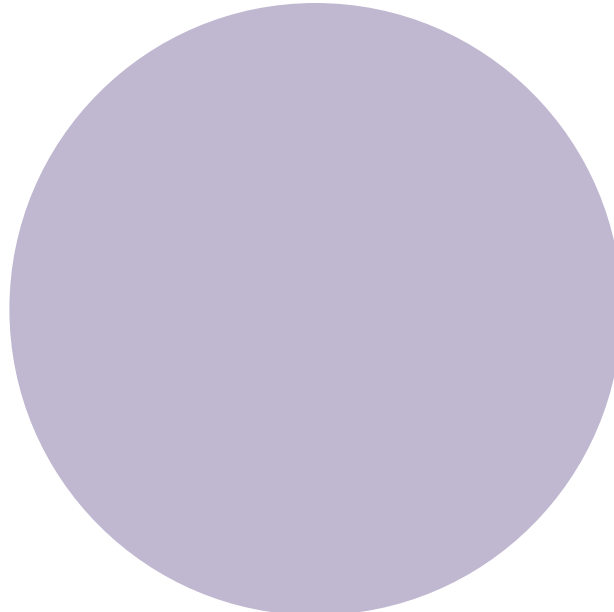
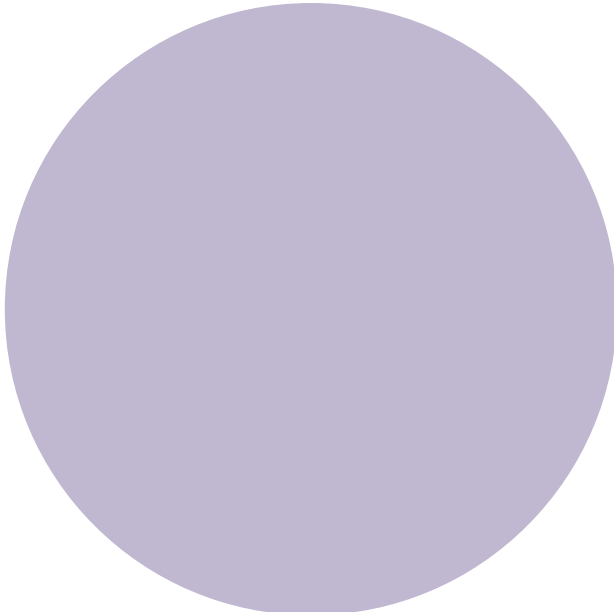


# Financial and Travel Advice for Learners



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### Benefits for young people

If you're 16 or over you may be able to claim certain benefits or tax credits (government payments) if you're on a low income, looking for work, disabled or caring for a child or older person. Exactly how much you'll get will depend on your age and your personal circumstances.

The first thing to do is call your local Jobcentre Plus office, details of which can be found at [www.direct.gov.uk/en/Employment/Jobseekers/ContactJobcentrePlus/index.htm](http://www.direct.gov.uk/en/Employment/Jobseekers/ContactJobcentrePlus/index.htm).

### Types of Benefits

#### Income Support

If you're over 16 and unable to work because you're a lone parent, a parent who has to stay home and look after your children, registered as a disabled person, or you're responsible for the care of a relative who is disabled, you may be eligible for Income Support.

#### Jobseeker's Allowance

Jobseeker's Allowance (JSA) is a benefit open to most people over the age of 18 who are unemployed, not in education and looking for work. You could also be eligible if you have a job where you work less than 16 hours every week.

#### Housing Benefit

You can claim Housing Benefit to help pay for your rent if your income and savings are below a certain level. If you're single and aged under 25 you can only get Housing Benefit for bedsit accommodation or a room in shared accommodation. You cannot get Housing Benefit if you're living with your parents or other close relatives and paying rent to them.

#### Employment and Support Allowance

If you're over 16 and have an illness or disability which affects your ability to work, you may be able to apply for Employment and Support Allowance. You're usually only able to claim this if you've paid enough National Insurance contributions during your working life. However, you may still receive it if you're under 25 and satisfy certain conditions.

