

Further Education Learner Support Fund Application

Our bursary funds offer financial support to students who are in full or part time further education and are encountering financial barriers to learning. Funding is limited and allocated on a first come first served basis.

NOT ALL COURSES QUALIFY FOR FUNDING AND FUNDING IS NOT GUARANTEED

Make sure that you answer all questions relevant to you and sign the declaration on page 6. If you need help in completing the form please contact us on 01925 494501 (Warrington Campus) and 01606 720649 (Winsford Campus).

PLEASE ENCLOSE EVIDENCE AS REQUIRED. FAILURE TO DO SO WILL DELAY YOUR APPLICATION

1) Your Student Details

Student No				Address			
Title				Address			
Surname							
First Name(s)				Post Code			
Date of Birth	/	/		Age on 31 Aug 2018			
Email Address							
Is this:	Your email address		Parent's email		Somebody else's email		
Can we email you about your application using this email address?					Yes		No
Your mobile No				Home Tel. No			

2) Course Details

Name of Course							
Full Time (please tick if applicable)		Part Time (please tick if applicable)					
Campus:	Warrington		Winsford				
Have you paid for your course?						Yes	No
If Yes, how	Adult Learner Loan		Standing Order		Employer paid		Paid in full

3) Nationality & Residency

3.1 Were you born in the UK?						Yes		No
3.2 Have you lived in the UK for the last 3 years?						Yes		No
If you answered YES to 3.1 and 3.2, go to Question 4, otherwise go to Question 3.3								
3.3 Which Countries have you lived in during the last 3 years?								
3.4 What is your nationality?	UK		Go to Question 4					
	EU/EEA		(Please provide evidence) Go to question 4					
	Other		Go to Question 3.5					
3.5 What is your current immigration status in the UK? (tick one) Evidence is required								
Asylum Seeker		Discretionary Leave to Enter/Remain		Leave to enter as a student				
Refugee		Exceptional Leave to Enter/Remain		Leave to enter as a visitor				
Humanitarian Protection		Indefinite Leave to Remain/Enter						
Leave to enter to accompany spouse/parent								
3.6 Have you been accessed by the international office?						Yes		No

4) Household Members

Who do you live with? (Please tick all that apply)

Mum	<input type="checkbox"/>	Dad	<input type="checkbox"/>	Brother/Sister	<input type="checkbox"/>	Partner/Spouse	<input type="checkbox"/>
Step-mum	<input type="checkbox"/>	Step-dad	<input type="checkbox"/>	Grandparent(s)	<input type="checkbox"/>	My child/children	<input type="checkbox"/>
I live by myself	<input type="checkbox"/>	Foster carers	<input type="checkbox"/>	I live in supported housing/hostel			
I live with somebody else (* give details)				*			

5) Guaranteed Bursary – students aged 16,17 or 18 on 31st August 2018 only

Students who are in certain situations are guaranteed to receive at least £1,200 for a full-time course. If you are not in one of these situations, or you are aged 19 and over, you may still be eligible for discretionary funding based on your circumstances and household income.

You must provide evidence of your circumstances. Please tick all that apply.

I am in care	<input type="checkbox"/>	I claim Employment & Support Allowance and Disability Living Allowance		<input type="checkbox"/>
I claim Employment & Support Allowance and Personal Independence Payments				
I have recently left care	<input type="checkbox"/>	I claim Income Support	<input type="checkbox"/>	I claim Universal Credit

6) Carers

We try to provide additional support to students who provide help or support for someone else due to frailty, physical or mental illness, addiction or disability

6.1 Do you have caring responsibilities for anybody	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
(if Yes, please provide additional details in Question 14)				
6.2 Are you registered with your local Carers Centre?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
6.3 If you would like to find out more about your local Carers Centre please tick here				

7) Income Assessment

All applications are assessed on gross household income and **you must provide evidence**

7.1 Students aged 16, 17, 18 or 19: do you or the people you live with receive tax credits?

Child tax Credits	<input type="checkbox"/>	Working Tax Credits	<input type="checkbox"/>
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Please provide Tax Credits Award Notice for 2018/19 tax year; failure to do so will delay your application

7.2 If you do not receive tax credits you must provide evidence of total household income for all the adult(s) you live with. For example: three months' pay slips, P60 for each adult for previous tax year, Universal Credit statement

7.3 Students aged 19 and over: You must provide evidence of your income and your partner's income if you live with one. If you do not have your own income and don't live with a partner, but live with parent(s) then please confirm details below.

Do you have your own income from work and/or benefits?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are you supported by parents whilst studying at College?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

8) Childcare – students aged 20 and over only

- You must **include a copy of your Tax Credits Award Notice** to be assessed for childcare funding.
- Copies of birth certificates for each child must be provided
- Students aged under 20 should apply to Care to Learn for childcare costs
<https://www.gov.uk/care-to-learn>
- You will need to complete a Childcare Provider Details form (available from Welfare Team) for each childcare provider you use.

