



Who should read these guidelines?

The information in this guide is for students who will be aged 19 or over on 31 August and who will have funding for their course from a Student loan and possibly a maintenance loan

What is the Student Finance England Loan?

The Student loan is provided by the government for Eligible students are able to get a Tuition Fee Loan from the government which helps to fully or part pay the course fee. This is available to students studying an undergraduate degree or Foundation Degree. You can request a loan which covers the whole of the fee or just part of the fee. You will need to apply for a Tuition Fee Loan each year of your course.

The Tuition Fee Loan is paid directly from the **Student Loans Company** to the College.

Who is eligible to apply for the HE Hardship bursary?

Applicants must have applied for, been offered or have accepted a place on a Higher education course at Plumpton College and have checked with Student Records or The Education, advice and guidance team (EAG), that the course you are applying for is eligible for student finance from student Finance England. And also had the loan agreement. It is also possible to get a maintenance loan which helps with the cost of living (e.g. rent, food, course materials, etc). How much you can get depends on your circumstances (e.g. household income, where you live and study.)

You can get an idea of how much support is available to you using [Student finance for undergraduates: Eligibility - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

The maintenance loan is paid to the student in three instalments in the academic year:

- October: Once you have started and settled on your course
- January: when you return from the Christmas / winter holiday
- April: when you return from the Easter / spring holiday

If you still find you have some hardships while studying at Plumpton College, then a HE Hardship bursary may be available to you. Students whose residency status is that of overseas student and who have a UK student visa or a UK visitor's visa will not be eligible to apply for a HE Hardship Bursary.



Will the Plumpton College HE Bursary be Income Assessed?

Yes – the HE Bursary will be assessed on the household income of the student where they live. If the student lives with a spouse or partner – the household income of the both will be assessed. We will look at the student’s income only if: The student lives independently and is supporting themselves. The student is receiving Employment and Support Allowance in their own right as well as Personal Independence Payments or Disability Living Allowance. The student is receiving Universal credit or Income support in their own right.

What is the Income threshold?

To be eligible to apply for a Plumpton College HE Bursary household income must be: £25,000 (before tax) per year or less (as assessed by student finance)

What income is taken into account?

All taxable earnings, income and benefits are considered. Disability Living Allowance, Attendance Allowance, Personal Independent Payment, payments are not counted. But full statements or letters must be provided for proof of receipt.

What sort of financial help is available to successful applicants?

The funds can be used at the **students choosing** to support their learning, but maybe the awarded money can help you to pay for things like:

- Meals and travel
- Course materials and equipment
- Childcare (aged 20+)
- College Residential Costs

This is a cash sum paid via BACS and for you to decide how best to use the fund to support you while studying with Plumpton College. The amount you may be eligible for is between £600 - £1000 paid in 3 equal installments over the academic year. Same as the Student loan.



Important notice regarding availability of funding.

Funding is only available to learners who have been awarded a Student Loan for the academic year. You cannot apply for this bursary if you have not successfully applied for a loan or you are self-funding the course fees. Funding is limited and offered on a strict first come, first served basis. Whilst we aim to help all eligible learners, this may not always be possible. **Applying and being eligible for a bursary does not guarantee a bursary will be given.** Bursaries are assessed yearly and maybe subject to changes in amount of support given from any previous year's awards, due to funding availability and may not cover 100% of your costs. If your application is successful, you will be awarded from the date all the correct evidence is received by the College. The application asks for personal and financial information. Please ensure sign the declaration to confirm that the information you have given us is correct. If you are awarded funding on the basis of false information, you may have your funding withdrawn and you may also be asked to return any funds you have received

When can I apply to the Bursary Fund?

We would encourage all prospective and returning students who think that they might be eligible to apply for assistance to complete and submit the Student Bursary application form during the summer period in order that their application can be assessed before the start of term. Early application will help us ensure that any assistance awarded can be put in place as close as possible to the start of the September term. Applications can be made throughout the year. Application forms and guidance notes will be available from the College website.

