

## Higher Education Access to Learning Fund Form Guidance Notes

### 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 black 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. 2005/06 or 2006/07.

### Part 1: Personal Details

Complete all parts.

Address – please put the address (include the postcode) that is to be used for correspondence in box number 7. If this is different from the address held centrally by the University, please ensure you notify Registry (ground floor, Fielding Johnson Building) of the change in your address as most correspondence relating to your application will be forwarded via Registry.

### Part 2: Course Details

Complete all parts.

### Part 3: Dependants

Complete this part if relevant giving details of any children and/or adults who are financially dependent upon you. If you are paying for registered childcare it is very important that the Ofsted number is provided.

### Part 4: Disability/Special medical needs

Complete this part if relevant.

Disabled students, especially those with a specific learning difficulty such as dyslexia, may wish to apply for a preliminary diagnostic test, prior to applying for a Disabled Students Allowance. Assistance in meeting this cost may be provided through Access to Learning Fund. For more information on the diagnostic test, contact the AccessAbility Centre – see [www.le.ac.uk/accessability](http://www.le.ac.uk/accessability) for details.

### Part 5: 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.

### Student Loan

If you are in receipt of a student loan, it is particularly important that you tick the relevant box regarding whose income was assessed to determine the level of support you receive.

Please put in the maximum loan you receive.

If eligible you must have taken out a student loan before receiving help from the Access to Learning Fund. In the case of students applying for loans through their LEA (England and Wales), SAAS (Scotland) or Dept. for Employment and Learning (Northern Ireland) you must have applied for your full assessed entitlement.

If your parents have been unable to complete a financial assessment form for some reason and you are therefore only able to take out the non means-tested element of the loan, this does not make you ineligible for the Funds but further information will be required. It is advisable in these circumstances that you make an appointment to see the Student Finance Adviser – see page 8 of the application form.

### **Other income**

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

### **5B: Partner's income**

If you have a partner who is living with you please indicate any income they, have after deductions, under part 5B.

### **Part 6: 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.

### **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 1<sup>st</sup> day of the 1<sup>st</sup> academic year of your course and have no restrictions on your stay (or have been granted refugee status) you will normally meet the eligibility criteria (as assessed by your LEA, if you are a full-time undergraduate or PGCE student, for example). If you have been notified that you are eligible for a student loan 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 8 of the application form. Please remember to sign and date your application.

**Please do not forget to sign and date your form.**

### **Details of information required**

On page 7 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. For example, if you have to travel back to your parental home to care for an ill relative you could supply evidence of coach / rail tickets.

If you have any questions on what documents you need to produce please contact the Student Welfare Service as detailed on page 8 of the form.

### **Help with the form**

If you need help with any part of the form please make an appointment to see the Student Finance Adviser. It will help if you could bring your supporting evidence to this meeting.