

Advanced Learner Loan Student Finance Policy 2025/2026

Scope

This policy applies to students aged 19 or over on 31st August 2025, studying towards Department for Education (DfE) funded further education qualifications, that also qualify for bursary support based on government criteria.

Policy context

Vision West Nottinghamshire College policy is to follow the policy guidelines of the DfE and openly, fairly and transparently apply the rules set by these government funding agencies.

These funds are managed by the College and are allocated on the condition that students meet the specified eligibility criteria. The rules within this policy are set out at the time of writing and could be subject to change at any time from the DfE.

Financial support is intended to remove barriers and support participation, attendance and achievement.

Applications received by the Student Finance Team will be processed within eight weeks of receipt of a fully completed application. Applicants will be notified of their application outcome by email.

Advanced Learner Loan

Advanced Learner Loans provide a source of fees and support to help people aged 19 and over undertake general and technical qualifications at Levels 3, 4, 5 and 6.

Overview of funding available

<p>Advanced Learner Loan Bursary</p>	<p>Household Income below £40,000</p>	<p>Free College Meals</p>
<p>Help available:</p>	<ul style="list-style-type: none"> • Monthly attendance related bursary payment • West Notts College Travel Pass • Childcare funding/Care to Learn • Support for compulsory kit/uniform 	<ul style="list-style-type: none"> • Aged 19 to 24 with an Education Health and Care Plan (EHC Plan) and student or parent/carer being in receipt of one of the qualifying benefits

To qualify for the bursary support you must be in receipt of an Advanced Learner Loan and have an annual gross household income of below £40,000.

Discretion may be given to award bursary over this threshold in extenuating circumstances. An application will need to be submitted with proof of the household income and details of the extenuating circumstances; this will be individually assessed by the Head of Welfare Intervention and Wellbeing.

Students living at home with parent/carers can be classed as independent if they can show a gross income of £3505.32 or above during the 2024/2025 tax year. If their income is below this amount they will be assessed based on their parent/carer’s income.

Student’s wishing to apply for financial support should do so as soon as possible from the start of their course.

Bursary details for part-time or full-time students

- Up to £75.00 BACS monthly payment for full-time students, paid to Student bank account. Payment dates published and available to all students.
- West Notts College Travel Pass awarded if you live over 2km from your college site and are timetabled for two days or more.

If you live within a walking distance of 2km (1.24 miles) or less from the college, you will still be able to purchase a West Notts College Travel Pass but will pay the standard price of £53.00per month (irrespective of whether you qualify for a bursary). Students can request that any support approved be used to purchase compulsory kit/uniform (as specified by the Curriculum Area) on their behalf. This is only provided for kit/uniform costing below £750.00 in total. The cost of the kit/uniform will be deducted from the total award and the monthly payments will be adjusted accordingly. If the student withdraws from their course before the completion date, they may be asked to repay all or part of this money back to college.

Kit/uniform will not be purchased on the student's behalf until the start of the academic year

- **Part-time** students will be case assessed at our discretion and may be awarded based on individual circumstances and specific need. Any award will be pro-rata based on timetabled days and length of course.

Full monthly payment is made if attendance is 90% or above. If attendance falls below 70% no payment is made. Attendance between 70% and 90% the student will receive that percentage of payment. The award you receive will be based upon you attending all your planned classes, behaviour and discipline will also be considered. Your attendance will be monitored by the online college register system.

Advanced Learner Loan Childcare Fund

- Up to £180.00 per week per child in Ofsted registered childcare. Funding available for a maximum of two children aged 5 or under on 31 August 2025. This is only to be used for timetabled days in college plus 30 minutes travelling time before and after timetabled hours.
- If the child is eligible for 15 or 30 hours per week free early education, these **must** be used to cover your required sessions; you may then apply for additional cover, if required.
- If the student has a partner who they are living with, who does not work, it will be expected that this partner will care for the child(ren). Any award will be based on individual circumstances.
- Support with childcare costs for part-time students will be case assessed at our discretion and may be awarded based on individual circumstances and specific need.

Full monthly payment is made to the childcare provider if attendance is 90% or above. Attendance will be monitored monthly and if it falls below 90% payment may be withheld, however, individual cases will be assessed at our discretion and may be awarded based on individual circumstances and specific need.

It is a learner's responsibility to tell the Department for Work and Pensions about any financial support we may provide, as learner support payments may affect your eligibility to state benefits.

Payment dates

Monthly pay dates	
03/10/2025	31/10/2025
05/12/2025	09/01/2026
06/02/2026	06/03/2026
03/04/2026	01/05/2026
05/06/2026	03/07/2026

Appeals/Complaints procedure

Any disagreement with a decision made by the Student Finance Team in relation to an application should be made in writing to the Head of welfare, intervention and wellbeing, Vision West Nottinghamshire College, Derby Road, Mansfield, Nottinghamshire NG18 5BH.

Student Finance Team contact details

Student Finance Team

Vision West Nottinghamshire College

Derby Road

Mansfield

Nottinghamshire

NG18 5BH

Telephone: 01623 900455

Email: studentfinance@wnc.ac.uk