

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

**Responses by
30 June 2000**

**Supplement A to
Circular 00/14**

**Learner Support Funds
2000-01: Annexes A–D**

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Terms and Conditions for the Payment of Access Funds

Introduction

1 These terms and conditions have been approved by the Secretary of State for Education and Employment and are in addition to those set out within the Council's financial memorandum with institutions. The conditions apply to general access funds, specific funds for childcare allocated within access funds, and residential bursaries.

Purpose of the fund

2 Any grant for general access, childcare, or residential bursary funds is paid by the Council to institutions so that they may provide financial help to students whose access to, or completion of, education might be inhibited by financial considerations. This includes students with physical or other disabilities who face financial difficulties.

Eligibility Conditions: FE Students

3 The grant must be used for the following groups as defined in the eligibility conditions below:

- a. all home students who are:
 - i. following full-time (including sandwich) or part-time courses of further education who are aged 16 or over
 - ii. in receipt of an educational maintenance allowance (EMA) and can demonstrate significant financial need and are at risk of not joining or completing their course
 - iii. students who have a Learning Account (LA) and can demonstrate significant financial need and are at risk of not joining or completing their course; or

- iv. in receipt of a Career Development Loan (CDL); but
- v. not those on **New Deal** options other than the New Deal for Lone Parents.

Eligibility Conditions: HE Students

Students on franchised or partnership HE courses should apply for funding for associated living and learning costs from their franchisor or HE institution and are not eligible for college access funds. The HE institution involved may allocate some of its HE access funds for this.

4 The grant must be used for the following groups:

- a. all home students following full-time or part-time (including sandwich) courses of higher education other than postgraduates in FE sector colleges or external institutions, subject to paragraph below;
- b. postgraduates facing severe hardship, who are home students;
- c. in each case, 'home students' means persons who satisfy the residence conditions of eligibility for a student loan specified in regulation 4(1) of the *Education (Student Support) Regulations 1999*. They include European Economic Area (EEA) migrant workers, their spouses and children. Further guidance is given below starting at paragraph 10;
- d. HE students who lose employment that they rely on for maintenance during their courses; and for part-time HE students who are in receipt of benefits, with the grant provided specifically for this.

5 Grant shall not be used to assist HE students who are eligible for a student loan in an academic year but who have chosen not to apply for one. In addition, grant shall not be used to assist new HE students from 2000-01 onwards if they have not applied for their full entitlement to a student loan.

6 In these terms and conditions 'home students' referred to in paragraph 3 above shall include students who started their courses

before September 1995 and are in receipt of LEA discretionary awards under section 1(6) of the *Education Act 1962* (that is, those who do not meet the normal residency requirement or the requirements on previous study or are otherwise personally ineligible for a mandatory award).

HE tuition fee remission

7 Support in respect of tuition fee remission for undergraduate students is available, for students who have lost their jobs, from the allocation of HE funds only, provided that students are able to show they were employed or self-employed for at least 20 hours a week when they entered higher education. Such students must have been working for a minimum of six months before losing their job or ceasing to be employed through no fault of their own. Part-time HE students who are in receipt of benefits may be entitled to a fee waiver. The general FE access funds should not be used to contribute towards the tuition fees that HE students may be required to pay.

Part-time HE students

8 In respect of support for part-time HE students, priority should be given to students who demonstrate high levels of commitment to learning through regular and significant attendance patterns and for whom part-time attendance is necessary in the light of their learning needs, family or financial commitments.

Eligibility Conditions: Specific Childcare Funds

9 **This guidance does not apply to the use of general access funds for childcare support, which should continue to be used as previously.** Students will be eligible for childcare payments made from the ring-fenced funds within general access funds, providing that the students concerned are the primary carers of a dependent child aged under 15 (16 for children with disabilities) and that they satisfy the general eligibility conditions for access funds.

