

The College of Animal Welfare

Advanced Learner Loans Bursary Fund Application Guidance

Advanced Learner Loans are one way that learners aged 19 or over on 1 August 2016 can fund Level 3 or Level 4 courses as these are no longer funded by the government. To apply for a Loan, the learner must be accepted onto a course that has been designated by the Education and Skills Funding Agency as approved for Loans.

A Loan is one way a learner can fund their course. There are others, such as paying the fees themselves upfront or in instalments, or via an employer. The College of Animal Welfare will give learners information about Loans, but the decision about how to pay rests with the learner, who can get impartial advice from the Money Advice Service <https://www.moneyadviceservice.org.uk/en>

Please note that Advanced Learning Loans are different to, and separate from, HE loans.

The College of Animal Welfare Advanced Learner Loans Bursary Fund is provisioned by government funding in order to try to assist vulnerable loans students, such as those with learning difficulties or disabilities, parents who need help with childcare, and ex-military personnel so they are able to commence, continue or complete their studies. Other disadvantaged learners will also be considered.

The Advanced Learner Loans Bursary Fund can only be used for eligible students who have had a loan approved by the Students Loan Company and have enrolled and been accepted onto an appropriate course with The College of Animal Welfare.

Please note: Only learners in receipt of an Advanced Learning Loan or who have had their Loans application approved can apply to this bursary fund.

The available fund is not vast and applications will be considered on an individual basis. Students are encouraged to explore all other forms of potential financial support available to them prior to making an application to the fund. When making decisions about awarding funds, we will take into account the availability of financial support for learners, including support funding through the Department for Work and Pensions (DWP) and Jobcentre Plus (JCP) as well as the student's personal attempts to access supplementary support by utilising for example The College of Animal Welfare's additional list of grants and bursaries providers. This will be assessed as part of the application process.

Advanced Learner Loans Bursary applications can be made for support in the following areas:

- Hardship situations
- Childcare
- Residential
- Providing additional support with your learning
- Making necessary adjustments under the Equality Act 2010 e.g. Getting or changing equipment

Please note that the Advanced Learning Loans Bursary Funding cannot be used to pay for course fees

Once your Advanced Learner Loan has been agreed by the Student Loans Company, please submit your application as soon as possible.

Applications will only be accepted on the correct form. The form can be found here:
<http://www.caw.ac.uk/study-with-us/fees-and-finance/>

Hard copies are available by contacting Gemma Wilson at Headland House on 01480 422060 or
gwilson@caw.ac.uk

How applications will be assessed

The application form will request a variety of information including earnings, savings, benefits and any applications to other support or bursary funds. Allocations will be determined based on this information. Students will also be asked to identify what support they are requesting and why it is required.

Attendance and behaviour conditions

Advanced Learning Loan Bursary support will be removed if:

- You subsequently abandon or do not complete the course paid for.
- Your attendance is less than 90%
- Your conduct or behaviour is in breach of College rules & regulations.

You should also note that it is your responsibility to report any payments that you may receive to the Job Centre or associated organisations.

Submitting the application

Submit the form either by post to: Gemma Wilson, Contracts Manager, The College of Animal Welfare, Headland House, Chord Business Park, London Road, Godmanchester, Huntingdon, PE29 2BQ or via email to
gwilson@caw.ac.uk

You will be contacted within 2 working days to acknowledge receipt of your application. You may also be asked to provide additional supporting documentation. A decision letter/email will be sent to you within 10 working days of receipt of your application unless further information has been requested.

Please note: should we need to discuss your application with you in person the discussion will be conducted by The College of Animal Welfare's Contracts Manager, Gemma Wilson.

**Due to very limited bursary funds, unsuccessful applications cannot be appealed.
A complaints procedure is available on the college website.**