#### Working Tax Credit

Working Tax Credit is a weekly payment to help towards your living costs. It's mainly available for people who are over 25, but if you're aged 16 or over and have children or a disability that affects your ability to work or look for work, you may also be able to claim it.

#### Child Tax Credit

Child Tax Credit is a weekly payment to help towards your living costs if you're 16 or over and have full responsibility for looking after a child (even if you're not the parent). How much you get depends on how many children you're responsible for, whether you live alone and the child's age. There are extra payments if the child is disabled.

## Level 2 Entitlement

Level 2 Entitlement is an offer of free tuition, exam and awarding body fees, if you are studying your first full level 2 qualification (full or part-time).

To qualify you must be:

1. A UK national (fulfil the residency criteria), have indefinite leave to remain, refugee status or from an EU/EEA country
2. Aged 19 or over
3. Not already holding a full level 2 qualification (or higher - eg: A levels or degree)

A full level 2 qualification is defined as:

- Five GCSEs or more at grade A\*-C
- Level 2 NVQ
- BTEC First Diploma or OCR/RSA Diploma
- City & Guilds Part 2 qualification

You still have to pay the College's administration fee and any other course costs (eg. trips and materials).

### *For more information*

Contact Student Support on **01293 442201/205/206/269** or **453474**.

## Level 3 Entitlement

Level 3 Entitlement is an offer of free tuition, exam and awarding body fees, if you are studying your first full level 3 qualification (full or part-time).

To qualify you must be:

1. A UK national (fulfil the residency criteria), have indefinite leave to remain, refugee status or from an EU/EEA country
2. Aged 19 - 24
3. Not already holding a full level 3 qualification

A full level 3 qualification is defined as:

- Two or more A Levels
- Four or more AS Levels
- City and Guilds Advanced
- BTEC National NC/ND
- GNVQ Advanced
- NVQ Level 3

You still have to pay the College's administration fee and any other course costs (eg. trips and materials).

### *For more information*

Contact Student Support on **01293 442201/205/206/269** or **453474**.

## Notes:

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### The Social Fund

You may be able to get financial help for some unexpected payments if you're already claiming Income Support, Jobseeker's Allowance and some other benefits. These include:

- Budgeting Loans
- Crisis Loans
- Maternity Grants

### *For more information*

[www.direct.gov.uk/en/MoneyTaxAndBenefits/index.htm](http://www.direct.gov.uk/en/MoneyTaxAndBenefits/index.htm)

### *Useful Contacts*

#### National Debtline

National Debtline is a helpline that provides free confidential and independent advice on how to deal with debt problems. It is part of The Money Advice Trust which is a registered charity. For more information contact them directly on **0808 808 4000** or visit [www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk)

#### Tax Credit Helpline

Contact the Tax Credit Helpline on **0845 300 3900** to find more information about Working Tax Credit and Child Tax Credit, alternatively visit [www.direct.gov.uk/taxcredits](http://www.direct.gov.uk/taxcredits)

### Educational Maintenance Allowance (EMA)

EMA will unfortunately be closing to all students at the end of the 2010/11 academic year (31st July 2011). From September 2011, there will be an enhanced discretionary learner support fund, enabling closer targeting of financial support to individual young people who face a real financial barrier to participation, although the full details of eligibility have yet to be announced.

Students continuing their education in September 2011 who need financial help with learning costs may be eligible for support from the enhanced discretionary learner support fund and will need to contact Student Support for more information in the spring and summer terms 2011, when we hope this information will become available.

### Adult Learning Grant (ALG)

ALG provides a weekly allowance of up to £30 per week.

You may be eligible if:

- You are a UK national, EU or EEA or have been granted refugee status
- Your household income is below £30,810 (£19,513 without co-habiting partner)
- You are studying at least 12 hours a week at College and on a course lasting longer than 10 weeks
- You are not receiving support from other Government grants/training allowances or out of work benefits
- You are at least 19 years of age or older and studying your first full-time full level 2 or 3 qualification.

### *How to apply*

You can request an application pack online at [www.direct.gov.uk/moneytolearn](http://www.direct.gov.uk/moneytolearn), call **0800 121 8989** or from Student Support.