Eligibility Conditions: 'Home Students'

10 General access, childcare and residential bursary funds can only be paid to eligible students as defined in paragraph 3. To qualify as a 'home student' a student must satisfy the residence conditions of eligibility for a student loan specified in the *Education (Student Support) Regulations 2000* or, where applicable, the equivalent categories in the *Education (Student Loans) (Scotland) Regulations 2000* or the *Education (Student Support) (Northern Ireland) Regulations 2000* or the *Education (Mandatory Awards) Regulations 2000*. This usually means that they must have settled status in the UK and must have been 'ordinarily resident' in the British Isles for the three years before their course began. Institutions will need to consider eligibility for all students carefully. Paragraphs 11-19 give further guidance on this matter.

11 To be eligible for help from general access, childcare and residential bursary funds, a student must meet the residence and immigration requirements. These requirements are the same as those which apply to HE student support. Asylum-seekers who do not meet the residence and immigration requirements are not eligible for general access, childcare and residential bursary fund payments and those students from Montserrat are not entitled to or eligible for any special treatment.

12 A student will normally be eligible for general access, childcare and residential bursary funds if he/she satisfies three criteria on the first day of the teaching year of the course. Where the course starts in the autumn, the first day of the teaching year is 1 September. Where the course starts in winter, spring or summer it is 1 January, 1 April or 1 July respectively. Where students are required to begin attending the course in August or September and continue attending through the autumn, the course should be considered as beginning in the autumn rather than the summer.

The three criteria are as follows:

- the student must be ordinarily resident in England or Wales on the first day of the teaching year of the course; and
- the student must have been ordinarily resident in the UK, Channel Islands, the Isle of Man or the EEA wholly or mainly for a purpose other than receiving full-time education throughout the three-year period preceding that date; and
- if the student is attending a course which commenced after 1 September 1997, the student must be settled in the UK within the meaning of the Immigration Act 1971 on the first day of the first teaching year of the course. A student who is attending a course which commenced before 1 September 1997, or who completes such a course and then embarks immediately on a second 'end on' course, will not need to fulfil the settled status requirement.

13 In applying these rules, institutions will need to take account of the following:

- a. a student will be settled in the UK if he/she is ordinarily resident in it and is not subject under immigration law to any restriction on the length of his/her stay;
- b. a person is not subject to any restriction on the length of his/her stay in the UK if he/she is a British citizen or if his/her passport has been stamped to the effect that the holder has an indefinite right of residence in the UK;
- c. evidence of British citizenship may be established from a UK birth certificate or a British passport;
- d. if a student is not a British citizen, he/she should provide a valid passport to confirm that he/she has right of abode in the UK or leave to remain for an indefinite period. If a student was born outside the UK he/she may need to provide supplementary official documentation to confirm his/her nationality, date, place and country of birth and also full name at birth. Irish nationals are automatically considered to have settled status;

- e. students who have lived outside the British Isles during all or part of the three-year period because they or their family were temporarily employed abroad may be treated as if their ordinary residence had not been interrupted. Members of the regular Military and Air forces/Royal Navy forces should be treated as temporarily employed outside the UK during periods of service abroad as members of these services;
- f. students who lived in the British Isles during that period for the sole or main purpose of receiving full-time education, and who would otherwise have lived abroad, would not meet the above requirements.

Exceptions

14 In certain circumstances, outlined below, students can qualify for general access, childcare and residential bursary funds although they do not satisfy the normal criteria.

Refugees

15 The residence conditions do not apply to students who have been granted refugee status in the UK, or whose spouse or parents have been granted that status. They are eligible to receive general access, childcare and residential bursary funds as soon as refugee status has been granted. ***Students who entered the country as asylum-seekers and who have subsequently been granted exceptional leave to enter or remain or indefinite leave to remain, or with indefinite leave to remain granted as a result of having made an asylum application before 1 July 1993***

16 Students who have been awarded leave to remain on the basis of either of the above are eligible to receive general access, childcare and residential bursary funds as soon as this status has been granted providing that they satisfied the normal residence requirement before the start of the course. You should be aware that 'exceptional' leave to enter or remain is normally granted for a limited period but the applicant should be able to produce documentation from the Home Office which

clearly indicates that, although this leave to remain is restricted, it is 'exceptional' leave to enter or remain.

