Eligibility Information

Students aged 19 and over on the first day of their course who have been approved on an Advanced Learner loan, could be eligible to receive financial support from Milton Keynes College Advanced Learner Loan Bursary. The loans bursary fund is provided to help vulnerable and disadvantaged loans learners to overcome barriers which may prevent them from taking part in or continuing in learning.

A bursary could be available to students who meet the following criteria:

- Annual household income which does not exceed £28,000
  (Parental income will not be taken into account, but the income of any spouse or Co-habitating partner will be taken into account).
  Priority will be given to vulnerable groups and disadvantaged learners

NB The amount of bursary provided will depend on individual circumstances and may be subject to change due to the availability of funds. Payments will be adjusted for programmes that do not run over a full academic year.

If you are in support of any state benefits it is your responsibility to inform the Department for Work and Pensions about any learner support you receive from Milton Keynes College, as the learner support payment may affect your eligibility for some state benefits.

Evidence in support of your application

Application forms must be fully completed and include all the required evidence:

- Proof of acceptance for the Advanced Learner Loan
- Evidence of the students bank details
- Evidence of relevant household income / benefits

Evidence of relevant household income or benefits should be no more than 3 months old with the exception of Child/Working Tax Credit Award Notice for 2018/19, which needs to show the household income for 2017/18. All pages need to be submitted. Please note we cannot accept bank statements as proof of this benefit. Photocopies are accepted. If waged, please supply two recent payslips per adult or recent self-assessment evidence. Checks will be carried out in a rigorous but not excessive way.

Guidance on completing the application

If you require any assistance in completing the bursary application form, please contact the team on 01908 684364 (Chaffron Way Campus) or 01908 637326 (Bletchley Campus) or email bursary@mkcollege.ac.uk.

In cases of severe financial hardship or a significant change of circumstances, please contact the Bursary & Student Funds team who will be able to advise you further.

The Advanced Learning Loan Bursary is a discretionary fund and due to the limited nature of the fund, meeting the criteria does not guarantee funding. The bursary fund is income assessed and operated on a first-come, first-served basis.
What help can I receive on the Advanced Learner Loan Bursary?

Full time students (students on a course detailed within the full time prospectus)
For students studying over a full academic year this will amount to £900.00 per year and will be split into 3 termly payments of £300.00. If you require any course related costs, including trips, equipment or membership fees, please contact Bursary & Student Funds team. You will be credited with £30 to help with printing costs. Additional termly payments, based on course requirements and attendance, will be made to help towards food costs. If you require financial support for childcare, please complete a Childcare Assessment Form.

Part time students (students on a course detailed within the part time prospectus)
For students studying over a full academic year this will amount to £600.00 per year and will be split into 3 termly payments of £200.00. If you require any course related costs, including trips, equipment or membership fees, please contact Bursary & Student Funds team. You will be credited with £30 to help with printing costs. If you require financial support for childcare, please complete a Childcare Assessment Form. Additional termly payments, based on attendance, will be made to help towards food costs.

Administration of the Bursary
Applicants will receive written confirmation confirming the outcome of their application together with a payment schedule. The amount of bursary provided will depend upon individual circumstances and may be subject to change due to the availability of funds. Incomplete application forms will be held until all requested information is received. Payments will be made by BACS transfer directly into the student’s bank account.
You should normally receive a decision about your bursary application within 3 weeks of the College receiving your completed application form and after enrolling on your course.
Registers are the official documents used to confirm attendance. Students receiving a bursary will also have their behaviour and performance monitored in consultation with the curriculum.

Data Protection and Confidentiality
The information that you provide, along with supporting evidence, will be used for the purpose of processing your application and administering the bursary fund. As part of the administration, information may be shared with the Education and Skills Funding Agency and other statutory bodies responsible for providing educations funding and support. For further information, please refer to Milton Keynes College Data Privacy policy.

Bursary Appeals
Appeals regarding Bursary awards should be made to the Head of Student Services within 14 days of receiving notification of the award. Information held regarding the assessment, along with any additional evidence supplied, will be reviewed and an independent assessment will be made. Bursary Appeal forms can be obtained from Bursary & Student Funds offices, Student Services Helpdesk or students can download from Moodle.

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