# Travel Advice

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## Travel Grants

If you are under 19 years of age and you or your parents/carers are on a low income and/or benefits you may be able to receive help with your travel costs. Application forms can be downloaded from <http://wsgfl.westsussex.gov.uk>. You need to search **Travel Information for Post 16 Students** and then click on the **Post 16 Transport Guidance** link on the results page; the application form reference is PS1.

### *For more information*

Contact the West Sussex Local Educational Authority: call or email; Susan Daughtrey - **01243 752838** or email [susan.daughtrey@westsussex.gov.uk](mailto:susan.daughtrey@westsussex.gov.uk)  
Jason Atkinson - **01243 752835** or email [jason.atkinson@westsussex.gov.uk](mailto:jason.atkinson@westsussex.gov.uk)

Contact East Sussex Local Education Authority: visit [www.eastsussex.gov.uk](http://www.eastsussex.gov.uk) then search **Post-16** to find their travel information leaflet.

West Sussex Local Educational Authority has advised that changes regarding travel grants are due April 2011. Please visit [www.westsussex.gov.uk](http://www.westsussex.gov.uk) for further details.

## Season Tickets

### Train

Full time learners who live and study in West Sussex can get a 34% discount on Rail Season Tickets lasting at least one month.

- To be eligible for a season ticket you must first apply for a Sussex Student card
- Application forms are available at any staffed railway station or the Department of Student Support
- Once you have completed all the details requested please return to the address on the application form with a passport sized photograph
- You will receive your Sussex Student card with a student ID number printed on the card
- You then need to log on to [www.southernrailway.com/further-ed](http://www.southernrailway.com/further-ed) to register your card.

### *How to apply*

You can get an application form for a Sussex Student card at your local station or the College. To register/apply for a season ticket on the internet remember to use the password printed on your Sussex Student card to receive the discount. For more information contact Student Support on **01293 442201/205/206/269** or **453474**.

### Bus

Full-time learners up to the age of 19 who live in West Sussex can receive a discount of up to 50% of an adult fare, including season tickets on Metrobus. To be eligible for the discount you must first apply for a West Sussex Your 3 in 1 Card. Information leaflets and application forms can be obtained from Student Support.

### If you live in Surrey

Surrey County Council's Student Fare Card can save you money on both train and bus travel. To download an application form visit [www.surreycc.gov.uk/studentfarecards](http://www.surreycc.gov.uk/studentfarecards).

## Young Person's Coach Card

The Young Person's Discount Coach card is available to everyone aged 16-26 and mature students over 26. It can save you up to 30% on most coach services including National Express, Jetlink and Flightlink. The card costs £10 for one year and £25 for three years. To get a Young Person's Discount Coach Card, pick up an application form from any National Express Agent and return it with your payment.

### *For more information*

Call National Express on **0871 781 8178** or visit [www.nationalexpress.co.uk](http://www.nationalexpress.co.uk).

## Young Person's Railcard (aged 16-25)

Young Person's Railcards are available to everyone aged 16-25. It can save you a third off most train journeys (after 10am). The card costs £26 and lasts for 12 months. To get a Young Person's Railcard, pick up an application form from any station or download it from the website. You should return the completed form along with two passport sized photos, some proof of age (passport, driving licence, birth certificate and ISIC cards are accepted) and your payment. If you are over 25 and in full time study, you may also be eligible for a railcard.

### *For more information*

Call National Rail Enquiries **08457 484950** or visit [www.16-25railcard.co.uk](http://www.16-25railcard.co.uk).

West Sussex County Council will also help with any transport queries you may have on **01243 642141**. Students from other counties should contact their local LEA.

## Car Parking

There are limited spaces at all campuses. If you are studying at the Crawley campus you will need to register your car and collect a permit from Reception. You are able to park in the Student car park in the designated red bays but you must pay £2 per day, display your permit and display a valid ticket. If you do not display either of these your vehicle will be clamped and you will be required to pay a £35 release charge.

If you require a car parking space because you are disabled, please contact Reception on **01293 442213**. If you study at another campus, please contact your Reception for further information.