European Economic Area (EEA) migrant workers

17 European Union (EU) nationals employed in the UK, their spouses and children (including UK nationals who have been employed elsewhere in the EEA and have returned to the UK to take up employment, their spouses and children) will be eligible to receive general access, childcare and residential bursary funds providing that:

- a. the student is an EU national who has been ordinarily resident in the EEA (the EU, Liechtenstein, Iceland and Norway) throughout the three-year period preceding the first day of the first teaching year of the course and has not, during any part of that period, been so resident wholly or mainly for the purpose of receiving full-time education; and
- b. the student, his/her spouse or parent has migrant worker status, through having been employed since he/she last entered the UK (brief absences should be disregarded); and
- c. where the student is the spouse of a migrant worker, he/she must be installed with his/her spouse in the UK and meet the ordinary residence requirements; and
- d. where the student is the migrant worker the student's employment must not be ancillary to his/her studies (ie, he/she must not have taken up employment with a view to undertaking subsequent studies related to the same field of activity and would not have been taken on by his/her employer if he/she had not already been accepted for admission to his/her present course); and
- e. where the student is the migrant worker the subject matter of the course should be related to his/her activity as an employed person. This does not apply where the person has been involuntarily employed and is obliged, because of the situation of the labour market, to transfer to another employment sector; and

- f. where the student is the migrant worker he/she must not have entered into the employment for the sole purpose of becoming eligible for student support; and
- g. an EU national who has come to the UK for the purpose of seeking work but is not able to obtain employment immediately may be considered as a migrant worker for a period of up to six months if he/she is actively seeking work.

Definition of ordinary residence

18 Interpretation of 'ordinary residence' is, in the last resort, a matter for the courts. A judgment by the House of Lords in 1982 (reported in [1983] 2WLR 16) clarified the law, but questions of interpretation can arise for which that judgment does not provide a ruling. The DfEE can offer advice in such cases but is not able to provide definitive rulings.

19 Temporary or occasional absences from the British Isles may not break ordinary residence. For example, a student will pass the three-year ordinary residence test if absence from the British Isles was solely caused by the temporary or occasional employment of the student (or the student's parents or spouse) abroad. As the courts have not defined 'temporary or occasional', each case must be judged on its merits. Institutions should not apply universal rules of thumb or specified periods of time to decide what constitutes a temporary or occasional absence.

National Policies and Priorities

20 Payment of access, childcare or residential bursary funds shall be made only to assist home students attending either a full-time or part-time FE course or HE course as included in paragraphs 4–6. An age or gender restriction may not be applied. It will be for each institution to set its own policy on how it will apply student support funding and to decide its procedure for publishing and defending the assessment of eligibility. Institutions will be expected to consider how financial support for students can contribute to the widening participation strategy. Priority will be expected to be given to:

- a. lone parents;
- b. unemployed people receiving JSA;
- c. those receiving a means-tested state benefit including those on Working Families Tax Credit eligible for fees remission particularly where benefits are reduced when a student attains age 19;
- d. the unwaged dependants of those listed above;
- e. those taking programmes where the primary learning goal is adult basic education or English for speakers of other languages (ESOL);
- f. those who have been in care, on probation, are very young parents, or are otherwise at risk;
- g. students from low-income families, identified by appropriate means testing;
- h. students of age 16+ with disabilities who need support with transport or other costs.

