my application to the Learner Support Fund/Advanced Learner Loan Bursary definitely by successful?**

Although Stoke on Trent College will endeavour to help as many eligible applicants as possible, the College has a limited amount of money available to help students and eligibility does not guarantee an award will be made. You are strongly advised to make an early application.

**When can I apply?**

Application forms and guidelines will be available on the College website, returning students and new students who have applied for a full-time course will be sent an application form in the post.

Advanced Learner Loan students must have successfully applied for an Advanced Learner Loan for your course fees before applying to the bursary scheme.

**What happens after I have submitted my application?**

If you make a successful application we will write/email with details of your award. For further information about the application process and awards for childcare costs, please refer to the information under the heading ‘Help with Childcare Costs’

**Unsuccessful Applications**

If you have been unsuccessful, we will write to you informing you why and with details of how you can appeal against any decision made.

**Evidence**

If you do not supply copies of the evidence of income/benefits we have asked for on the application form, we will contact you to request further evidence but will not be able to make an assessment until it has been supplied.

**How and when will Awards be made?**

Essential equipment and uniform will usually be purchased or costs met by the College on behalf of the student, the Bursary Fund will reimburse the College.

If you are required to purchase essential uniform and equipment, these would be reimbursed by BACS credit transfer.

Please note that no guarantee can be given that the full cost of an item will be reimbursed.

For Students living in North Staffordshire, travel support will take the form of a Smart multi-operator bus pass, which allows you to travel on buses provided by different operators across North Staffordshire with just one ticket – facilitated by monthly and three-monthly electronic passes issued by the Student Financial Assistance team.

If you live outside of the North Staffordshire area, we would look to provide travel support payments, which will be made by monthly BACS credit transfer into the student’s bank account.

**Are there any other conditions for receiving payment?**

You must be fully enrolled on your course and have attended all your lessons and tutorials for at least 2 weeks before any payment is made. To continue to receive payments throughout the college year your attendance must be 90% or above and you must adhere to the conditions of your Learner Agreement, which you will sign at enrolment. Attendance will be checked monthly before a payment is made.

If attendance is below 90%, unless there are extenuating circumstances confirmed by your tutor, no payment will be made.

**2025/26**

**19+ Learner Support Fund and**

**Advanced Loan Bursary Guidelines**

**Help with Childcare Costs**

**Additional Eligibility Criteria**

Students applying for help with Childcare must meet the general eligibility and attendance requirements, which have already been outlined in this guidance.

In addition, you must also meet the following criteria:

* Be aged 20 or over at the start of the course **or** you have successfully applied for an Advanced Learner Loan.
* Be the person who is mainly responsible for the child/children for whom you are applying for childcare costs. You will be asked to provide proof of this, for example; your Child Benefit Entitlement letter, or Child’s Birth Certificate.
* Your childcare provider must be Ofsted registered. If your application is successful, we will write to your provider for proof.

The maximum awards the College can make per-child for Childcare are detailed in the table below:

|  |  |  |
| --- | --- | --- |
| **Nursery** | **Registered Childminder** | **Before and After School Clubs** |
| Daily £65 | Daily £65 | Daily £20 |
| Half Day £45 | Half Day £45 | Daily £20 |

If your household income threshold is above £40,000 (before tax) you will not be eligible to apply to the Learner Support Fund/Advanced Loan Bursary.

**We will also take into account any other Government funding.**

**How many children can I apply for help with?**

As funds are limited, any additional Childcare will be subject to availability of funds and at the discretion of the College.

**What if my childcare provider charges more than this?**

If your childcare provider’s rates are higher than the above rates, it will be your responsibility to pay for any shortfall in funding. It might be advisable for you to discuss this with your provider and put in place weekly or monthly payments.

**How much Childcare can I apply for help with?**

The Learner Support Fund/Advanced Learner Loan Bursary will only contribute for the days/half days or hours when you are timetabled to be in College for lessons and tutorials, and for reasonable travelling time to and from College. It is important that you take this into account when arranging your childcare with your provider.

**Are there any additional conditions for receiving financial help with Childcare costs?**

Your child’s attendance with the Childcare provider must be 80% or above each month, and we will make regular checks with your provider.

Please note, if your attendance falls below the required

threshold and a payment is withheld, it is your responsibility to pay your provider.

**If I am eligible, will my application for Childcare costs definitely be successful?**

Although Stoke on Trent College will endeavour to help as many eligible applicants as possible with Childcare costs, the College has a limited amount of money available to help students and eligibility does not guarantee an award will be made.

