



**Please pay particular attention to the following:**

- Please note the term time deadline of 4.30pm on 1 June 2012.
- Do not wait until the end of the academic year before applying to ALF - if the budget has been exhausted your application will be unsuccessful.
- Students applying **only** for the cost of a diagnostic assessment - please contact the university's Student Enabling Centre in the first instance.
- Full time students must have taken out their **full** entitlement to the student maintenance loan.
- Your application form will be returned to you if you have not completed all relevant sections and/or you have not included photocopies of all the relevant documentation. Documents have to remain on file for auditing purposes. Photocopying is the responsibility of the applicant
- Your form must be signed by you, the Student Advice Centre and your tutor.
- The full Notes of Guidance can be downloaded at [www.staffs.ac.uk/askalf](http://www.staffs.ac.uk/askalf)

Application forms are available from the Information Centres, the Students' Union Advice Centres and can be downloaded at [www.staffs.ac.uk/askalf](http://www.staffs.ac.uk/askalf).

**Important contact information**

**Student Finance - Access to Learning Fund**

t: 01782 294510  
e: [askalf@staffs.ac.uk](mailto:askalf@staffs.ac.uk)  
[www.staffs.ac.uk/askalf](http://www.staffs.ac.uk/askalf)

**Information Centres**

**Stafford Campus**

Beacon Building t: 01785 353400

**Stoke Campus**

Flaxman Building t: 01782 295705

**Opening Hours**

Monday - Thursday 8.30am to 5.00pm  
Friday 8.30am - 4.30pm

e: [information-centre@staffs.ac.uk](mailto:information-centre@staffs.ac.uk)

Or visit the Information Centre Website  
[www.staffs.ac.uk/information\\_centre](http://www.staffs.ac.uk/information_centre)

**Students' Union - Student Advice Centre (SAC)**

Stoke campus t: 01782 294469  
Stafford campus t: 01785 353311  
[www.staffsunion.com/advice](http://www.staffsunion.com/advice)

**Money Doctors - part of the SAC**

Stoke campus t: 01782 294469  
[www.staffsunion.com/moneydoctors](http://www.staffsunion.com/moneydoctors)

**Student Enabling Centre**

Stoke campus t: 01782 294977  
Stafford campus t: 01785 353302  
[www.disability@staffs.ac.uk](http://www.disability@staffs.ac.uk)

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Access to Learning Fund

2011-12

**Financial Assistance**

**Full time Undergraduate students**

**Term-time deadline -  
4.30 pm Friday 1 June 2012**



■ CREATE THE DIFFERENCE

## What is the Access to Learning Fund?

The Access to Learning Fund provides discretionary financial assistance for 'home' students to help them access and remain in higher education - particularly those students who need financial help to meet extra costs that cannot be met from other sources of support. The Fund, which is in excess of half a million pounds, can help to alleviate unexpected financial hardship. Students who may be considering leaving higher education because of financial problems are particularly encouraged to apply. You can apply to the Fund at any point throughout the academic year, including the long vacation, as long as funds are available. Any help you receive from the Fund is usually non repayable (except for short-term emergency loans).

## Help with tuition fees

ALF cannot help with the cost of tuition fees for full-time students.

## Disabled students

Please complete the 'fast track' application form if you require help to meet the cost of a diagnostic assessment only ie a Dyslexia test. Please contact the university's Student Enabling Centre for more details. If you also want to apply to the main ALF fund, please complete the ALF application form as well.

## Eligibility

'Home' students studying full-time, part-time (at least 50% of a full time course), and distance learning students at undergraduate and postgraduate level.

## Priority groups

- Students with children (especially lone parents)
- Mature students, especially those with existing financial commitments, including priority debts
- Students from low income families
- Disabled students (especially where the DSA is unable to meet particular costs and the institution has no legal responsibility to do so)
- Students who have entered higher education from care
- Students from Foyers or who are homeless
- Students receiving the final year loan rate who are in financial difficulty

## Assessment process

**Standard assessments** will look at the difference between accepted **reasonable** expenditure and **expected** income to see if there is a need for extra financial help to cover living costs such as rent, mortgage, food, etc.

**Non-standard assessments** will look at unforeseen circumstances such as repairs to essential household equipment, high costs for medication, assistance with childcare, priority debts etc.

## Students' Union Advice Centre (SAC)

Attendance at an SAC ALF Workshop is a compulsory part of the application process. Times and dates of the workshops are listed in the ALF application pack.

## Timetable for making a decision

Applications that are fully completed and have all of the relevant documents attached will usually be assessed within twenty working days of submission.

However, applications that have missing signatures or evidence may be put to one side during busy periods until there is sufficient time to chase students for the missing information. The twenty day service standard would not apply in these cases.

## Payments to students

Awards are usually split into instalments and will be available from the Information Centre on the Stoke or Stafford campus. Third party payments can only be made at the student's request. However, where a non-standard award has been made for a specific purpose, such as an overdue priority debt, we would expect to raise a cheque made payable directly to the creditor.

## Contacting applicants

You will be contacted via your university email address if additional information is required. The result of your application will also be sent to you via email.

If you haven't had a response to your complete application within twenty working days please contact ALF on [www.staffs.ac.uk/askalf](http://www.staffs.ac.uk/askalf).