

# Access to Learning Fund (ALF) 2025/26

## OFFICE USE ONLY

Application  
Received Date

Received by:

### 1. What is the Access to Learning Fund?

The fund is open to both Undergraduate and Postgraduate students who have 'home' fee status. In addition to having 'home' fee status, students applying for support must be able to evidence that they have applied for/are in receipt of the full support available to them through the Government i.e., maintenance loan, tuition fee loan etc. Students who choose not to accept any source of funding available to them will not be eligible to apply for support through the Access to Learning Fund.

The fund will open on 06/10/2025 and close on 29/06/2026 you are able to make an application within this time period providing you are enrolled and currently attending.

Please note that this fund is limited and all awards are subject to available funds. Meeting the eligibility criteria does not guarantee support.

### 2. How to apply

Complete the application in full, ensuring you have completed all questions and provide the relevant evidence. It is important that you provide up to date contact information to prevent any delays with your application.

Return your completed application form to the Financial Support Team (contact details can be found on the back page of this application form).

### 3. What happens next

We will acknowledge your application within 10 working days, all correspondence regarding your application will be sent to your College email address. Please ensure that you check this regularly for any updates.

### 3. Any questions

If you need any help and support completing this application or have any questions in relation to financial support please visit a member of the team or contact us using the methods show at the bottom of the back page.

***Please note that students who are studying via Distance Learning are not eligible to apply for support through the Access to Learning Fund – the only exception to this, are students who are studying via Distance Learning as a result of a disability. This group of students are only eligible to apply for a one-off payment of £200 to contribute towards their 'Specialist Equipment' costs as above.***

## SECTION 1 – PERSONAL DETAILS

**Student Number:**

**Forename:**

**Surname:**

**Date of Birth:**     /     /     **Age as of 31/08/2025:**

**Email Address:**

**Full Address:**

**Postcode:**

**Mobile Number:**

## SECTION 2 – COURSE DETAILS

**Course Title:**

**Duration of course (in years):**

**Year of study:**

**How will you be travelling to College? (please tick):**    Public Transport    Own Vehicle\*    Other  
\*If you have ticked 'own vehicle', please provide a copy of your current Insurance Certificate

**Are you studying via distance learning?**    Yes    No

## SECTION 3 – INCOME

### **A) Student Finance England Support**

**Please note that if you have not taken out your full entitlement with regards to support available to you through Student Finance England, you will not be eligible to apply for support through the Access to Learning Fund.**

From the list below, please state the total amount that you will receive for academic year 2025/26 and provide copies of your Student Finance England '**Notification of Entitlement**' to evidence these amounts:

**Maintenance Loan**

**Childcare Grant**

**Adult Dependants Grant**

**Disabled Student Allowance**

**Parents Learning Allowance**

**Other** (*please specify*)

### **B) Other Income**

Based on the information you have provided in section 3, please provide the relevant household income shown the table below.

If you have ticked the option 'living with parent(s)/guardian(s)', the assessment will be based on your income/benefits only and we therefore only require evidence of **your** income/benefit(s):

<b>Income/Benefit(s)</b>	<b>Frequency of Payment</b>	<b>Evidence Required</b>
Earned Income ( <i>for the student</i> )		Evidence of your earnings; either 4 weekly payslips, 3 fortnightly payslips, or 2 monthly payslips. If you are self employed please provide your end of year tax return for 24/25 and copies of your last 3 months accounts.
Earned Income ( <i>for your partner/spouse</i> )		Evidence of your earnings; either 4 weekly payslips, 3 fortnightly payslips, or 2 monthly payslips. If you are self employed please provide your end of year tax return for 24/25 and copies of your last 3 months accounts.
Universal Credit		3 most recent online statements showing the full breakdown of your Universal Credit payment. You can do this by logging on <a href="https://www.gov.uk/sign-in-universal-credit">https://www.gov.uk/sign-in-universal-credit</a> . We require all information including calculations and deductions (we cannot accept an overview of just the payments). Select payments, select the month and click the print icon in the top right. This will open the statement in a PDF which you can screenshot or print
Employment Support Allowance Jobseekers Allowance Income Support Incapacity Benefit Bereavement Benefit Child Maintenance Payments		Award letter dated from April 2025 or onwards (all pages) If you do not have your most recent letter, you can request this information from DWP. Letters confirming entitlement <b>MUST</b> show amounts received.
Pensions (includes 'State', 'Private' & 'Military' pensions)		Award letter dated from April 2025 or onwards (all pages) If you do not have your most recent letter, you can request this information from DWP. Letters confirming entitlement <b>MUST</b> show amounts received.
None of the above		Please discuss your situation with a member of the Financial Support Team when you submit your application.