## Motorbikes

If you are travelling to College by motorbike you will need to register your vehicle with Reception. There is a designated area for parking.

## Bicycles

There is a sheltered bicycle store by the student car park to leave bicycles. Please ensure your cycle is securely locked and be aware that leaving a bicycle is at your own risk.

## Free bus travel anywhere in England for Over 60s and the Disabled

Everyone who is resident in England and who is over 60 years old or eligible disabled is entitled to a free annual bus pass giving free off-peak travel on local buses anywhere in England (before this you could only travel for free within your local area). Off-peak is any time after 9.30am Monday to Friday, and all day at weekends and on public holidays. Local authorities may offer further benefits to their residents, such as free travel outside off-peak times or reduced rail travel, but these will apply only for travel in the local area, not elsewhere in England.

### What is eligible disabled?

You are eligible disabled if you:

- Are blind or partially sighted
- Are profoundly or severely deaf
- Are without speech
- Have a disability, or have suffered an injury, which has a substantial and long-term effect on your ability to walk
- Do not have arms or have long-term loss of the use of both arms
- Have a learning disability - a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning, or
- Would, if you applied for a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have your application refused under section 92 of the Act (physical fitness) on grounds other than persistent misuse of drugs or alcohol.

### How to get your bus pass if you live outside Greater London?

If you have not yet applied for an England-wide pass, or if you have only just become eligible, you will need to apply to your local pass provider (bus station or County Council Office).

They will ask you to:

- prove that you are eligible
- prove that you are a permanent resident of your area
- supply a passport-sized photo for your new pass.

### *For more information*

Contact Metrobus on **01293 449191** or visit **[www.metrobus.co.uk](http://www.metrobus.co.uk)**.

## Learner Support Fund

Learner Support Funds are available to students who may otherwise be discouraged from joining or staying on a course for financial reasons. Funds can be used to help towards some costs associated with studying eg. uniforms, equipment, travel or childcare. Funds are limited and offered on a first-come first-served basis and awards are subject to satisfactory attendance. To qualify you must be a UK resident in a household where you or parent/carer/partner is either on a means-tested benefit or low income.

Application forms can be obtained from Student Support, or by contacting the Learner Support Fund Administrator on **01293 442204** or **442269**.

## Care to Learn (C2L)

C2L supports young parents over 16, up to and including 20-years-old. It also provides learners with access to guidance and support. For more information contact C2L on **0800 121 8989** or visit: **[www.direct.gov.uk/caretolearn](http://www.direct.gov.uk/caretolearn)**

## Student Loans Company (Higher Education)

UK students applying for HND, Foundation Degree or Degree courses should apply for support with fees via the Student Finance England service. Visit **[www.direct.gov.uk](http://www.direct.gov.uk)** for more information or contact Student Support on **01293 442204**.

New and existing students will be able to take out a student loan for fees. In addition, you may be entitled to other types of financial help.

## Access to Learning Fund (ALF)

If you get into financial difficulties while studying on your Higher Education course, or you find yourself facing extra costs in completing it, you may be able to get help from the College's Access to Learning Fund. This fund provides help for students on a low income who may need extra financial support for their course and to stay in Higher Education. Please call **01293 442204** for more information.

## Student Loans

These are available to students to help meet their living costs while they are studying. Interest on these loans is linked to inflation only. You should apply through Student Finance England. Visit **[www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)** for more information.

## Professional & Career Development Loans

These are bank loans that can be used to help pay for work-related learning. You can borrow between £300 and £10,000 to help support the cost of up to two years' learning (or three years if it includes one year's relevant unpaid practical work). The Young People's Learning Agency will pay the interest on the loan while you are learning and for one month afterwards. The loan can be used to pay course fees or other costs such as travel and living expenses. You can also use the loan to supplement other forms of support such as grants or bursaries. The Professional and Career Development Loan is a commercial loan product, therefore it should only be considered as an option once all other student funding options have been investigated. For further information on financial assistance to support your learning, visit **[www.direct.gov.uk/adultlearning](http://www.direct.gov.uk/adultlearning)** or contact Careers Advice on **0800 100 900**. Our learning provider registration number is 1475.