Do I need to submit evidence with the application form?

Yes, it is very important that the correct evidence is submitted with the application. The evidence is required for each type of earnings – all pages must be supplied.

- **Tax credit award for current financial year.** We can accept provisional tax credit award letters or the previous award if this roles into the academic year;
- **Universal Credit** – 3 x the most recent monthly award notices or statements from online account. Take home pay must also be provided along with 3x monthly Universal Credit statements to assess total household income, net earnings must not exceed £7400 per year.
- **Proof of earnings in the household** – 3 x most recent wages slips and/or P60 for all 18+ adults and or the most recent self-certificate for self-employment.
- **Child Tax Credit**
- **Working tax credit**
- **Council Tax Benefit** (excluding single person allowance).
- **Copy of the Guarantee element of State Pension Credit**



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Higher Education (HE) Hardship Bursary

- **Benefit letter** - dated within the last 3 months (Income Support, Employment Support Allowance, Job Seekers Allowance, PIP)
- **Student finance agreement letter:** please provide the letter stating the agreed amount for the student finance and the amount of maintenance you will receive from student finance England.
- Please supply any other relevant information regarding your income in the last twelve months, including furlough payments, exceptional benefits, redundancy payments, Business Support Grants etc. We may need to speak to you or ask for more information to complete the assessment.

Photocopies are preferred but if you send in forms they cannot be returned to you. If the correct evidence is not submitted the form **cannot** be assessed and an award cannot be made. If this is the case, we will email the student to inform them of what further evidence they need to submit. It is the responsibility of the student to make sure that they do this promptly. Sending all evidence to bursary@plumpton.ac.uk .

Are there any other conditions for receiving assistance from the Bursary Fund?

Yes, any payments will be conditional on good attendance, good behavior and satisfactory academic progress (for example completing and handing in work set on time). These conditions are the same as those outlined in your Learner Agreement which you will sign when you enroll at Plumpton College.

How will students know if they have been successful?

We will email all students informing them of the outcome of their application. Successful students will get an award notice which tells them what their award is. This means that wherever possible most eligible students will know what level of assistance they can expect when they start their course.

Students who make later applications to the fund will receive an award notice as soon as an assessment has been made.

We will also communicate to all unsuccessful students informing them of the reasons for the College's decision.



Changes in Circumstances.

Students may submit further evidence should a change occur in their circumstances which may result in them being assessed for a higher level of assistance. Students are also required to disclose any change in circumstances – personal, financial or educational that may make them ineligible for funding. Failure to do so may make the students liable for the cost of funding already received.

Bank Accounts

As a learner in receipt of a bursary, you must have your own bank account; this must be a current account (not a savings or Post Office or similar). If you do not have your own bank account, we will require signed authority confirming your agreement to payments being made to a third party of your choice. If the latter is applicable, please make this known as early as possible.

What should I do if I am not happy with any decision that has been made regarding my application?

Students can appeal against any decision made regarding their application in writing to the complaint administrator (Principle's PA) complaints@plumpton.ac.uk .

Initial assessments of applications and initial award decisions are made by the bursaries officer for the Student Financial Assistance team. In order to ensure impartiality, appeals will be investigated by the complaint administrator (Principle's PA) who has no part in the original decision making.

Other sources of funding:

Turn2Us is a charitable service that helps people access the money available to them – through welfare benefits, grants and other help.

<https://www.turn2us.org.uk/forfurtherdetails>

(Please check as there is more information on the Plumpton College website)

If you have any other questions or queries about the loan please contact: The Bursary officer, Finance Department

Phone: 01273 892102



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Email: bursary@plumpton.ac.uk

Higher Education (HE) Hardship Bursary

Queries on the course email: setudentrecords@plumpton.ac.uk or EAG@plumpton.ac.uk