**Please note that you may be asked for additional evidence support your application if it is required to complete your assessment.**

## SECTION 4 – HOUSEHOLD DETAILS

**From the options below, please tick the box which best describes your household circumstances:**

Living independently

Living with partner/spouse without dependants

Living with partner/spouse with dependants

Living with parent(s)/guardian(s)

Other (where you tick this option, additional information may be requested from you)

**Please provide details of all dependants below and evidence this with a copy of birth certificate(s):**

Child 1

Child 2

Child 3

Child 4

Composite living costs have already been calculated for use in the assessment based on previous HEFCE guidelines and these include the costs of the following; food and clothing, utility bills, mobile telephone, TV licence, home insurance and social costs.

From the table below and where applicable to you/your household, please state the amount attached to the expenditure type, the amount paid and the frequency which it is paid i.e. monthly or yearly and provide the required evidence when submitting your application (if you have ticked the option 'living with parent(s)/guardian(s)', the assessment will be based on your expenditure only and we therefore do not require evidence of parent(s)/guardian(s) expenditure):

Expenditure Type	Amount and Frequency of Payment	Evidence Required
Rent/Mortgage		Copy of rental/mortgage agreement
Childcare		Copy of childcare contract
Council Tax ( <i>full time students are generally exempt or receive discounted Council Tax if residing with partner/spouse</i> )		Copy of Council Tax Bill for 2025/26
Buildings Insurance ( <i>mortgaged properties only</i> )		Copy of insurance certificate/breakdown for 2025/26
Prescriptions		Copy of prescriptions for last 3 months
Debt incurred prior to course start date where a repayment plan is in place		Copy of repayment plan

## SECTION 5 – PERSONAL STATEMENT

Please provide a statement detailing why you need support from the ALF fund.

## SECTION 6 – EVIDENCE CHECKLIST

Before submitting your application, please check and tick that you have provided all of the required supporting evidence that is applicable to you/your household – **applications will not be accepted without all of the required supporting evidence (if applicable):**

- Student Finance England 'Notice of Entitlement'
- Disabled Students Allowance 'DSA 2 Letter'
- Birth certificate(s)
- Vehicle Insurance Certificate
- Most recent 3 months full bank statements for all accounts held including those of partner/spouse where applicable – *statements must show name and bank account details. Mini statements cannot be accepted, nor can statements where details have been edited or blacked out. Please remember to explain all debits/credits that are over £100 which appear on your statements*
- All evidence stated in section 4 of the application which is applicable to you/your household
- All evidence of stated in section 5 of the application which is applicable to you/your household

## SECTION 7 – **BANK DETAILS**

**Bank Name** (e.g. HSBC) :

**Account Number** (8 digits) :

**Sort Code** (6 digits) :                -                -

**Account Holder** (e.g. Mr A Smith) :

Please note, awards will be paid directly into your bank account.

**DN Colleges Group will not take responsibility for incorrect bank details.**

## SECTION 8 – **DECLARATION**

### **Data Protection Act 2018**

In accordance with the Data Protection Act 2018, you are advised that the information submitted on this form will be used for the purpose of processing your application. DN Colleges Group is under a duty, for the purpose of processing your application, to protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. The information will be stored electronically; your agreement to record and process these details is required. If you are unwilling to provide your agreement to the recording and processing of this information, the College may be unable to offer you Financial Assistance.

*Note: It is your responsibility to inform us of any changes to your circumstances which might affect this application.*

### **You MUST sign this declaration**

I agree to inform DN Colleges Group of any changes to my financial situation and/or programme of study as soon as possible. I understand that if I do not inform you of any changes, the information I provided in my application will no longer be correct, and therefore could be classed as fraud.

**Please sign to agree you have read and understood the above:**

**Signed:**

**Print Name:**

**Date:**

**If you have any questions, please contact a member of the team:**

**Doncaster College** | The Hub, Chappell Drive, Doncaster, DN1 2RF  
Room S.1.900 | 01302 553760 | Email: Financialassist@don.ac.uk

**North Lindsey College** | Kingsway, Scunthorpe, North Lincolnshire, DN17 1AJ  
Room: Atrium | 01724 294179 | Email: Financial.support@dncolleges.ac.uk