

Students can contact the EMA helpline on 0800 1218989 or go to [www.direct.gov.uk/ema](http://www.direct.gov.uk/ema) for more information.

If you are receiving EMA and need to report an absence, please call your Centre Administration Office before 10.00am.

## 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).
- Have earned less than £19,513 if you are single or less than £30,810 if you are a couple in the previous tax year.
- NOT claiming any “out of work” benefits.

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

Students can contact the ALG helpline on 0800 1218989 or go to [www.direct.gov.uk/alg](http://www.direct.gov.uk/alg) for more information.

If you are receiving ALG you need to report any absence to your centre administrator by 10.00am and leave a message.

## Where to find us

To get an ALG, LSF or EMA form or discuss these further, the Student Financial Support Manager and EMA Co-ordinator are 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 418442 or 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**
- **Learning & Training Opportunities at Cambridge Regional College**
- **Course Information**
- **Financial Assistance**
- **Personal and Family Problems**
- **Welfare Benefits**

or anything else that is of concern to you.



All details are correct at time of going to print, June 2010.

# 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:
  - The dependent of 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 partner's/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:

- Transport
- Childcare
- Books & equipment
- Other course related costs

### How do I apply?

Application forms will be available from August 2010 and can be submitted by the following deadlines if funds are still available.

- Term 1** LSF submission date Fri 1 October 2010  
**Term 2** LSF submission date Fri 21 January 2011  
**Term 3** LSF submission date Fri 6 May 2011

Forms can be obtained and submitted in the Student Services Centre, or from the Student Financial Support Manager on tel: 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 1 September 2010.

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

Eligibility depends on an assessment of household income and 100% attendance in classes each week unless it is an authorised absence. To qualify for any level of allowance, the total gross annual income in the household must be £30,810 or less in the previous tax year.

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