

Term and Conditions

This is a quick guide please read the application form in full for more details

Attendance and Behaviour

To receive financial support from any of the Learning Support funds you must attend 100% of your classes. For all childcare schemes this will be checked on a monthly basis. Failure to achieve 100% attendance will lead to a review which could result in the non-payment of assistance for the following week/month/term. You are also expected to not breach the Learner Contact, if you do so your award will be reviewed and may it be withdrawn.

Withdrawals

If you are withdrawn from your course you will not receive further financial assistance. You will also have to repay any financial assistance you have been awarded and pay any outstanding fees.

Appeals

If your assistance is stopped or withdrawn due to poor attendance or behaviour then you have the right to appeal. You should appeal to the Student Liaison Officer in writing within 10 working days, explaining the circumstance as to why payment/s should be reinstated and providing as much information as possible.

If you believe your application has not been assessed correctly, you do not receive an award or you are not happy with the level of support allocated, you can appeal. Your appeal should be made in writing within 10 working days of award notification and be addressed to: Appeals, Student Liaison Officer, John Ruskin College, Selsdon Park, Road South Croydon, CR2 8JJ

If, for any reason, you are not happy with the outcome of the appeal please let us know in writing and address your letter to the Learner Experience and Achievement Manager, John Ruskin College, Selsdon Park Road, South Croydon, CR2 8JJ

You can only appeal once regarding a specific situation - if your appeal is declined, you are unable to re-appeal for the same reason unless you can provide new additional information to support your case.

If you are unhappy with the decision of the Manager you can make use of the College's formal complaints procedure

Financial Support For Students 2016 – 2017



What Help Can I Get?

Enrolling on a course can be an expensive business. Before you start your course you will need to consider how you will afford some of the following costs:

- Tuition fees
- Examination or material fees
- Travel costs to and from the college
- The cost of special equipment and materials
- The cost of childcare
- Breakfast and lunch costs

We have 3 funds that you can apply to for support:

1. **16-18 Learning Support Fund**
2. **19+ to 23 Learning Support Fund**
3. **20+ Childcare Support Fund**

We have two types of Awards: **Guaranteed and Discretionary**

These are cash limited funds and based on a first come, first served basis and priority groups will be supported first.

Am I Eligible for a Guaranteed Award?

You are eligible for a Guaranteed Bursary of up to £1200 per year if you are between aged 16-18 and fall into one of the categories below:

- ✓ A Looked After Child
- ✓ A care leaver
- ✓ A young mum
- ✓ On JSA
- ✓ Under 18 and living independently
- ✓ In receipt of certain Disability Allowances

Am I Eligible for a Discretionary Award?

You are eligible for a Discretionary Award if you are aged 16-23 and your household income is below £21,000.

What if I am 19 and starting a Level 3 course? What if I am 24 or over?

You may qualify for a 19+ or a 24+ **Advanced Learning Loan**. These loans help you to pay your tuition fees. Most learners aged 19+ or over studying at Level 3 or above will qualify for these new loans from the UK government. It is easy to apply and your household income is not taken into account and there is no credit check. You won't have to pay anything back until your income is over £21,000.

For more information make an appointment in Student Services with Alex our Student Liaison Officer who will help you apply.

What Do I Do Next?

- ✓ Pick up an application form from Student Services when you come for your Welcome Day Induction in August 2016
- ✓ Complete the form
- ✓ Gather and photocopy the evidence requested and attach it to the form.
- ✓ Make an appointment to see Alex our Student Liaison Officer who will assess your application.

What Do I Need to Know?

- You must submit your application form for the AUTUMN TERM before Friday 7th October 2016
- There is a 6 week qualifying period. No payments will be made before this period.
- Please read with care the terms and conditions on the application form.