

STUDENT SUPPORT FUNDS

Issue Date: 01.09.14

PURPOSE

ELATT provides a Student Support Fund including Skills Funding Agency Discretionary Learner Support Funds (DLS) 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.

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. 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 Skills Funding Agency or UK Border Agency / European Integration Fund / Lottery Reaching Communities.
- You must be 20 or over to get help with childcare costs if you are on a Skills Funding Agency 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.

ELATT STUDENT HANDBOOK

POLICIES, RULES AND PROCEDURES

COSTS WE MAY BE ABLE TO HELP YOU WITH

TRAVEL

The average payment per student per day is £4.40 (bus) or £5.60 (train) for eligible attendance and placements. 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.

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

CHILDCARE

We can cover childcare costs 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.

On Skills Funding Agency 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 TUITION FEES

If you are on a Skills Funding Agency course and are not eligible for a fully funded course we can help with 50% of the tuition 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.
- 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.

ELATT STUDENT HANDBOOK

POLICIES, RULES AND PROCEDURES

EXAM FEES

We will pay exam fees for all unemployed or low paid students including industry exams such as Adobe or Microsoft.

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 the Skills Funding Agency. 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.
- Field trips and events; including lab hire.
- ELATT also runs equipment loan schemes. Please talk to your tutor for more details.

To apply, please discuss your needs with your Course Tutor and sign the Receipt Form upon receipt.

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.

STATIONERY COSTS

If you are unemployed, economically inactive or in low paid employment we will make available a maximum allocation of £60 per term per student for stationery requirements generated by their course.

Your application is automatic following assessment at Initial Assessment stage.

CLOTHES OR UNIFORMS

If you need clothes or a uniform 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 help each student once for 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.

Source for Skills Funding Agency equality priorities: DLS_2012-13_Briefing_Note_FINAL.pdf June 2012. For an overview of the Skills Funding Agency's Discretionary Student Support Fund, which is relevant to ELATT students on Skills Funding Agency programmes please visit <https://www.gov.uk/discretionary-learner-support>.

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 corresponding to the London Living Wage (£8.55 per hour in October 2012).

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.