Eligibility Conditions: Residential Bursaries

21 Funds for residential support can only be paid to eligible students as set out in paragraph 3, but excluding part-time students. Residential bursaries can only be paid to students on full-time courses which last for 10 weeks or more in any teaching year. These funds are intended for residential students in the agriculture, art and design programme areas and these groups of students should be given priority. However, any funds not allocated may be used to help residential students in other programme areas.

22 It is for institutions to decide the criteria and procedures for considering applications and making payments to eligible students. These must give priority to students who are unable to access relevant training within daily travel or where the costs of this are prohibitive.

23 A payment to a student to support residential costs should not normally exceed £3,500 over the teaching year.

24 Funds for residential support can be used to help students reside in private accommodation as well as those in accommodation owned or managed by the institution.

Conditions for Payment of Funds

25 The Council will pay general access, childcare or residential bursary funds to institutions subject to the following conditions:

- a. subject to paragraphs 28 and 29, the grant may only be used for the purposes described in paragraph 2;
- b. the grant must be paid for the benefit of eligible students and their needs as defined in paragraphs 3-21;
- c. funding allocated to the institution for childcare and residential bursaries cannot be used by institutions for any other purpose.

Payments

26 The Council is required to invoice DfEE for access funds at the ratios of 50%, 25% and 25% in the month preceding each term (that is, in August, December and March).

27 The Secretary of State for Education and Employment requires institutions to provide information detailing how the funds were spent in 2000-01 by 24 August 2001.

Audit Requirements

28 Colleges and HE institutions must provide audited accounts at the end of each teaching year which confirm that the grant for general FE access funds, specific HE access funds, FE childcare and residential bursaries were used in that year for the purposes intended. This will normally be achieved by the inclusion of an appropriate note within the institution's audited accounts. *Council Circular 99/23* is the Council's most recent statement on sector accounting policies. Supplement B to that circular is a specimen annual report. A sample note on the use of access funds in 1998-99 appears on page 18 of that supplement. The

small number of institutions that require a separate audit certificate for these funds can use interest earned from such funds to defray audit costs.

29 For external institutions, the Council will require confirmation as to the use of the grant in the annual use of funds statement. Institutions should, therefore, maintain financial records to allow this to be done.

Institution Administration Costs

30 Institutions may use up to 5 per cent of their general access, childcare and residential bursary fund allocations to help them with administration costs. Where it has been agreed that a large institution will administer a small institution's access funds for them, the larger institution will also be able to use 5% of the smaller institution's access funds for administration. Interest on the institution's access funds account may be used to defray audit costs.

Unspent Funds

31 If, during the course of the teaching year, an institution considers that it will be unable to spend part of its general access, childcare or residential bursary fund allocations, it is asked to contact the Council and arrange to repay funds that are not required. The Council will then be able to distribute these funds to other institutions that can make use of additional funds. Institutions that do not comply with this request may prejudice their future eligibility for access funds.

32 Institutions that supplement their general access, childcare or residential bursary fund allocations from their own resources during the year, and return the monitoring information reflecting their expenditure by 24 August 2001, may be considered for a share of any funds that are returned to the Council following its year-end reconciliation with institutions. It is anticipated that this redistribution will be made in November 2001.

Return of unspent funds

33 Any amounts above £50 not spent by individual institutions by the end of the teaching year should be returned to the Council for onward payment to the Secretary of State.

34 Funds identified as undistributed at the end of the teaching year will be recovered by the Council from the normal monthly payments to the institution. For 2000-01, recovery of such funds will be made in October 2001.

Revision

35 The Council may revise, revoke or add to any of these terms and conditions after consultation with the Secretary of State.

Interpretation

36 Any matters arising from the interpretation of these arrangements will be resolved by the Council after consultation with the Secretary of State.

Appeals

37 Each institution should resolve internally any appeals or disputes with individual students about their entitlement or payment from the general access, childcare or residential bursary funds. Appeals should not be referred to the Secretary of State or DfEE. Students applying for these funds should be informed about arrangements for appeals.

