

Student Welfare Office

Bridie Woods Student Welfare Officer
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Leading education
and social research
Institute of Education
University of London

Access to Learning Fund Application for Financial Assistance 2011-12

Please read the Guidance Notes attached to this form before completing your application.

The Fund assists students who run into financial difficulties. Applications can be submitted at any time during the academic year. The amount of grant paid will depend on the needs of the student and the amount of funds available. All information provided will be treated in confidence and we trust that the information will be truthful and accurate.

Please enclose (see Guidance Notes)

- A letter, signed and dated, stating briefly the reason(s) for your application.
- Evidence and documentation of your income and expenditure
- At least 3 months recent bank statements for each account held

Photocopies of documents are acceptable because we keep your evidence for auditing purposes

Section A: Personal Details

Surname (family name) _____

Forenames _____

Title: Mr/Mrs/Miss/Ms/Dr/Other _____ Age _____ Date of Birth _____

Address:

Term Time _____ Home _____

Tel No/s: _____ Email: _____

Section B: Course Details

Course Title & Subject _____

Full-Time or Part-Time _____ Student ID Number _____

Date Course Commenced _____ Date Course Due to be Completed _____

Section C: Bank Details (for payment purposes)

Bank Name: _____

Bank Address: _____

Bank Account Name: _____

Bank Account/Roll Number: _____ Bank Sort Code: _____

Overdraft Facility: Amount/Limit £ _____

Section D: Dependants

Please provide supporting evidence e.g. marriage/birth certificates/ child benefit letter

Name	Age/Date of Birth	Relationship Wife/Husband/Son or Daughter etc

Section E: Disability / Exceptional Needs or Circumstances

Please provide information regarding any disability or health concern you wish to be considered.

You may find it helpful to discuss your application with the **Institute of Education Disability Coordinator. (See page 1 of the Guidance Notes for contact details)**

You may also use this space to describe any exceptional difficulties that are not covered elsewhere in this form. Priority will be given to students who are applying on the grounds of a disability.

You may continue on an additional sheet, **signed and dated**, if you wish to do so.

**If you would prefer this form in an alternative format
please contact the Disabilities Support Office**

Section F: Income and Expenditure

Please calculate the monthly amounts applicable for the duration of your course.

Assumed income level figures (see Guidance Notes page 3)

PGCE, Foundation, Degree and B Ed full time

First/Full year students: £169.40 per month. Final year students: £56.50 per month

Full-time Research, Masters & Diploma students

£841 per month Students with children/dependants or disabled: £698 per month

Income		Total	Monthly	Documentation Required
PGCE Courses: Training Salary/ £9,000/£6,000/£2,500				Bank statements
PGCE, B Ed, and Foundation Students				
Student loan for tuition fees				<ul style="list-style-type: none"> Student Finance England (SFE) and Student Loans Company (SLC) letters showing details of loans and grants. Bank statements showing receipt of loans and grants.
Student loan for maintenance/living costs				
Maintenance grant /Special support grant				
Parents Learning Allowance				
Adult Dependants Grant				
Childcare Grant				
Other Courses				
Scholarship/Sponsorship/Bursary/Award				Award letter & Bank statement entry
Payments from Trust or Charities				Award letter & Bank statement entry
Professional Career Development Loan	Fees			Statement/Letter & Bank statement entry
	Living Costs			
Benefits etc				
Child Benefit				Child Benefit letter/ Bank statement
Child Tax Credits				Inland Rev letter & Bank statement
Working Tax Credits				Inland Rev letter & Bank statement
Disabled Person's Tax Credit				Inland Rev letter & Bank statement
Jobseeker's Allowance				Benefits letter & Bank statement
Income Support/ESA/Incapacity Benefit/DLA				Benefits letter & Bank statement
Housing Benefit				Benefits letter & Bank statement
Council Tax Benefit				Benefits letter & Bank statement
Child Maintenance Payments				Letter & Bank statement entry
Salary/Income				
Student's Income/Salary				5 weekly / 3 monthly payslips Bank statement entries
Partner's Income/Salary				
Other Income (please specify)				Evidence as appropriate & bank statement entries
Assumed/Notional Income: see above				
Total Monthly Income				

Expenditure				
Composite Living Costs (see Guidance Notes)		Based upon DWP amounts		
£100 per month will be deducted where students are staying in catered accommodation and £20 per month will be deducted where accommodation fees include utilities.				
			Additional CLC Amounts	
<i>Student profile</i>	<i>per week</i>	<i>per month</i>		<i>per week</i>
Single student /Lone Parent	£107	£464	Children	£64
Student with partner	£147	£637	Family Premium	£18
Student with partner & 2 children under 16	£293	£1,270		
Single parent student with 2 children under 16	£253	£1,096		

Expenditure	Monthly	Documentation Required
Composite Living Costs		N/A
Rent/Mortgage		Mortgage or Tenancy Agreement/Bank Statement
Council Tax		Annual Council Tax Statement/Bank Statement
Travel to Institute of Education PGCE: Travel to School Placement		Details of Journey
		From/To
		Mode of Travel
		Days Per Week
Childcare		Nursery/Childminder Receipts/Bank Statement
Total Monthly Expenditure		

OTHER COSTS

Expenditure	Description	Amount	Documentation
Disability/Health Related Costs			
Course Related Books/Materials and Equipment			
PGCE: Clothing for School Placements			
Mobile Phone (Students with children)			
Buildings Insurance (Mortgage Building Insurance Only)			
Priority Debts (Accommodation/Council Tax/Utilities)			
Loans			
Credit Debts			
Other Course Related/Living Costs			

SECTION G: Declaration

I confirm that the information given on this form is correct and complete to the best of my knowledge.

Signed _____ Date _____

Any false or misleading information given on this form may result in your application being rejected or in funds allocated on the basis of misleading information being reclaimed by the Institute.

This form and supporting documentation should be returned to:

**Bridie Woods
The Student Welfare Office
The Student Support Centre
Institute of Education
20 Bedford Way
London WC1H OAL**

Incomplete applications will not be processed

