

## Student Welfare Office

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Student Welfare Officer  
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# Access to Learning Fund

Home UK Students Only

## Guidance Notes

2011-12

**Closing Dates for applications to ensure payment before the end of term:**

Autumn Term	Friday	25 November 2011
Spring Term	Friday	24 February 2012
Summer Term	Friday	25 May 2012

**If you think you may need to apply don't wait until you have no money.  
It may take up to 4–5 weeks to process your application.**

### PLEASE NOTE

Eligible students must take out their student loans  
for tuition fees and living costs before applying to the Fund

**Please read these notes before completing your application form**

### **This information is available in alternative formats**

If you have a disability and require a different format please contact

**The Disabilities Support Office**

Student Support Centre/Level 4,  
Institute of Education,  
20 Bedford Way, London WC1H 0AL

Email: [disabilityadmin@ioe.ac.uk](mailto:disabilityadmin@ioe.ac.uk) Tel: 020 7612 6641

## Guidance Notes

The fund provides discretionary support for students with additional costs that cannot be met from other sources. Students who may leave their course because of financial problems are encouraged to apply. Any help you receive from the fund is usually non repayable. Repayable loans may also be issued in some circumstances.

### Priorities for Assistance

The Government asks us to give priority to the following groups of students:

- Students with children (especially lone parents)
- Mature students, especially those with existing financial commitments, including priority debts (Accommodation/Council Tax/Utilities/Secured loans)
- Students from low income families
- Disabled students (especially where the DSA is unable to meet particular costs)
- Students without sponsorship or other funding awards (postgraduate students)
- Students who have entered higher education from care, from Foyers, or who are homeless
- Students receiving the final year loan rate, who are in financial difficulty

If you are not in one of the priority groups you must provide information to support your application.

### Who Can Apply?

The fund is for Home UK\* students registered on a course at the Institute of Education, and includes

- full or part time undergraduate and postgraduate students
- distance learners, and those who are writing up their thesis
- students who have deferred their studies for compelling personal reasons

\*If you need further information on the residency rules please contact the Student Welfare Office (see page 1).

### Disabled students

Students whose disability prevents them from studying at least 50% of a full time course, may apply to the fund if they are studying at least 25% of a full time course.

Disabled students, especially those with dyslexia, can apply for help towards the cost of their preliminary diagnostic test, prior to applying for a Disabled Students Allowance. Students do not need to have applied for a student loan. Please contact the Disabilities Support Office (**See page 1**)

### Students who are eligible to receive social security benefits

Applicants are advised that payments from the fund may affect their benefit entitlements. Students can be given a document from the Welfare Office to help them in claiming benefits.

### How many times can you apply?

You may apply more than once during an academic year but usually only if your circumstances have changed. You will be asked to provide documentary evidence for the change in circumstance.

### Short term loans

At the start of the academic year the fund can offer help to students who experience delays in receipt of student loans. You will be expected to repay this loan when your student loan instalment arrives.

### Student Loan Arrears

Students whose access to student support has been blocked due to a default on previous student loans should contact the Student Welfare Office for guidance.

## How your application for assistance from the Access to Learning Fund will be assessed

### Standard/Non Standard Awards

The assessment process for 'standard' and 'non-standard' awards is designed to identify students who have particular financial needs and those who are in unforeseen financial difficulty.

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### Standard Awards

These can help to meet general costs such as accommodation, food, utility bills etc, and also course related costs such as childcare, travel, and books. Standard assessments consider the difference between income and expenditure.

### Assumed Income for Standard Assessments

This may come from your parents /partner / bank overdraft / savings etc. Exceptions for this rule are students with dependants, students who are repeating their studies, and students unable to work due to disability or health reasons. The following amounts are used as assumed income in addition to student grants and loans.

### PGCE, Foundation Degree and B Ed Full Time

First year students: **£1,69.40 per month**. Final year students: **£56.50 per month**

### Full time postgraduate students on Research, Master, and Diploma Courses

£841 per month: students studying in London. £698 per month: students with dependants or a disability

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### Non-standard awards

These can help to meet exceptional costs, such as essential repairs, health costs and assistance with priority debts. Emergency situations can also be considered, such as expenses arising from a fire, theft or illness. In addition, costs for disabled students not met by the Disabled Students Allowance (DSA) can be considered.

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### Composite Living Costs

There is also a set expenditure level, based upon state benefit amounts, for general living costs such as food, utility bills, clothing, toiletries etc. The relevant amount will depend on your circumstances:

<i>Student profile</i>	<i>per week</i>	<i>per month</i>	<b>Additional CLC Amounts</b>		
				<i>per week</i>	<i>per month</i>
Single student /Lone Parent	£107	£464	Children	£64	£277
Student with partner	£147	£637	Family Premium	£18	£78
Student with partner & 2 children under 16	£293	£1,270			
Single parent student with 2 children under 16	£253	£1,096			

£25 per week will be deducted where students are staying in catered accommodation and £5 per week will be deducted where accommodation costs include utilities.

### Timetable for making a decision

Provided your application form has been accurately completed, a decision should be made within **4-5 working weeks** of submission. You should also normally expect to receive a payment in this time. However, we may need to defer your payment beyond 4 weeks to deal with a particular circumstance.

**Complete Applications should be sent to:**  
**Bridie Woods**  
**Student Welfare Officer**  
**Student Support Centre, Level 4**  
**Institute of Education, 20 Bedford Way, London WC1H OAL**

## Information and Evidence Required

### You will need to provide:

- A letter signed and dated, stating briefly the reason for your application.
- At least 3 months bank statements, showing **clearly** details of account, receipts and payments. Please highlight and identify payments above £100 and other costs where relevant to your application.
- Details and evidence of your monthly or weekly income and expenditure: where possible, these should be evident in your bank statements. See the table below for guidance on evidence required.

Photocopies of documents and bank statements are acceptable. All evidence is retained for auditing purposes

Income	Documentation	Expenditure	Documentation
<b>Training Bursary Student Loans &amp; Grants</b>	Bank statements and funding notifications showing amounts and payment dates	<b>Accommodation</b>	Mortgage/Tenancy Agreement Letter from Landlord Bank statement entries.
<b>Scholarships, Awards etc Career Development Loans</b>	Award letters & bank statements	<b>Travel Costs</b>	Car Expenses/ Travel Card Receipts/ Bank Statement Entries
<b>Salary &amp; other income</b>	Payment slips & bank statements	<b>Childcare Costs</b>	Invoice or letter confirming costs Bank statement entries
<b>Childcare Grants Tax Credits</b>	SFE Notification Inland Revenue Letter	<b>Course Related Costs</b>	Receipts and bank statement entries
<b>Welfare Benefits</b>	Benefits letter Bank Statements	<b>Other Costs</b>	Appropriate supporting evidence

### PLEASE NOTE

Your application will not be considered until all evidence has been received

### Top Tips for Budgeting

Spend time planning and prepare a budget sheet listing essential expenditure.  
Do not use your student loan to pay off credit card debts: you need the loan for living costs.

Keep your bank statements and use them to make a record of everything you spend –  
this helps identify regular /occasional spending patterns.

Consider setting up standing orders/direct debits –  
these can help you to plan and make consistent regular payments where necessary.

Plan for extra expenditure such as  
start/end of year costs/ special occasions / family birthdays etc.

If you need to borrow money then use interest free overdraft facilities.  
Where possible get a student bank account if you have not already got one.