8.1 Please give details of dependent children who live with you.

Name of child	Date of Birth	Age	Relationship to You	Do you need childcare for this child?			
				Yes/No			
				Yes/No			
				Yes/No			
				Yes/No			
8.2 If you live with a partner/spouse, how many hours do they work each week? (Please tick)							
30+ hours	<input type="checkbox"/>	16 – 30 hours	<input type="checkbox"/>	Under 16 hours	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>
Unable to work due to disability or health condition (please provide proof)							<input type="checkbox"/>
8.3 How many childcare providers will you be using? (Please indicate the number)							<input type="checkbox"/>

9) Further Education Free Meals

Further education free meals are available if you meet certain criteria* and are either aged 16, 17, 18 or 19 and continuing on a Level 3 study programme you started before you turned 19 (19+ continuers), or are aged 19 – 25 and have an EHCP in place.

* Household receives Income Support, Income Based JSA, Income Related ESA, support under part VI of the Immigration & Asylum Act 1999, guaranteed element of State Pension Credit, Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190), or Universal Credit where net earnings do not exceed the equivalent of £7,400 per annum.

10) Travel Information

We may be able to provide assistance with travel costs if you live over 1 mile away from the campus you will be studying at. If you are using a car or motorbike to travel to college we will consider reimbursing petrol cost, these are paid on attendance. Reimbursement of petrol is paid termly in arrears when attendance is over 90% each week.

10.1 How do you intend to travel to college? (please tick)

Bus	<input type="checkbox"/>	Car/Motorbike	<input type="checkbox"/>	Walk	<input type="checkbox"/>	Train	<input type="checkbox"/>	Cycle	<input type="checkbox"/>	Other	<input type="checkbox"/>
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10.2 If you will travel by bus, please tell us which company you will use:

College Bus	<input type="checkbox"/>	Arriva	<input type="checkbox"/>	Network Warrington	<input type="checkbox"/>	Other	<input type="checkbox"/>
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10.3 If you are in receipt of PiP do you receive the Mobility Element? Yes No

10.4 If you are travelling by car or motorbike you will need to provide a copy of an insurance certificate which states your name. The dates on the certificate(s) should include the start and end date of your course, this may mean you need to provide us with more than one certificate if the expiry date of the certificate is part way through your course.

11) Payment Details

Payments are made by BACS transfer and must be made into a bank account in your name, or an appointee (if appointee evidence MUST be provided, e.g. court documentation).

Account Name												
Sort Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Account No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Name							Branch					

12) Essential Kit/Uniform or other Course Related Costs

Is there a requirement for the following for your course? (please tick)

Kit/Equipment	<input type="checkbox"/>	Uniform	<input type="checkbox"/>	Educational Visit	<input type="checkbox"/>	DBS	<input type="checkbox"/>	UCAS	<input type="checkbox"/>
Course Fees	<input type="checkbox"/>	Professional Body Fees, e.g. AAT			<input type="checkbox"/>	Registration Fees			

13) Additional Information

Please give any other information to support your application

14) Declaration

By signing below you agree to the following declarations:

- I certify that the above statement and financial details are correct and complete, and show my/our income from all sources.
- I understand that with the exception of Guaranteed Bursaries, funding is limited and not guaranteed.
- I agree to notify the college of any change in my circumstances which may affect my eligibility for funding as soon as this occurs; I understand that failure to do this may mean that the college may request repayment of my award.
- I understand that the college may claim back all or part of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon academic achievement, behaviour and attendance, which will be monitored. Should this be unsatisfactory, or I withdraw from my course early, support will be withdrawn and I may be asked to pay back some or all of my reward.
- I understand that any funding I am allocated is for my current course only, and that a new application will be required for progression/additional courses.
- I understand that any funding is for the current academic year only and is not guaranteed for future years.
- Attendance must be at 90% or above for support to continue.
- You must make good progress, and complete all assessments/examinations as set out in your learning programme.
- In determining arrangements for payment of the Learner Support Fund, the College is subject to equalities legislation which means the College must not discriminate against students on the basis of their protected characteristics. The College is also subject to the public sector equality duty in section 149(1) of the Equality Act 2010. Arrangements must not discriminate against students on the basis of any protected characteristics as set out in equalities legislation.
- All payments made for reasons such as to assist with course related costs are determined by the College, and are subject to budget constraints and the number of applications received from learners.
- I accept that it is my responsibility to tell the Department for Work & Pensions about any support I receive, as Learner Support payments may affect my eligibility to state benefits.
- Your information may be shared with third parties for education, training, employment and well-being related purposes. This will only take place where the law allows it and the sharing is in compliance with data protection legislation.

