

# Learner Support Fund 16-18 students

## Application Form 2024/25



DT	VB

Please refer to the **GUIDANCE NOTES** before you complete this form, please complete the form using a **BLACK PEN** and **CAPITAL LETTERS**

**IMPORTANT** - Please complete all relevant sections and attach your income evidence as we cannot process forms without evidence, we also cannot assess your form until you are enrolled. **Please allow 14 days after your enrolment before you contact the LSF team about your award.** Funds are limited and we cannot guarantee to support every application please apply early

### OFFICIAL USE ONLY

Date Received	Student ID	Travel miles	Days Attend	FCM	Checked by

VB	AOL Award	Student Award	Travel	FCM	Email sent	Assessed by
						Initials: Date:

### Personal Details

First name(s)  Family name

Date of birth

Home address

Postcode

Home  Mobile

Email address\*

\*Mandatory field, unable to process without email address

Please confirm if you have an EHCP? Yes  No

### Course Details

Course title

Course code  Start date  End date

Centre of study

### Financial Information – personal / household income

Do you live with at least one of your Parent(s) / Guardian(s) and are you dependent on their income? Yes  No

If Yes please complete the table below

Full Name	Relationship to you	Employment status	Contact number

Number of dependents in household

**PLEASE SUPPLY INCOME EVIDENCE FOR EVERYONE IN YOUR HOUSEHOLD WE REQUIRE ONE OF THE FOLLOWING FOR EACH PERSON.** By 'household' we mean the people that you are dependent upon, dated within the last **3 months**. For funding and audit purposes we are required to retain evidence for six years.

**WE CANNOT ACCEPT PROVISIONAL AWARD LETTERS**

Employment	Evidence Required	Please Tick	Unemployed	Evidence Required	Please Tick
<b>UNIVERSAL CREDIT</b>	P60 and your latest Universal Credit statement 2024/25		<b>UNIVERSAL CREDIT</b>	Your latest Universal Credit statement 2024/25	
<b>WORKING TAX CREDIT</b>	Award letter for 2024/25		<b>INCOME SUPPORT JSA ESA</b>	Award Letter Dated 2024	
<b>EMPLOYED RECEIVING NO BENEFITS</b>	P60 Dated APRIL 2023/24		<b>ASYLUM SEEKER</b>	ARC CARD/letter showing section 4 support or Home office letter	
<b>SELF EMPLOYED</b>	Company Registration/ Tax return/ End of Year accounts		<b>PENSION CREDIT</b>	Award letter Dated 2024	

<b>Benefit office stamp</b>	<b>Name of Claimant</b>
<b>Benefit Advisor signature</b>	<b>Name of Benefit Claimed</b>
Date	

**Support Required**

**Travel**

You must live **over 3 miles** from your centre of study to qualify for help with travel. We use Google maps the walking option to calculate the distance between your home postcode and your centre of study. There are exceptions to the mileage if you have a disability, learning difficulty or ill health.

**If you require help with travel, what type of transport do you use?** (Please Tick one) Bus  Car/Motorbike

**Bus travel will be awarded as M-Tickets, please download the 'First Bus' app. If you do not have a smart phone, please contact the LSF team.**

**You must provide evidence of the cost of your train journey with your application.**

Train

**Disability Travel**

**Do you require specific transport arrangements as a result of a disability, learning difficulty or ill health?** Yes  No

**What type of transport do you use?** (Please Tick one) Bus  Car  Taxi  Train

**Do you use a wheelchair?**  Yes  No

**Equipment / Trips / Books / Uniform**

If there are essential costs for items associated with your course, providing you are eligible these will be automatically awarded.

**Childcare – under 20 on the start date of your course**

If you are 16 – 19 years old, you can apply for help with childcare through the **Care to Learn** scheme. Visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn) for full information.

