

## Information Sheet:

### The College of Animal Welfare's Advanced Learner Loan Bursary

Advanced Learner Loans are one way for learners aged 19 or over on the 1 August 2018 to pay for level 3 and level 4 courses that are not eligible for government funding. To apply for an Advanced Learner Loan, the learner must be offered a place on a course that has been approved to be funded through the loan by the government's funding agency; the Education and Skills Funding Agency (ESFA).

The Advanced Learner Loan is one way a learner can pay for their course. Others include paying the fees themselves or by their employer either upfront or in instalments. The College will provide information on the Advanced Learner Loan but the decision about to pay the course fee lies solely with the learner. Impartial advice is available from the Money Advice Service [www.moneyadviceservice.org.uk](http://www.moneyadviceservice.org.uk)

Please note that Advanced Learner Loans are different to and completely separate from HE loans.

The College of Animal Welfare's Advanced Learner Loan Bursary fund is provisioned by the ESFA in order to assist vulnerable and disadvantaged learners who are funding their studies via an Advanced Learner Loan. This is to help overcome barriers such as financial hardship, childcare fees and learning difficulties or disabilities to enable learners to commence, continue and complete their studies. Other disadvantaged learners will also be considered.

Applicants must be enrolled on a course at The College of Animal Welfare and had their Advanced Learner Loan approved by the Student Loans Company (SLC). Payments will only be awarded once the learner has started their course. As the bursary fund is not vast, applications will be considered on an individual basis and grants up to a maximum of £250 will be considered unless in exceptional circumstances.

When making decisions, the College will review any other financial support learners are receiving including from the Department of Work and Pensions (DWP), Job Centre Plus (JCP) and other bursaries granted from external organisations. This will be assessed as part of the application process. It is your responsibility to report any bursary payments you receive to JCP or associated organisations.

Bursary applications can be made for financial support for the following things:

- Hardship situations
- Childcare
- Travel expenses
- Providing additional learning support
- Making adjustments under the Equality Act 2010
- Books and equipment
- **Please note bursary funds cannot be used to pay course fees**

If your application is successful and bursary funds are granted, you will be required to submit evidence showing what the bursary payment/s has/have been used for. This is typically in the form of receipts and copies of bank statements. These are stored on the College's confidential archiving system where only the members of staff needing to access them can see them. They may be used as evidence if the College is taking part in a funding audit conducted by the ESFA. If you fail to provide any evidence requested by the College, they will recover any funds from you.

The application form can be found by going onto the website below or contacting Emily Savage at Headland House on 01480 422060 or [esavage@caw.ac.uk](mailto:esavage@caw.ac.uk).

<http://www.caw.ac.uk/study-with-us/fees-and-finance/>

To submit your application and the required supporting evidence requested within the application form, post to: Emily Savage, Contracts Manager, The College of Animal Welfare, Headland House, Chord Business Park, London Road, Godmanchester, Huntingdon, PE29 2BQ.

Your application will be acknowledged within 2 working days of receipt and you may be asked to supply further additional supporting documents. You will then receive a letter confirming the outcome of your application within 10 working days of receipt of your application.

If the College needs to discuss your application with you, this conversation will take place with the College's Contracts Manager.

Unsuccessful applications cannot be appealed and the College's complaints procedure can be found on the website [www.caw.ac.uk](http://www.caw.ac.uk).