

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.

Equalising Opportunities

At Cambridge Regional College we work hard to eliminate discrimination and are fully committed to equalising opportunities irrespective of age, gender, race, disability/support needs, sexual orientation, religion or background.

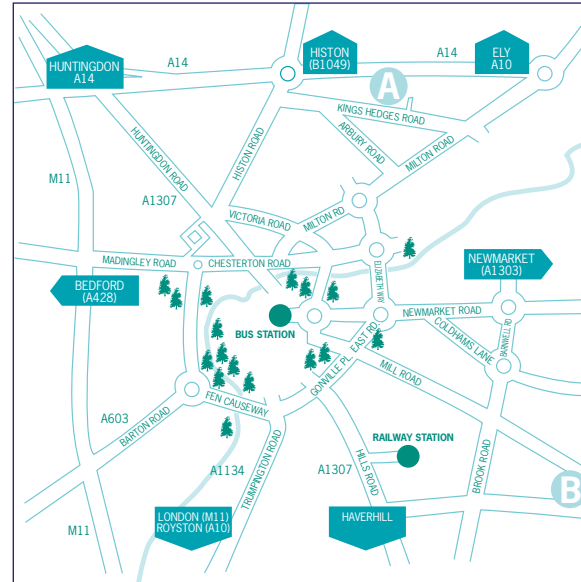
All advice, guidance and support services will be provided impartially and confidentially as appropriate. If we find that we are unable fully to support your needs, we will refer you to other specialist agencies who will be able to help.

We welcome feedback on our services to enable us to continually develop and improve. If you have any suggestions as to how we can improve, we would be pleased to hear from you. Please contact us via the

number on this leaflet, or phone our main switchboard and a form will be sent to you.

If you require this information to be available in alternative formats eg large print, Braille, on tape or CD please contact us via the number on this leaflet.

How to find the College



A: Science Park campus

Kings Hedges Road
Cambridge
CB4 2QT

B: Cherry Hinton Hall

Cherry Hinton Road
Cambridge
CB1 8DW



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

Learner Support Fund

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 think you or your family will struggle to 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 if you are a student aged 16-18.
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

Other funds may be available from Adult Learning Grant, Care to Learn, Free Childcare for Training & Learning for Work, Residential Support Scheme and the Professional & Career Development Loan. Please contact the Student Financial Support Manager on tel: 01223 418592 for further details.

How do I apply?

LSF application forms are available from the Student Services Centre 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

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.

Where to find us

To get an ALG, LSF or EMA form or discuss these further, the Student Financial Support Manager is based in the Student Services Centre, which is located in the centre of the Science Park campus and can be contacted by visiting the Centre or by telephone on 01223 418442. Opening times are from 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

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.

Student Financial Support Manager

Tel: 01223 418592