# Vulnerable Bursary

## You must complete all sections

This is a fund for vulnerable students who are 16-18 and fall into one of the categories below:

I AM CURRENTLY IN CARE YES  NO

I AM A CARE LEAVER YES  NO

Letter or email evidence confirming care status from Local Authority and information below required:

Local Authority name

Social worker name

Telephone number

Email address

I AM 16-18 LIVING INDEPENDENTLY AND I AM IN RECEIPT OF INCOME SUPPORT OR UNIVERSAL CREDIT YES  NO

I AM AN ASYLUM SEEKERS - Please provide Asylum seeker evidence to claim free college meals YES  NO

**Income Support or Universal Credit entitlement letters required**

I am in receipt of Disability Living Allowance (DLA)\* / Personal Independence Payment (PIP)

AND Employment Support Allowance (ESA) YES  NO

**\*Benefit entitlement letters required**

I will need this support to attend college:

## Travel

Do you live close to your college of study and are able to walk? YES  NO

## Bus Travel Please only tick one mode of transport

Is a bus pass required? YES  NO

Do you have a smart phone to use First Bus App? YES  NO

Do you use your own transport and require support with petrol/diesel? YES  NO

Do you engage in active travel and need a hire bike or scooter pass? YES  NO

## Free Meals

You will receive £3.50 per day for each day you attend.

Payments are credited to student cards every Monday, for use on site in the canteen and vending machines.

All FCM credits must be used on a weekly basis.

## Equipment / Trips / Books / Uniform

If there are essential costs for items associated with your course that have already been identified by the department, you will be awarded these alongside this application.

## BANK DETAILS

PAYMENTS CANNOT BE MADE WITHOUT THIS INFORMATION

Payments for items that you will purchase will be made to your bank or building society account. The details of payments will be shown in your award letter. Please complete the section below with the details of your account that you wish your award to be paid into. Please take care when completing this section as any errors will delay your payments.

Bank sort code (format 00-00-00)

Bank account number

Bank name

Bankholders name as appears on card

## Student and Parent / Guardian Declaration

By submitting this form I am agreeing that:

- I have read the Guidance Notes and all the information I have given is correct
- I understand that the College has the right to withdraw awards if I do not attend my course
- If I knowingly provide false information for this application funding will be cancelled and may result in disciplinary action
- I will notify the College in advance of any changes in my circumstances
- I understand I must abide by City of Bristol College's Code of Conduct and Student Charter to receive any agreed awards
- I understand that if I do not use my free college meals entitlement, that this will be removed from my account.

Student signature

Date

Parent / Guardian signature

Date

Please only complete this section if you are completing this form on behalf of the applicant and they are unable to sign themselves

Parent, Guardian, Carer or Support Worker correspondence details

First name(s)

Surname/Family name

Acting on behalf of applicant because

Relationship to student

## Checklist:

Please check below before you return your form we cannot assess forms without evidence

- I have completed all required sections of the form.
- If you are receiving Working Tax Credit the award letter is the only income evidence we require.
- I have attached benefit evidence of HOUSEHOLD income dated within the last **three months**.
- If you are sending in a P60 it must be dated from the last tax year **April 2023/24**
- I have read and understood the declaration and signed the form

The College may share your data with other organisations for education, training, employment, research and well-being related purposes.

Further details are available on the College website [cityofbristol.ac.uk/privacy-statement](https://www.cityofbristol.ac.uk/privacy-statement)

# Free College Meals Application Form 2024/25



To be completed by a parent, guardian, carer or student if the student is dependent on the parental income. Students in receipt of benefit in their own right should complete both sections with their own details.

Student name  Student ID

Date of birth

Parent/Guardian/Carer/Student

Title  Surname/Family name

Forename

House No.  Postcode

Mobile   
Home tel.

Qualifying benefit as listed in the Guidance Notes (see below)

Please include evidence of the benefit with your application, e.g. an award letter, as we cannot process applications without this.

I certify that the above information is correct, and I agree to inform the College immediately of any changes to these details.

