

## Learning Support Grant Application Guidance

This guidance is to support applications for the academic year 2023-2024

Please read this carefully before completing the application form.

### Who can apply?

- Chichester College Group Learning Support Grant is open to all students aged 16 or over and attending a fully-funded course at the College. This can be full or part-time.
- You must meet the residency criteria detailed in the **residency section** of the form.
- Students who are over 19 receiving a **19+ Advance Learner Loan** for their course fees.
- You must show that you (if you are 19 or over as at 31/8/23 or your parents/guardians (if aged 16-18 as at 31/8/2023) **are in receipt of a benefit listed on the application form OR have an income of £24,000 or less.**
- Partial contributions to costs will be awarded if your income is between: **£24,000 to £34,000.**
- If you do not meet the above eligibility criteria but still require financial assistance please contact the **Student Finance Team.**
- Assistance with travel costs (bus, train, or car) to and from college.
- You must live more than 2 miles away to be eligible for travel support.
- Students are not automatically entitled to a bursary if they do not have financial needs or they are covered by other sources.

### What will we help with?

- **Please note travel payments will not be made where overall attendance drops below 90 %. All students have the right to appeal the amount of Travel Grant awarded.**
- Books and equipment necessary for your course. Books and certain items of equipment can be ordered directly within the departments. Please contact them on receipt of your award letter if you require this option. If not, receipts will be required for items purchased to be refunded.
- UCAS application fees.
- Trips related to your course.
- Childcare expenses for students aged 20 or over as at 31/8/23 . All payments will be made directly to your childcare provider. (Students **under 20** will need to apply to **Care To Learn** for help with childcare costs).

### Residency Status up to 31st December 2020?

- A person on the 31st December 2020 who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding the 31st December 2020. 'Settled' means having either indefinite leave to enter or remain (ILE/ILR) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK as follows:
  - British nationals who hold a United Kingdom of Great Britain and Northern Ireland passport.
  - Irish nationals.
  - European Union nationals or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled or pre-settled status.
  - Students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021.
  - British Dependent Territory Citizens (now known as British Overseas Territory Citizens)

### Residency Continued

- Asylum seeker under 18yrs and under the care of social services ( section 67 Immigration Act 2016)
- Those who have a certificate of naturalisation or registration as a British Citizen.
- Those with Hong Kong British National (Overseas) (BN(O)) visa who have been given Home Office permission to reside in the UK.
- I am a person who is recognised as a refugee by the UK Government or the spouse or civil partner or child of a refugee or have been granted humanitarian Protection.

### Vulnerable Bursary?

If you meet one of the following criteria, you may be eligible for the Vulnerable Bursary of up to **£1,200** per year:

- Aged 16-18 as at 31/8/23 and living in care or left care within the previous 3 months.
- Aged 16-18 as at 31/8/23 and receiving Income support or Universal Credit in your own name and financially supporting yourself and /or someone who is dependent on you.
- Aged 16-18 as at 31/8/23 with a learning disability in receipt of Employment Support Allowance or Universal Credit AND Disability Living Allowance or Personal Independence Payment.

**Please note we require a supporting letter from your social worker or proof of benefits listed below dated within the last 3 months as evidence.**

### Financial Evidence Required?

- **Universal Credit:** screenshots of payments list, showing latest payments, together with latest UC Award Notice (all pages) detailing how payment has been calculated.
- **For Income Support, Job Seekers Allowance (Income based), Employment Support Allowance** Benefits agency letter stating you receive this benefit OR bank statement showing receipt of this benefit. Documents provided need to be dated within the last 3 months.
- **Working Tax Credit or Child Tax Credit :** ALL pages of your award notice for April 2023 /2024
- **Bank Statements** you need to provide 3 months bank statements, all documents need to be dated within the last 3 months.

### Free College Meals?

**To be eligible for Free College Meals the student must be between 16-18 as at 31/8/23 and parents in receipt of:**

- Income Support
- Income based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- **Child Tax Credit**, provided they are **not** entitled to Working Tax Credit and have an annual income of **£16,190** or less, as assessed by Her Majesty's Revenue and Customs
- **Universal Credit** with net earnings not exceeding the equivalent of **£7,400 pa. You must provide a copy of your Universal Credit Award notice that includes your monthly earnings.**

**Students aged 19-24 as at 31/8/23 and subject to a Education Health and Care plan and EFS (European Social Funded) Students aged 16-18 as at 31/8/23.**

If you have any queries with regards to completing the application form or supporting evidence, please contact the Student Finance Team by emailing:- [studentfinance@chigroup.ac.uk](mailto:studentfinance@chigroup.ac.uk)