

What is the Purpose of the Fund?

The fund is used to help students who can demonstrate that they are experiencing financial difficulties which could prevent them from studying or completing their studies. The fund can help towards costs of travel, books, childcare and examination fees. It can also contribute towards fees for full fee-payers on low incomes. There is a limit of one course per term for tuition fees.

Who is the fund for?

The Fund is aimed at students who are:

- unemployed and receiving Job Seekers Allowance
- receiving means-tested state benefit
- on low incomes
- unwaged dependants of those on low incomes
- disadvantaged, disabled and/or have learning difficulties
- young parents
- taking courses in adult basic education or ESOL
- in care, on probation or otherwise considered to be at risk;
- those who have gained few formal qualifications or those who need to retrain for work

Are you eligible?

To apply to the fund you must satisfy most of the following:-

- be a home student (i.e. ordinarily resident in the UK for the last three years not as a full time student)
- or be an EEA migrant worker, or husband/wife/child of such a worker, who has been ordinarily resident in the EEA for the last three years not as a full time student;
- or be a refugee
- be an enrolled student at the Mary Ward Centre on courses of twelve hours or more in total
- be a concessionary fee payer or on a low income and can show evidence that your financial circumstances could stop you completing the course
- show a high level of commitment to study and attendance
- have a clear career goal or progression aim

- have shown evidence of real need
- have explored other sources of funding and/or support

If you meet these requirements you are eligible to apply. But please remember that the fund is limited, and will be used for those who are most in need of help. So not all applications will be successful.

How can you apply?

- Ask for an application form at reception or download one from the website
- Complete Sections 1-5
- Ask reception staff to check that the form is complete
- Give the form to reception along with your evidence

What evidence will you need?

If you receive benefits you will need to show proof of your current benefit entitlement (e.g. a recent letter from your Benefit Office). If you are on a low income you will need to show us evidence of this (e.g. recent bank statements or wage slips)

When should you apply?

- Hand in your application form as soon as possible after you have enrolled. If you are applying for help with fees then fill in the form before you enrol
- Your application will only be considered once you have started attending the course unless you are applying for help with tuition fees
- Application forms will be looked at by a Panel regularly throughout the year
- Applications that are not properly completed will take much longer to process

How will you know if your application has been successful?

We will write to you within 21 days of receiving the form to let you know if your application has been successful.

Can you appeal?

If you do not agree with the Panel's decision then you must appeal in writing to the Principal within ten working days of receiving the letter from the Panel.

Will you have to repay the funds?

No, the payments given to you are not a loan, and you will not have to return any payment you have received.

However you may be asked to repay some or all of the grant if:

- you leave your course before it finishes
- your attendance is considered unsatisfactory
- your progress is considered unsatisfactory

Will the fund affect your Benefit?

Payments for travel, books and equipment will not normally have any effect on your benefits (e.g. income support, housing benefit, family credit). However, payment given for childcare or examination fees may affect your benefit and so payment will be made directly to the provider.

How can you get help completing the form?

If you need help in deciding whether you are eligible for the fund, or help in completing the form, then please speak to Lynn Sowerby or to one of the Student Services Team at the Mary Ward Centre Reception.



Guidelines for individual applications for Student Support Funds

2008/2009

**Please read the information in this booklet
carefully. If you do not understand any of the
points, please arrange to talk to Lynn Sowerby
or one of the Student Services Team**

**Student Services Team
Reception
Mary Ward Centre
42 Queen Square
London WC1N 3AQ**

Telephone: 020 7269 6000