Institutions with Residential Bursaries

<i>Institution</i>	<i>Type</i>	<i>Criteria reference</i>
Arts Institute at Bournemouth (The)	AD&PA	i.
Askham Bryan College	A&HC	ii.
Berkshire College of Agriculture (The)	A&HC	ii.
Bicton College of Agriculture	A&HC	ii.
Bishop Burton College	A&HC	ii.
Brinsbury College	A&HC	ii.
Brooksby College	A&HC	ii.
Broomfield College	A&HC	ii.
Broxtowe College, Nottingham	FE	iii.
Cannington College	A&HC	ii.
Capel Manor College	A&HC	ii.
Cleveland College of Art and Design	AD&PA	i.
College of West Anglia (The)	FE	iv.
Cordwainers College	AD&PA	i.
Cornwall College	FE	iii.
Cumbria College of Art and Design	HE	i.
De Montfort University	HE	v.
East Durham and Houghall Community College	A&HC	ii.
Easton College	A&HC	ii.
Hadlow College	A&HC	ii.
Hartpury College	A&HC	ii.
Herefordshire College of Art and Design	AD&PA	i.
Herefordshire College of Technology	FE	vi.
Kingston Maurward College	A&HC	ii.
Lackham College	A&HC	ii.
Leeds College of Art and Design	AD&PA	i.
Leeds College of Music	AD&PA	i.
Merrist Wood College	A&HC	ii.
Moulton College	A&HC	ii.
Myerscough College	A&HC	ii.
Northern School of Contemporary Dance	HE	i.
Northumberland College	FE	iv.
Norwich School of Art and Design	HE	i.

<i>Institution</i>	<i>Type</i>	<i>Criteria reference</i>
Nottingham Trent University	HE	v.
Oaklands College	FE	iii.
Otley College of Agriculture and Horticulture	A&HC	ii.
Pershore Group of Colleges	A&HC	ii.
Plumpton College	A&HC	ii.
Plymouth College of Art and Design	AD&PA	i.
Reading College and School of Arts & Design	FE	iv.
Reaseheath College	A&HC	ii.
Rodbaston College	A&HC	ii.
Rycotewood College	AD&PA	i.
Sparsholt College, Hampshire	A&HC	ii.
Surrey Institute of Art and Design (The)	HE	v.
University of Central Lancashire	HE	v.
University of Portsmouth	HE	v.
Walford College, Shropshire	A&HC	ii.
Warwickshire College, Leamington Spa & Moreton Morrell	FE	iv.
Writtle College	HE	ii.

<i>Region</i>	<i>LEA</i>	<i>EMA pilot status</i>
	Wolverhampton Worcestershire	<i>Transport pilot (detail not yet settled)</i>
Yorkshire & Humberside	Barnsley Bradford Doncaster Kingston upon Hull Leeds Sheffield Wakefield <i>North East Lincolnshire</i>	Existing area Existing area extended to whole cohort <i>Transport pilot (detail not yet settled)</i>

Note: (i) This list excludes two teenage parent pilots confined to specific Early Excellence Centres

Guidance Notes: Learner Support Funds for Further Education

Introduction

1 These notes support the terms and conditions issued by the DfEE to the Council for 2000-01 which are covered in annex A.

Disbursement of Funds

2 It will be for each institution to decide its criteria and procedures for considering applications and making payments to eligible students, subject to the DfEE's terms and conditions and any other guidance given by the Council. **Institutions should have written policies which are made widely available and which they are willing to defend.**

3 General access, childcare and residential bursary funds are intended to provide support to students in cases where a need is established, and payments should therefore be made according to individual needs. Support may be provided in cash direct to the student or to a third party, or through the provision of items or services, and may be in the form of a grant or repayable loan. Institutions have discretion to provide varying levels of support to students in relation to each student's financial circumstances and needs. Access funds should not be used to provide group or communal facilities, or to adapt buildings. Large items of equipment bought for the use of an individual should remain the property of the institution.

