

EMA payments are made into a student's bank account so the student must open an account before applying.

There are also bonus payments of up to £500 if the student continues to study and achieves satisfactory learning goals and performance during a two-year full-time course.

Students can contact the EMA helpline on 0808 1016219 or go to www.direct.gov.uk/ema for more information.

If you are receiving EMA and need to report an absence, please telephone your Centre Administrator who will forward your details to the College's EMA Co-ordinator.

Adult Learning Grant (ALG)

ALG is a weekly payment during term time of £10, £20 or £30 made to eligible students aged 19 and above.

To be eligible you need to be:

- 19 or over
- Studying on a full-time course of at least 12 hours a week, and attending college regularly
- Doing your **first** full level 2 or **first** full level 3 qualification (**includes** BTEC, NVQ, GCSE and A levels)
- Earning less than £19,513 if you are single or less than £30,810 if you are a couple

If you are working part-time, or living at home, you could still get ALG. How much will depend on your income and benefits.

Where to find us

To get an ALG or LSF form or discuss these further, the Financial Services Administrator is based in the student Services Centre, which is located in the centre of the Science Park campus (C007a) and can be contacted by visiting the Centre or by telephone on 01223 418592.

The Student Services Team

The Student Services Team provides information, advice, guidance and counselling on a wide range of concerns for all enrolled students at Cambridge Regional College. They can help with...

- **Accommodation**
- **Bullying/Harassment**
- **Careers and Higher Education**
- **Chaplaincy**
- **Welfare Benefits**
- **Financial Assistance**
- **Personal and Family Problems**

or anything else that is of concern to you.



All details are correct at time of going to print, October 2007



Cambridge
Regional College
first for training & skills



Financial Support

Learner Support Fund

Education is an investment in your future, but there are costs involved. If you want to give yourself all the benefits of an education, but you don't think you or your family can afford it - then the Learner Support Fund may be able to help.

Am I eligible?

There are, of course, some conditions you must meet before applying for assistance from the Learner Support Fund.

You must:

1. Have been a resident in the EU for at least the past 3 years
2. Be aged 16 or over on the 1 September of the year you start your course. (Students aged 16, 17 or 18 years who require financial help should apply in the first instance for an Education Maintenance Allowance (EMA). Learner Support Funds will only be available to students aged 16 - 18 in exceptional circumstances and only once they are receiving EMA).
3. Be enrolled as a student on a funded further education course (full or part time)
4. Be on a low income or in receipt of an income assessed benefit, such as:
 - Job Seekers Allowance
 - Income Support
 - Working/Child Tax Credit
 - Housing Benefitor:
 - Dependent on a person receiving one of the above.

You will need to:

1. Provide details of your employment (if applicable)
2. Provide proof of any benefit received
3. Provide details of your partners/parents' employment
4. Provide any other evidence of financial hardship (bank statements, etc)

How can I use the fund?

If you are eligible, you may receive a financial contribution towards:

- Fees (exams, registration)
- Transport
- Childcare
- Books & equipment

Other course related costs

How do I apply?

Application forms will be available from August 2007 and can be submitted during the following periods:

- 3 September - 2 November 2007
- 2 January - 22 February 2008
- 14 April - 16 May 2008

Forms can be obtained and submitted in the Student Services Centre, College Reception points or from the Financial Services Administrator on 01223 418592.

Depending on the level and type of assistance requested, some applicants may be asked to attend a short interview to discuss the support that the College may be able to offer.

What happens next?

The Learner Support Fund Assessment Panel will consider your application and a notification letter, giving details of any agreed assistance will be sent to you. Please keep this notification safe - you will need to produce this document when collecting payment.

Where possible, direct payments are made to suppliers (ie - childcare provision, equipment suppliers, etc). If payment is made directly to yourself then a cheque will be available for collection from the Student Services Centre after an arranged date.

Funds are limited - so although we will do our best, we cannot guarantee support to all eligible applicants.

Education Maintenance Allowance (EMA)

EMA is a weekly payment of up to £30 per week during term time and is aimed at young people continuing in full-time education who are aged 16-18 by 31 August 2007.

The money is intended to help with day to day costs such as travel, books, equipment for their course, when they stay on at school or college.

Eligibility also depends on an assessment of household income and take part in all time tabled classes each week. To qualify for any level of allowance, the total gross annual income in the household must be £30,000 or less for 2007/08.