

Student Support Funds 19+

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COVID Update 13.05.2020 Please see Emergency Funds section

Purpose

ELATT provides a Student Support Fund including Skills Funding Agency and Mayor of London Learner Support Funds for students who are economically disadvantaged or those who are facing financial difficulty. The aim of the fund is to increase access, retention and achievement and ensure full equality of opportunity and access to our services. If you are aged 16-19 please see the [16-19 Bursary Fund](#).

We will inform students of the Support Fund at the initial Advice and Guidance assessment and Course Induction.

Student Support Funds are subject to the amount of money available for each course and the number of students that apply. This amount is set at the beginning of each term according to project budgets. All decisions on allocations of Student Support Funds are subject to Equality Impact Measurements and our own priorities of disadvantaged groups. Please see the FAQ for more detail.

We are unable to provide support equally across all of our projects, due to our budgets secured from our funders. Where this is the case, students will be informed at Initial Assessment and Induction on a project-by-project basis. In order to ensure that the highest possible amount of students can access this support, ELATT may need to limit the entitlement of any one individual during the academic year to 5% of our total discretionary Student Support Funding for the year.

You may receive support by any of the following methods:

- A direct payment to you - which you don't have to pay back.
- A loan - which you have to pay back.
- Paid to someone else – for example, a landlord or childcare provider, or a specialist advisor or service provider.

To be eligible for the Student Support Fund you must be:

- Unemployed or in low paid employment and studying on a course at ELATT other than Apprenticeships or Workplace Learning.
- Studying on a learning programme at ELATT funded by the Education & Skills Funding Agency (ESFA), Mayor of London (Greater London Assembly), Lottery Reaching Communities, European Social Fund or Asylum, Migration and Integration Fund.
- You must be 20 or over to get help with childcare costs if you are on an ESFA or GLA-funded programme.

When you apply to the Student Support Fund we may need to see evidence of your hardship need. This may include:

- Income Support.
- Jobseeker's Allowance/ Employment Support Allowance.
- Council Tax Benefit, Housing Benefit.
- Pension Credit.
- Working Tax Credits.
- 3 most recent pay-slips at time of application.
- Previous year's Tax Return for those who are self employed.

To show us that you have a financial need we may also ask for:

- A letter from your doctor, case worker, local authority, housing association or job centre.
- A bank statement, utility bill or demand for payment.
- A personal statement.

Costs we may be able to help you with

Travel

We will cover reasonable travel costs for attendance in class or at work placement. You must provide tickets as evidence of travel expenses. If you use an Oyster Card please provide receipt of purchase. We will normally pay travel costs two weeks in advance by cheque.

If you live within a one mile radius from your training site you will not usually be eligible for help with travel costs, except where you have a health condition or disability which requires you to incur expenses to reach the centre. The one mile radius means the distance between your home and your training site.

ELATT staff will use discretion regarding the maximum travel payment per day within project budgets and on a first-come first-served basis subject to Equality Impact Measurements and our own list of priority disadvantaged groups.

Please complete the Travel Form at the beginning of your course to apply.

Childcare

We can cover childcare costs at a typical cost of £110 per child per student per week for registered childcare only.

ELATT staff will use discretion regarding the maximum childcare allowance per student in order to maximise the student's opportunity to attend training, and we will usually do this on a first come first served basis and in accordance with our equalities targets.

On ESFA and GLA-funded courses we can only pay Childcare costs for students over 20 years of age. If you're 19, please apply to [Care to Learn](#).

To apply, please complete the Childcare Form at the beginning of your course.

Course Fees

If you are on an ESFA or GLA-funded course and are not eligible for a fully funded course we can help with course fees.

To apply, please complete the Tuition Fees Form at the beginning of your course if:

- You are not in work and not on benefits ('economically inactive').
- You are in work but on low wages (so long as your course is not already fully-funded).
- You are unemployed but do not claim benefits, or do not claim 'active benefits'. 'Active Benefits' refers to Job Seekers Allowance and Work-Related Employment Support Allowance (WRAG); and those in Income Support if actively seeking work.

Care of Dependents

If you are a carer of a dependent we can cover the costs of a registered carer while you are on your training course.

Please complete the Carer Form at the beginning of your course to apply.

Exam fees

We will pay exam fees for all unemployed students, students earning less than the [London Living Wage](#) or those who are supported with course tuition fees, including exams required for your course as well as industry exams such as Cisco, Adobe and Microsoft.