4 When setting up arrangements for assessing and paying general access, childcare and residential bursary funds, institutions will have to determine which factors to take into account. When they consider applications, institutions will wish to take account of the student's financial circumstances and the availability of support from other sources, for example:

- a. means testing to establish the student's and his/her family's residual income;
 - b. where students are in receipt of social security benefits;
 - c. mandatory or discretionary awards from LEAs;
 - d. support for transport provided by the LEA;
 - e. payments through Career Development Loans, Educational Maintenance Allowances and Learning Accounts;
 - f. Working Families Tax Credit (WFTC) and the £70 stipulation. The DfEE recommends that institutions follow the fee remission rules when assessing access funds for students. If a student's entitlement to the maximum WFTC award has been reduced by nothing or less than £70, then full fee remission should be given;
 - g. payments from the New Deal for Lone Parents initiative;
 - h. means-tested student fees and loans for those undertaking HE courses;
 - i. funding from Learning Accounts. These should be taken into account by institutions when allocating general access, childcare and residential bursary funds. Funding for students with Learning Accounts should be assessed in relation to particular student hardship or whether the student is at risk of not joining or completing his/her chosen course of study.
- 5 Institutions should decide in each case, with reference to the incidence of expenditure, whether payments would most appropriately be made as grants or as loans, and as a lump sum or regular instalments, and whether conditions should be attached to payments.
- 6 Institutions should aim to process applications for general access, childcare and residential bursary funds within four weeks. Where applications are considered at particular times during the year, institutions should, as far as possible, publish the dates .

Specific Childcare Funds

The guidance in paragraphs 7–17 does not apply to the use of general access funds for childcare support, which should continue to be used as previously.

7 The access funds which have been ring-fenced for childcare can be used to support the costs of any form of formally registered childcare, including nursery, crèche, out of school hours place and childminder. Informal childcare (for example, provided by a relative) cannot be included even if charged for. The support can be for any part of such costs. Institutions should wherever possible provide the support in the form of a subsidised place or waived charge rather than a cash payment to the student.

This will prevent the childcare payment being deducted from other benefits. Costs relating to travel to and from the childcare provision, and to the provision of essential consumable items, can be included.

8 There is a ceiling on the level of support provided to an individual student, which is in line with the Working Family Tax Credit (WFTC) limit of £100 per week. Payments, inclusive of any transport costs associated with the childcare, should not normally exceed £4,000 for one dependent child or £6,000 for two or more dependent children. For part-time students the maximum amount payable will be on a pro-rata basis relative to attendance.

9 When making allocations to individual students, institutions should recognise that students have a normal parental responsibility for their child. This should mean that the student bears some of the cost of childcare, through using informal ways of minimising the number of hours of paid childcare required and by making some contribution to the cost of a childcare place.

10 The payment should normally relate only to childcare provided during term-time, but there may, exceptionally, be good reasons for providing this support at other times.

11 If appropriate, institutions may provide funding for childcare support for a student at the same time as providing support for other costs from the general access fund or a residential bursary.

12 Students receiving Education Maintenance Allowance (EMA) payments are also eligible for childcare support and other general access and residential bursary fund help where justified by significant financial needs and where they are at risk of not joining or completing their course. Students receiving funding to meet childcare costs under teenage parents pilot schemes will not be eligible for specific childcare support (but might be eligible for other general access and residential bursary fund support towards other costs).

13 Institution staff must also consider whether the claimed deficit between income and expenditure constitutes real need and cannot reasonably be reduced to a manageable level by the action of the student.

Separate Treatment of Childcare Funds

14 All colleges in the FE sector and external institutions eligible for general access funds for FE students will receive an allocation specifically ring-fenced for childcare. HE institutions eligible for childcare units in 1999-2000 will also receive an allocation. Any allocation not taken up will be redistributed by the Council within the access funds umbrella.

