

Student Finance Information 2018/19

Frequently Asked Questions

Adult Education Bursary*

What help is available?

Adult Education Bursary

***For students who are 19+ on the first day of their course, studying a Level 2 qualifications, or who are under 23 and studying their first Level 3 qualification.**

Students have to be resident in the UK for 3 years prior to the start of their course and studying 6 hours per week or more on a vocational course.

Funding may be available to students whose household income is less than £30,000 NET please see the table below for proof of benefits and/or wages required before we can assess the application.

Income/Benefits	Help available
Income Support JSA ESA Universal Credit The guarantee element of State Pension Credit	Travel Equipment – you may be entitled to support Childcare
An income of less than £30K NET	Travel Equipment – you may be entitled to support Childcare

How do I apply?

Complete the 19+ Application for an Adult Education Bursary 2018/19. These can be found in Student Finance Office. Alternatively ring the Student Finance Team on 01793 491591 or Email studentfinance@swindon.ac.uk Completed applications will be processed in date order of receipt and until funds are depleted. **There is no guarantee that students will be entitled to the Adult Education Bursary as this depends on funds being available and meeting the Colleges criteria on progress, attendance and behaviour.**

Childcare

Students 20 and under at the start of their course can apply to the 'Care to Learn' scheme for help with childcare whilst they are studying. Please see a member of the Student Finance Team for details of how to apply. Website: www.direct.gov.uk/caretolearn. Students who are over 20 at the start of the course can apply for support from the Adult Education Bursary.

Will I need to supply anything with my application?

Any entitlement will depend on household income and circumstances. Therefore students will need to supply proof of any income into the household. This will include:

- 2018/19 Tax Credit Award Notice and/or the last 2 wage slips for each working adult in the household
- Benefit letter for the current tax year (since April 2018) or Universal Credit Statement in full printed from online account

We cannot accept applications without the proof requested or that are incomplete, unsigned and undated. We will only accept photocopies and are unable to return any original documents. These will be returned as we are unable to process application and it may cause delays to your Financial Support.

What can I apply for?

Students can apply for help towards travel, equipment, trips, exam/registration and childcare. However we cannot help with living costs.

How will I find out if my application has been successful?

Once a decision has been made we will write to students informing them of the outcome of their application.

How will I be paid?

This will only happen once students have started their course. Students that are entitled to help with travel will be given a bus pass or a fuel allowance. Childcare will be paid direct to the childcare provider. **Bus passes are only issued if students have 90% or above attendance, and meet the College's criteria on progress and behaviour.**

What if I don't agree with the decision that has been made?

Students have the right of appeal against any decision that has been made. Appeals should be made in writing to the write to the Appeal Panel, Student Finance, Swindon College, North Star Avenue, Swindon SN2 1DY within 21 days of the decision.

Who should I contact for further information?

Please contact the Student Finance Team. We are situated in Avenue of the Phoenix Building.

T 01793 491591

E studentfinance@swindon.ac.uk

This is correct at the time of going to print but may change before September 2018. This should be used as a guide only.