

Learner Support Fund 19+ students

Application Form 2023/24



Please refer to the **GUIDANCE NOTES** to help you complete the form.

VERY IMPORTANT – YOU MUST COMPLETE ALL RELEVANT SECTIONS AND ENSURE THAT YOU SUPPLY YOUR INCOME/ BENEFIT DOCUMENTATION WITH THE FORM – **INCOMPLETE FORMS CANNOT BE PROCESSED**, 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	DT	FCM	Checked by

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

Are you receiving an Advanced Learning Loan? Yes No
 We cannot process your LSF application until your loan is approved.

Financial Information – personal / household income

- A. Are you employed? Yes No
- B. Do you have any dependants under 18? Yes No If yes how many?
- C. Do you live with a partner? Yes No If yes, please provide income evidence for your partner
- D. Do you live with at least one of your Parent(s) / Guardian(s) and are you dependent on their income Yes No

Please provide details for all Parent / Guardian / Partner below and provide their income evidence:

Full Name	Relationship to you	Employment Status

PLEASE SUPPLY INCOME EVIDENCE FOR EVERYONE IN YOUR HOUSEHOLD BY SUPPLYING 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 DOCUMENTS

EMPLOYED - INCOME EVIDENCE	Please Tick	UNEMPLOYED - BENEFIT EVIDENCE	Please Tick
Working Tax Credit Award 2023/24 If you claim WTC this is the ONLY document we require	<input type="checkbox"/>	Evidence of Income Support, JSA, ESA, Universal Credit Must be dated April 2023	<input type="checkbox"/>
Universal Credit – Employed	<input type="checkbox"/>		
P60 (April 2022/23) Only accepted if WTC NOT claimed	<input type="checkbox"/>	Asylum Seeker – NASS Support Evidence of ARC card/letter showing Section 4 Support or Home Office letter	<input type="checkbox"/>
Self Employed End of year accounts from a chartered accountant Only accepted if WTC NOT claimed	<input type="checkbox"/>	Guaranteed element of Pension Credit Most recent award letter dated 2023	<input type="checkbox"/>

Benefits Office Stamp For benefits office use only Date	Name of claimant/s
	Name of benefit claimed / Benefit Advisor signature

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 (see Disability Travel).

If you require help with travel costs, please confirm what type of transport you use:
 (Please Tick one) Bus Car/Motorbike Train

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.

Disability Travel

Do you require specific transport arrangements as a result of a disability, learning difficulty or ill health? Yes

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

Do you use a wheelchair? Yes No

Free College Meals – aged 19-25 + LDA/EHCP

Students aged between 19 and 25 on 31 August 2023 who have a Learning Difficulty Assessment (LDA) or Education Health Care Plan (EHC Plan) **AND** are in receipt of one or more qualifying benefit.

Do you qualify? Yes No (please complete a separate Free College Meals form)

Equipment / Trips / Books / Uniform

Any course related costs determined by your Tutor will automatically be awarded if you are eligible.

Residential support – See Guidance notes

Please indicate here if you are studying away from home because the course you want isn't available locally and you need to apply for assistance with accommodation costs Yes No

Childcare **CHILDCARE PROVIDERS MUST BE OFSTED REGISTERED TO RECEIVE THIS SUPPORT**

Do you require help with the cost of childcare to enable you to attend your course? Yes No

If you are age 19 you can apply for help with childcare through the Care to Learn scheme. Please visit www.gov.uk/care-to-learn for full information.

If you are age 20+ please complete separate Childcare Provider Form – available by email – LSF@cityofbristol.ac.uk

Please note:

- If you are entitled to the Government free Childcare Grant you **MUST** use this where possible to enable you to attend your course, and we will consider supporting any extra hours required to match your college course hours
- We do not provide childcare funding during college holidays
- We do not pay for meals at your childcare provider
- Please do not allow your child to attend nurseries until you have received confirmation that you are being funded

It is essential that:

- Your childcare provider completes the Childcare Provider Form (available from LSF@cityofbristol.ac.uk) all sections must be complete before you return your form for processing. LSF application and Childcare Provider Form must be returned together.
- You supply copies of your child's birth certificate or passport. **PLEASE DO NOT SEND ORIGINALS.**

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 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
- My childcare provider can liaise with the college about my application where requested

Student signature

Date

Please only complete this section if you are completing this form on behalf of the applicant – 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

- 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 provided 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 2022/23**
- 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

Guidance Notes 2023/24

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.

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.

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
19+	Household income below £32,000
19+ and living independently	Income less than £21,000

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

Free College Meals

- Students aged between 19 and 25 on 31 August 2023 who have a Learning Difficulty Assessment (LDC) or Education Health Care Plan (EHCP) AND are in receipt of one of the qualifying benefits can apply for Free College Meals. Please ask at reception for a Free College Meal form.

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 19 years and over, 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
- Childcare costs for students aged 20+ – this is limited to term time only and providers who are OFSTED registered.

To Qualify for Residential support your course must fall into the following categories:

- More than 30 miles from your home or more than a 2 hour return journey
- Must not be available at your local College
- You must be studying a Full Time course
- The course must be your first Level 2 or Level 3 qualification
- It must be a Learner Responsive course (your learning provider will be able to confirm this)
- Students who start late will receive pro-rata payments.

What are my responsibilities?

- 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 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.

Advanced Learner Loan courses only

- You must have your Advanced Learner Loan fully approved before you submit this application.

Please return this form by post or email LSF@cityofbristol.ac.uk:

Student Services
FREEPOST COBC

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

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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) 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.