

Part-Time Application for support from the Higher Education Access to Learning Fund and other hardship funds for home students

Application Form Guidance Notes

Applications can be accepted throughout the academic year.

It is important that supporting documentation is enclosed with your application form. The Student Welfare Service cannot usually accept original documents and you are therefore asked to supply legible photocopies. In certain circumstances you may be contacted separately by the Access to Learning Fund Administrator and asked to supply relevant original documents. Applications that do not have supporting documents are incomplete and cannot be processed. These forms may be returned to you with an explanatory letter. This will delay your application.

How to complete the application form

Answer all questions on the application form by printing clearly in ink or by ticking the appropriate boxes.

Front page

Academic year – please state the academic year in which you are applying for support, e.g. 2010/11 or 2011/12.

Part 1: Personal Details

Complete all parts.

Address – please put the address that is to be used for all correspondence in box number 7 (include the postcode).

Part 2: Course Details

Complete all parts.

Parts 20 and 21 – if you are unsure of the number of credits or cost of your course please contact the course administrator.

Part 3: Statutory Support and other Funding

Complete all parts.

- All home students can apply to Student Finance England (SFE) for Statutory Support if the part-time course is at least 50% (normally at least 60 credits per year) of an equivalent full-time course and the student does not already hold an equivalent or higher level qualification. Contact SFE on 0845 300 5090 for advice. To receive University Funding, you must apply for Statutory Support first if you are eligible.
- If you have already applied and not yet received confirmation from SFE or you have not applied but believe you may be eligible, tick yes to number 24 and send in the application form with all other documentary evidence. You must then forward notification from SFE as soon as it is received.

Part 4: Dependants

Complete this part if relevant giving details of any children who are financially dependent upon you. If you are paying for registered childcare it is very important that the Ofsted number is provided. If you are unable to use registered childcare please give details in section 7.

Part 5: Disability / Special Medical Needs

Complete this part if relevant.

In certain circumstances students who are disabled or have a specific learning difficulty may be entitled to help with additional related costs via a Disabled Students Allowance from SFE. In these cases, an initial diagnostic test, prior to applying for the Disabled Students Allowance may be paid for through the Access to Learning Fund. For more information on the diagnostic test, contact the AccessAbility Centre – see www.le.ac.uk/accessability for details.

Part 6A: Income

It is important that you fill in these parts as accurately as possible. Don't be put off by the number of parts – only complete those that apply to you and your partner if applicable.

Please include any other income for you and your partner if applicable including savings and specify what that income is. If you do not have enough room, continue in Part 7.

Part 6B: Expenditure

Place in the expenditure column **all** household expenditure you and your partner (if applicable) have. If you have children the expenditure should include costs relating to them as well.

Please leave General Living Costs blank – these will be calculated based on the number of people in your household according to Government guidelines.

If you do not have enough room to include other costs please continue in Part 7.

Travel – we will only include in your assessment, essential expenditure associated with you and your partner's travel arrangements. It is therefore important that you give valid reasons for running a car/s and calculate as accurately as possible your weekly mileage.

Part 7: Supporting Statement

You **must** submit a supporting statement, explaining your reason(s) for applying **and** what you would like assistance with.

Part 8: Declaration

It is very important that all relevant boxes are ticked – this helps us to determine your eligibility for support from the fund.

If you have lived in the UK for **at least** the three years before 1st day of the 1st academic year of your course **and** had no restrictions on your stay at that time (**or** have been granted refugee status) you will normally meet the eligibility criteria. If you have been notified that you are eligible for support from SFE then you definitely meet the criteria. If you are unsure and would like clarification of your personal eligibility please contact the Student Welfare Service – details on page 12 of the application form.

Please do not forget to sign and date your form.

Details of information required

On page 9 of the form is a list of documents you will need to submit (depending on your circumstances) with your completed application form. If any evidence is missing no assessment will normally be made until the evidence is provided and your form may be returned to you with an explanatory letter. In addition to this, you may need to send in further (photocopies of) documents specific to your situation. We will contact you if this is necessary.

If you have any questions on what documents you need to produce please contact the Student Welfare Service as detailed on page 12 of the form.

Help with the form

If you need help with any part of the form please contact a Student Finance Adviser who will advise you over the telephone or offer an appointment if practical.

A leaflet outlining the support available for part-time students should have been supplied with this form. If you do not have a copy of the leaflet please contact the Student Welfare Service on 0116 223 1185.

If you live In Scotland, Wales or Northern Ireland you should apply to the local funding body where you live. Contact a Student Finance adviser for details.