Student Signature

Date

/ /

Please return this form to *Welfare Team* at the campus you study at and ensure you include all supporting evidence/paperwork

Evidence we need to see

The Further Education Bursary Funds are provided to us by the government, so we require evidence that you meet all requirements before we can make an award. All evidence provided will be treated in the strictest confidence. The evidence we can accept is as follows:

Nationality and Residency evidence (for question 3)

- If you are a British Citizen, we do not need to see any more information
- If you are an EU or EEA national, we need a copy of your passport (the page with your picture on) **do not send in your original documents**
- If you are not a UK, EU, EEA national, we need a copy of your Home Office documentation granting you leave to enter or remain in the UK **do not send in your original documents.**

Guaranteed Bursary evidence (for question 5)

- Letter or email from your social worker or other support worker **or**
- Photocopy of income support letter (all pages) no more than 3 months old **or**
- Photocopy of your Employment & Support Allowance and Disability Living Allowance letters (all pages) **or**
- Photocopy of your Employment & Support Allowance and Personal Independence Payments letters (all pages) **or**
- Photocopy of your Universal Credit statement (all pages), no more than 3 months old.

Financial Evidence (question 7)

- Tax Credit award notice (all pages) covering April 2018 – April 2019 tax year **or**
- Universal Credit letter (all pages) dated within the last 3 months

If you cannot provide one of these, you must provide evidence of income for all of the people you live with:

- Photocopies of latest 5 (weekly) or 2 (monthly) payslips **or**
- A letter from current employer as proof of wages **or**
- P60 issued by current employer dated April 2018 **or**
- Photocopies of benefit award letter (all pages required) no more than 3 months old **or**
- Details of accounts for self-employment or other earned, taxable income **or**
- Evidence of savings

Dependent children evidence (for question 8)

- Tax Credit Award Notice covering April 2018 – April 2019 tax year (all pages) **or**
- Universal Credit letter (all pages) dated within the last 3 months showing your dependent child(ren)

Further education Free Meals (for question 9)

- Tax Credit Award notice for the 2018/19 tax year (all pages) **or**
- Universal Credit letter (all pages) dated within the last 3 months **or**
- Evidence for a Guaranteed Bursary

Please provide the relevant evidence as your application cannot be processed without it. If you are unable to provide any of these, please contact the Welfare Team for information about the other evidence we may be able to accept.

What support can you get from Learner Support Fund?

Welfare staff please indicate what support has been agreed for the learner ✓		
Travel	<ul style="list-style-type: none"> • Bus Pass – If you live over 1 mile from college we will provide you with a bus pass • Petrol - If you are a full time student, and live between 1 and 15 miles from the campus you are studying at payment is £15 per week, over 15 miles payment is £20 per week. This is paid in arrears, and requires weekly attendance of 90%. • We will consider travel costs to/from a work placement you are required to attend as part of your course. 	
Essential kit, equipment and/or uniform	<ul style="list-style-type: none"> • 100 % of the cost of the item(s) is refunded to you on proof of payment. • Alternatively, in some instances we will refund the monies to the department if they have ordered the items for you. • No refunds, either to you or the department, are made before the first half term. • All items remain the property of the college, and will have to be returned should you withdraw from the course. 	
Educational visits	<ul style="list-style-type: none"> • Contribution to cost of visits up to a maximum of £400 per person 	
Travel to University interviews	<ul style="list-style-type: none"> • Reimbursement of travel costs up to a maximum of £200 across ALL interviews. Please provide evidence of interview and travel tickets. 	
Childcare	<ul style="list-style-type: none"> • If you are aged under 20 you will need to apply directly to Care to Learn. • If you are aged over 20 we will pay for the cost of the childcare for timetabled hours/days only. • Any allowance from the local authority will have to be utilised before using Learner Support Funds 	
Free College Meals	<ul style="list-style-type: none"> • All learners are entitled to free college healthy breakfast, regardless of eligibility for Learner Support Funds. • A meal worth £3.20 each day that you are timetabled to be in college will be added to your student pass. • If you spend more than £3.20 you will be required to pay the additional amount • Any monies not used on the specified day will be removed from the pass at the end of the day. • We will consider costs for meals when you are undertaking a work placement you are required to attend as part of your course. 	
DBS Checks	<ul style="list-style-type: none"> • The cost of the check will be paid via a voucher available from the Welfare Team. 	
Bursary Payments	<ul style="list-style-type: none"> • If funds allow, we will look at making Bursary payments to learners. • These monies are paid upon achievement of 90% attendance. • Monies are usually paid in the latter part of each Term, if funds allow. 	
Accreditation Fees	<ul style="list-style-type: none"> • Professional membership fees • Registration fees 	

Financial help for students who fall outside this criteria is not normally available through Further Education Bursary funds, however, students with extenuating circumstances should approach the Welfare Team, who will consider an application on a case by case basis.

How decisions are made

Applications are assessed using income guidelines, and other factors for example in the case of travel assistance, how close you live to the campus you are studying at. Appeals can be lodged, and should be addressed to the Welfare Coordinator at your campus.

How payments are made

We will not be able to make any payments or purchase any equipment until you have been enrolled and you have started to attend. This could mean that you have to wait several weeks for your equipment, or first payment. Payments and refunds are made to a bank account in YOUR name.