15 Institutions are not required to keep childcare funds in a separate account from other access funds, but will need to be able to show separately how these funds have been used.

16 Institutions should link their use of childcare funds with the £5 million that the Council is distributing on behalf of the National Childcare Strategy to create additional places. Decisions on childcare will be better made if the institution conducts an audit of demand and provision and makes use of sources of advice on childcare to which students can be referred. Access funds for childcare cannot be used for capital costs.

17 Institutions should work closely with Lifelong Learning Partnerships and Early Years Development and Childcare Partnerships (EYDCPs) when planning best use of funding. EYDCPs can advise on how a childcare place can be secured if this is not provided by the institution.

Advice to Students

18 Institutions should ensure that students seeking payments from access, childcare and residential funds are advised that payments may have implications for their entitlement to social security benefits, particularly income support, housing benefit, family credit and certain payments from the Social Fund. Institutions should wherever possible make payments for childcare, registration fees, and visits or field trips direct to a **third party in kind**, to avoid students' social security benefits being reduced under social security regulations. The DfEE is currently working with the Department of Social Security on the relationship between student support and benefits, with a view to increasing flexibility.

19 Under arrangements which came into effect on 6 April 1992, students (whether or not they pay income tax) may take advantage of arrangements between the Inland Revenue and institutions to deduct basic-rate tax relief at source from payments made for course fees, registration and examination fees, fees payable for assessment purposes (including assessment of prior learning), and for any consequent award or certificate, or entry in an official register. Basic-rate tax relief will be given at source for payments made by individuals for training which can count towards a national vocational qualification (NVQ). Higher-rate taxpayers cannot claim further tax relief on payments made on or after 6 April 1999. From 6 May 1996 tax relief is also available for training that does not involve NVQs, to those aged 30 or over paying for full-time vocational courses lasting between four weeks and one year.

20 Before 1 January 1997, the receipt of access funds or a Career Development Loan prohibited the receipt of tax relief for vocational training. With effect from 1 January 1997, changes to the regulations mean that this prohibition has been removed, and students in receipt of access funds or a Career Development Loan may be entitled to such tax relief subject to meeting the normal conditions. As announced in the budget statement on 9 March 1999, vocational training relief will be abolished in 2000-01, although the exact date is not yet known.

21 Tax relief cannot normally be claimed for the cost of books, equipment, travelling or living expenses connected with the training.

Exceptions to this rule are:

- a. the provision of any printed course materials (or audio, video or computer-based materials) of the sort normally provided 'in house', for example, for open learning courses, which are integral to the training and not available commercially; and
- b. the costs of any residential study weekends which are an integral part of the course.

22 The above information is only a summary of applicable provisions, and institutions and students should get in touch with the Inland Revenue if they require further information about tax relief for vocational training. The address for correspondence is:

**Inland Revenue
Financial Intermediaries and Claims
Office
Advice on Schemes (VTR)
St John's House
Merton Road
Bootle
Merseyside L69 9BB
Tel: 0151 472 6000 (extension 7037)**

Further Advice on Home Students

23 The information above is a summary of the principal points likely to be of relevance to institutions. More detailed information on

student loans for existing students is available in the publication *Financial Support for Higher Education Students in 2000/2001* which can be obtained from:

**Student Support Division
Department for Education and
Employment
Mowden Hall
Staindrop Road
Darlington DL3 9BG
Tel: 01325 392822**

24 If an applicant's immigration status is not clear, institutions can contact the Immigration Status Enquiry Unit (ISEU) at the Home Office. The unit deals with all enquiries about known asylum-seekers. Its address is:

**Immigration Status Enquiry Unit
3rd Floor
Apollo House
Wellesley Road
Croydon
Surrey CR9 2BY**

**Asylum Screening Unit
2nd Floor
Lunar House
Wellesley Road
Croydon
Surrey CR9 2BY**

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