Parent/Guardian/Carer/Student signature  Date

## Free College Meals Guidance Notes 2024/25

Students aged between 16 and 18 on 31 August 2024 who are in receipt of, or who have a parent or guardian in receipt of one or more qualifying benefit.

Students aged between 19 and 25 on 31 August 2024 who have a Learning Difficulty Assessment (LDA) or Education Health Care Plan (EHC Plan) AND are in receipt of one or more qualifying benefit.

Eligibility criteria and daily criteria for awards- Parents must be in receipt of:

- Income Support
- Income-based Jobseeker Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190), as assessed by Her Majesty's Revenue and Customs (HMRC)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa.

Please return this form by post or email [LSF@cityofbristol.ac.uk](mailto:LSF@cityofbristol.ac.uk):

**City of Bristol College, Student Services**  
**South Bristol Skills Academy (SBSA), The Boulevard, Hengrove Park, Bristol, BS14 0DB**

**If you need any help in completing this form please contact LSF Team**

*The application form and information provided within it is current at the time of publishing and may be subject to the Bursary Policy review. ([www.cityofbristol.ac.uk/wp-content/uploads/Bursary-Policy.pdf](http://www.cityofbristol.ac.uk/wp-content/uploads/Bursary-Policy.pdf)) Should any applicant be affected by the changes in the College's Bursary Policy, the College will contact these applicants to provide an update and further assistance.*

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# Guidance Notes 2024/25

Please read this page carefully. If you do not understand any of these notes, please ask for help at Student Services.

Please note that **ONLY FULLY COMPLETED APPLICATIONS CAN BE ACCEPTED.**

Funds are limited and no award can be guaranteed. All awards made are discretionary.

The College reserves the right to withdraw or reduce awards subject to availability of funds.

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## What is the Learner Support Fund?

The Learner Support Fund provides financial help to students who, without its assistance, would have difficulty enrolling on or completing a course.

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## Am I eligible?

- Studying for an eligible qualification
- Settled in the UK or have a pre settled status
- Claiming a means tested Benefit OR a low income. This will be based on the previous tax year's income unless there has been a change in circumstances.

**Low income is defined as:**

Age	Gross income below
16-18	Household income below £30,250

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## Who is not eligible?

- Students studying a Higher Education course (i.e HND, Foundation Degree)
- Work-based learners/Apprentices
- Students studying a Full Cost Recovery course

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## What can the Learner Support Fund help with?

The fund can help towards the costs listed below. You may need to make a contribution towards these costs. For successful applicants aged 16-18 years-old, help is available towards:

- The cost of transport – if you live more than 3 miles from the College or have a disability, learning difficulty or ill health.
- Course-related costs – these are determined by your course tutor
- Students who start late will receive pro-rata payments

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## BACS payment

In order to receive LSF payments by BACS students must have their own bank account except in exceptional circumstances where a student is unable to administer their own account. Students are able to open a basic bank account, for information on how to do this please visit [moneyadviceservice.org.uk](https://moneyadviceservice.org.uk)

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## Free College Meals

- Students receive £3.50 per day for each day they attend college.
- Payments are credited to student cards every Monday - for use on site in the canteen and vending machines.
- Students studying off site will receive FCM vouchers by email to spend in supermarkets.
- All FCM credits must be used on a weekly basis.
- Any unused FCM credit will be deleted on a weekly basis.

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## What are my responsibilities?

- You must inform us of any changes in circumstances, such as change of course, hours or childcare arrangements.
- If you leave before you complete your course you will be required to repay all or part of your award and return any books and equipment.
- You are expected to have 85% attendance; or you are meeting the targets of your on track commitment if it falls below this we may withhold or withdraw your agreed awards.
- You must be enrolled on your course.

Please return this form by post or email [LSF@cityofbristol.ac.uk](mailto:LSF@cityofbristol.ac.uk):

**City of Bristol College, Student Services**

**South Bristol Skills Academy (SBSA), The Boulevard, Hengrove Park, Bristol, BS14 0DB**

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