**Priorities for funding**

Childcare Applications will be considered in date order of

receipt.

If your Childcare application is successful, we will

write to your Childcare provider confirming payment

arrangements (subject to you being fully enrolled).

If your Childcare application is unsuccessful, we will write

to you to confirm we cannot fund your application.

If there is not sufficient funding for all applicants who have

applied, the following criteria in the order stated will be

used to prioritise funding:

1. Applicants who are studying full time for their first full

level 1 or level 2 qualification

1. Applicants who are aged 23 or under and who are studying full time for their first full level 3 qualification
2. Applicants who are part time students and studying basic skills courses: Literacy, Numeracy and ESOL
3. Any other Applicant (please note we will give priority to full time applicants)

Should any childcare funding remain after this date, applications will be considered in date order of receipt.

The College will however prioritise funding to applicants as

detailed in the above criteria if the fund is over subscribed.

**Please note that the childcare provision contract is between the Student and Childcare Provider and the College cannot be responsible for any childcare costs incurred because of an unsuccessful application.**

Please note: Application forms and evidence are posted at your own risk and the college does not accept responsibility for evidence, which has not been received.

**What happens after I have made my application?**

Upon receipt of your Bursary Scheme application, we will provide you with further details about the application process.

**How will payment for Childcare be made?**

Payments will be made directly to your Childcare Provider by BACs credit transfer. Normally, these will be equal monthly payments from the start to the end of your course.

**2025/26**

**19+ Learner Support Fund and**

**Advanced Loan Bursary Guidelines**

**Appeals**

Appeals in respect of any unsuccessful application or with respect to the award made need to be made in writing to the Admissions Manager. Students can request an appeal form and a copy of the appeals procedure by contacting the Financial Support Officer at studentassistance@stokecoll.ac.uk

**Changes in Circumstances/Fraud**

Students are required to disclose any change in circumstances – personal, financial or educational that may affect their eligibility for funding. Failure to notify us of these changes could result in students becoming liable for the cost of funding given. Forms must be filled in truthfully and accurately and the College reserves the right to recover any funding which has been obtained fraudulently.

**Confidentiality**

Forms and evidence of income are only seen by staff involved in the administration/auditing of the 19+ Learner Support Fund/Advanced Loan Bursary and all formation is stored securely and treated as confidential.

**Equality and Diversity Statement**

The Student Financial Assistance Team will:

1. Take positive action to ensure that all eligible students can apply for financial support to the bursary scheme, thus widening participation and providing learning opportunities for underrepresented groups.

2. Ensure that no applicant to the bursary scheme receives less favourable treatment which cannot be justified in relation to individual financial/personal circumstances.

3. Ensure that all literature, marketing and publicity materials are free from stereotypes, discriminatory assumptions, images and language.

4. Monitor and review the effectiveness of the support on a regular basis.

5. Ensure that this form is available in other formats if required.

**Data Protection**

Stoke on Trent College is a data controller committed to ensuring the security and protection of the personal information that we process under the terms of the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulation (UK GDPR).

The Student Financial Assistance Team collect data requested on the bursary application form and use it to assess your eligibility to access learner support funds. Data is inputted onto our electronic systems to allow us to make payments. Application forms and associated evidence is stored securely on campus: for learners studying off site this data will be stored at one of our main sites (Cauldon or Burslem).

Your data may be shared with relevant government departments or their agencies for the purpose of quality assurance and compliance.

Our Data Protection Policy is available on our website if you require further information.

**Useful Information**

*Guidelines on the purpose and use of the Advanced Learner Loans Bursary Scheme are detailed in the Education and Skills Funding Agency Funding Rules 2025 – 2026.  Copies of relevant extracts are available from the College’s Student Financial Assistance Team.*

All application forms can be returned by post using the address below or in person by the student from their enrolment onwards.

Is there anyone I can talk to if I need help with any aspect of my application?
Yes, you can contact the College’s Financial Support Officer at:

**studentassistance@stokecoll.ac.uk**

**Student Financial Assistance, Stoke on Trent College, FREEPOST ST1055, Stoke Road Shelton, ST4 2DG**

**You do not need to pay postage. Please address your envelope exactly as above – DO NOT WRITE ANYTHING ELSE ON YOUR ENVELOPE**

If possible, please send photocopies of evidence, however any original evidence documents will be returned if you have clearly indicated that you want them to be returned.

These guidelines and application form are available in other formats on request.

\* The information in these guidelines is correct at time of printing however Stoke on Trent College reserves the right to make any necessary changes in order to comply with Education and Skills Funding Agency, Government or College Policy.