Your application is automatic following assessment at Initial Assessment stage.

Course registration fees

Our courses for students aged over 19 usually have a registration fee of £30. If you are unemployed or earning less than the London Living Wage annually, you won't need to pay this course registration fee. Your application is automatic following assessment at Initial Assessment stage.

Books, Equipment and Resources

We can provide you with the books and equipment you need to take your course if you do not already have access to them.

We cannot cover standard books and equipment required for your course if you are fully funded by ESFA or GLA. However, we may be able to provide you with:

- Books and equipment above and beyond the basic needs of the course, such as improving access to learning offsite or at home; providing alternative means of study; providing resources to facilitate remedial support or to support high achievement, in particular where a course does not follow a set text book; or to support a disability or access need.
- Field trips and events; including lab hire.
- Stationery, flash drive and printing costs to help you study outside of class.

Your application is automatic following assessment at Initial Assessment stage.

We also run an equipment donation scheme to give disadvantaged students a chance to access learning outside of the classroom. To apply, please discuss your needs with your Course Tutor and sign the Receipt Form upon receipt of your equipment.

Emergency Support

If you face a particular difficulty that is or is likely to impact negatively on your learning please complete the Hardship Application Form.

Emergency support may include:

- Domestic Emergencies
- Emergencies related to accommodation, court orders or eviction
- Severe financial difficulty
- Sudden or dramatic changes to benefit
- Counselling or other professional specialist advice

Please complete the Emergency Hardship Application Form to apply. As part of the assessment process you will receive support from our specialist advice partner [Island Advice Centre](#) on site at ELATT.

IMPORTANT: COVID-19 Update

During the pandemic we will be operating a fast-track hardship payment system whilst detailed assessment for support by Island Advice Centre takes place. This is to ensure that our students who are in need of emergency support are able to meet their basic needs as



quickly as possible during this crisis. Amounts authorised will be based on students' bank account balance as follows:

Cash in Student Account	Immediate Emergency Support Authorised
£50 or less	£150
Between £51-£100	£100
Between £101-£150	£50

We will need to see your latest bank statement to determine your current position and will ask for receipts of expenditure. We aim to provide vouchers and direct payments rather than cash wherever possible.

Clothes or uniforms and DBS costs

If you need clothes, a uniform or a DBS check in order to undertake work experience or a job interview (in the event that you are not able to get this support from your Job Centre) we can support you with up to £200.

Please complete the Emergency Hardship Application Form to apply.

Terms and Conditions

Ongoing support through the Hardship Fund is contingent on you meeting the requirements of the ELATT Code of Conduct and Course Attendance Policy. These policies are explained in detail in the ELATT Student Handbook.

FAQs

What are Equality Impact Measurements?

Equality Impact Measurement are set by the Government are designed to ensure that certain target groups are not excluded from learning due to lack of Childcare or Hardship support, in particular:

- Students with learning difficulties and/or disabilities in need of Hardship support
- Female students (including those of an African origin) in need of childcare support

We will ensure that these groups are prioritised within the overall Financial Support budget, and in some cases this may mean that funds cannot be distributed on a purely first-come first-served basis.

For an overview of the Skills Funding Agency's Learner Support Fund, which is relevant to ELATT students on Skills Funding Agency and Greater London Assembly – funded programmes please visit <https://www.gov.uk/learner-support>.

ELATT also prioritises certain disadvantaged groups for places on our courses and we will also apply this same prioritisation for support through the Student Support Fund. Our priority groups are defined in our [Admissions Policy](#).

What happens if I stop attending my course?

Please note that financial support is dependent on attendance and students who are under Disciplinary due to repeated non-attendance, or who are suspended, will not usually receive financial support during that period.

Do I have to return my equipment?

We may request the return of any equipment, for example if you withdraw from your course. We may then be able to make the equipment available to other students depending on the nature or life-span of the equipment and health and safety considerations.

I am in work – what do you consider 'low wages'?

For our purposes 'low wages' refers to income per year paid at an hourly rate which is under the current [London Living Wage](#).

How can I appeal if I am unsuccessful for learning support funds?

Please appeal to the Curriculum Manager using the Complaints Form.

What happens if I don't have a bank account?

Please tell your tutor and we will arrange for you to talk to our Finance Team.