



2021/2022 - Guidance for Applicants

Loans Bursary Fund (LBF)

Please be aware that due to COVID19, Boston College may have to make changes to the LBF in line with ESFA guidance during the 2021/2022 period and this may affect how you receive your award.

What is LBF

Loans Bursary Fund is provided by ESFA to help vulnerable and disadvantaged loan funded learners to overcome costs associated with study which may prevent them from taking part in or continuing in learning.

Please note that this is a discretionary and limited fund and in general meeting the eligibility criteria will not guarantee an award, which depends on your financial need and our available funds.

Can I apply for LBF?

A new application will need to be submitted for each college year. You can only apply for LBF if you are using an Advanced Learner Loan for fees. Any LBF award and payment is dependent upon you having an attendance level of 90% or over, engaging with any home learning provision and demonstrating appropriate behaviour. If you fail to maintain these requirements your LSF award and payments may be affected.

However, we will prioritise applicants who meet one of the following criteria:

- Live alone / with partner, with household income of under £32,000 or
- Live with parent and receive a personal income or
- Live with parent and you have no income or
- You are receiving one of the benefits listed below

Benefits include:

- Income Support
- Job Seekers Allowance
- Income-related Employment and Support Allowance
- Working Tax Credit Run On
- Universal Credit (max income (£7,400)
- Child Tax Credit only (max income £16,190)
- 'Guarantee' element of State Pension Credit

How to apply

Application forms are available on the Boston College website, from Learner Services at the Rochford Campus or receptions at any other campus. If you are using the form from the college website you will need to print it off.

You must:

- Provide evidence of all your income **or** a qualifying benefit (including that of your partner)
- Make your sharing choice in Section 8 and ensure the form is signed
- Return the completed form and evidence to Learner Services or Reception at your campus

What evidence do I need to provide?

You must provide evidence of **all** your income (including that of your partner)

If you are claiming Tax Credits or Universal Credits, acceptable evidence is:

- All pages of Full Tax Credit Award notice for 2021/2022 **or**
- All pages of Universal Credit Award notice for the last 3 months (call 0800 328 5644 for assistance)

If you are not claiming Tax Credits or Universal Credits, you will need to provide an appropriate selection from the following to show all household income:

- Most recent P60
- Current wage slips – your most recent 6 weekly slips or 3 monthly slips
- Income Support or Income Related ESA award letter for April 2021
- Pension credit letters must be the latest and relate to the period from at least April 2021
- Most recent certified profit and loss accounts for the self-employed

Where possible please send photocopies of evidence with your application. Please note that bank statements will not be accepted as proof of income.

If you are sending original copies of evidence documents and would like them returning to you, please attach a note to that effect.

Please be aware that if your application is incomplete, or your evidence unacceptable for any reason, your application will not be processed until this has been resolved and any payments you may be awarded will be delayed.

What help can I get?

Support levels vary depending upon your income and our available funds. Please see below for the level of support that you may be awarded based on your income.

- **Tier 1 - (Income less than £16,190 or listed benefits)**
Transport, books, equipment, uniform, trips, childcare
- **Tier 2 - (Income from £16,191 to £25,000)**
Transport, books, equipment, uniform, childcare
- **Tier 3 - (Income from £25,001 to £32,000)**
Transport, childcare

How support is awarded:

Transport costs - Car or motorcycle – if you travel by car or motorcycle we will make a contribution payment every week to your bank account for each of your attended timetabled days in college.

Transport costs - Bus or Train – if you travel by bus or train, we may award one of the following options:

- a Stagecoach Flexirider voucher or Brylaine Smartcard with prepaid credit appropriate to the bus service you use to attend timetabled college days.
- a weekly payment to your bank account to cover the cost of your tickets when you hand them in to Learner Services.

Books, equipment and uniform costs, when not covered by funding, as advised to us by the curriculum area in which you study.

Childcare 20+ (separate application form required) Once authorised costs can be paid directly to your childcare provider in arrears upon receipt of an invoice. We pay at a rate of 80%, if you receive one of the above mentioned benefits, or 50% if not, to a maximum of £100 per week. Alternatively, you can pay your provider in full and claim the percentage refund as awarded from us by bringing in your receipt. Please note we do not pay towards food, trips holiday care and bonds. If you are under 20 at the start of your course you will need to claim childcare costs through the **Care to Learn** initiative. Please see one of the Learner Support Officers to discuss this.

Other information regarding LBF

Can I make an appeal regarding my award decision? If you would like to make an appeal regarding your award you can do so by writing to the Assistant Principal-Learner Experience, Boston College, Skirbeck Road, Boston, or email info@boston.ac.uk

Flexibility. These guidelines may be applied flexibly to support the needs of individual learners and their circumstances, even if they fall outside the above-mentioned application income and benefit criteria.

Application timescale. We may take up to 15 working days to process your application.

Award notice. We will let you know about any LBF award via your personal email address. Once enrolled any further LBF information will then be sent to your college email account only.

Any questions? If you have any further questions, please contact: Learner Services Info Desk – 01205 313218. Full ESFA guidance is available on request.