Learner Support Fund 16-18 students
Application Form 2026/27

City of Bristol College

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 application is received before you contact the LSF team about your award. Funds are limited and we cannot guarantee to support every application please apply early. We will email when we receive your form.

Frontline Use Only

Student ID	Date Received	Initials	Centre

LSF Use Only

Travel Miles	Days Attend	FCM	VB	DT	Logged	Week No.

AOL Award	Student Award	Travel	FCM	EE	Nil Award	Email Sent	Assessed by
							Initials: Dates:

Personal Details

First name(s) _____ Surname _____

Date of birth _____

Home address _____

Postcode _____ Mobile _____

Email address* _____

*Mandatory field, unable to process without email address

Please confirm if you have an **Education Health Care Plan (EHCP)**? Yes ☐ No ☐

Course Details

Course title _____

Centre of study _____ Start date _____ End date _____

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 and provide income evidence for everyone in your household. *(See next page)*

If **No**, please complete the Vulnerable Bursary section on Page 3.

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 financially 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 / PHOTOGRAPHS OF EVIDENCE OR LSF FORMS.

Employment	Evidence Required	Please Tick	Unemployed	Evidence Required	Please Tick
UNIVERSAL CREDIT	**Three** copies of your most recent Universal Credit statements 2026/27* *Including any deductions		**UNIVERSAL CREDIT**	Your latest Universal Credit statement 2026/27	
			JSA ESA	Award Letter Dated 2026	
EMPLOYED RECEIVING NO BENEFITS	P60 Dated APRIL 2025/26		**ASYLUM SEEKER**	ARC CARD / letter showing section 4 support or Home office letter	
SELF EMPLOYED	Company Registration / Tax return / End of Year accounts		**PENSION CREDIT** Guaranteed Element only	Award letter Dated 2026	

If you are unable to provide paper benefit evidence, please provide information below from job centre.

Benefit office stamp (unemployed only)	**Name of Claimant**
Benefit Advisor signature Date	**Name of Benefit Claimed**

Support Required

Travel

You may be eligible for travel support if you live **over 3 miles** from your centre of study this is calculated using **Google Maps walking distance**.
Exceptions apply for disability, learning difficulty, or health conditions (please complete Disability travel section below).

Do you require travel support? Yes ☐ No ☐

If yes, please confirm your mode of transport: Bus ☐ Car/Motorbike ☐ Train ☐

Train users must provide valid evidence e.g. ticket or receipt with application.

Disability Travel

If you live under 3 miles from your centre of study and have a condition that affects your ability to walk, we may provide funding for travel.

Do you require specific transport arrangements? Yes ☐ No ☐

If yes, please provide appropriate supporting evidence (e.g. medical documentation, support plan, doctors note).

Please confirm your mode of transport: Bus ☐ Car ☐ Train ☐

Train users must provide valid evidence e.g. ticket or receipt with application.

Do you have a Disabled Travel Bus pass (Diamond Card)? Yes ☐ No ☐

Bus Travel will be awarded directly to your First Bus digital wallet

Do you own a smartphone? Yes ☐ No ☐

If yes, please download the **'First Bus' app**

When setting up your First Bus account, it is **essential** that you register using your **City of Bristol College student email address**.

Failure to use this email address will prevent us from issuing a free bus pass funded by the Learner Support Fund (LSF).

If you do not own a smartphone, **paper bus tickets will be awarded**.
These can be collected from reception at your centre of study.

Do you require paper tickets? Yes ☐ No ☐

Vulnerable Bursary

This funding is only available for students who are currently in care, a care leaver, or student aged 16-18 living independently receiving a means tested benefit. Please complete sections below to apply.

I am in care Yes ☐ No ☐

I am a care leaver Yes ☐ No ☐

Evidence required: *Please provide a letter confirming your care status from your local authority and provide contact information in the box below.*

Local Authority Name:	
Social Worker Name:	
Telephone Number:	
Email Address	

Are you an Asylum Seeker? Yes ☐ No ☐

Evidence required: *Please provide Asylum Seeker evidence to claim FCM.*

I am 16-18 living independently and in receipt of a benefit in my own name Yes ☐ No ☐

I receive Disability Living Allowance or Personal Independence Payments AND a benefit in my own name. Yes ☐ No ☐

Evidence required: *Please provide evidence of your benefit entitlement letter(s).*

C2L (Care to Learn) - Childcare Support

C2L support is available if you are aged **16–19** (you must be **under 20 at the start of your course**).

Please complete/provide:

- LSF application form
- C2L childcare form - to be completed by your childcare provider
- A copy of your child's birth certificate or passport - **Please DO NOT send original documents**.

Return both forms and your income evidence to LSF Team

Equipment / Trips / Book / Uniform

Any course related costs determined by your tutor will automatically be awarded if you are eligible. These costs will either be paid directly to your area of learning or into your bank account.

Free College Meals

If you are eligible for Free College Meals, you will receive £3.50 per day for each day you attend college.

Please complete the Free College Meal form. *(See next page)*

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 as they are deleted at the end of each week if unused.

Bank Details

PAYMENTS CANNOT BE MADE WITHOUT THIS INFORMATION

Payments for items that you will purchase will be made to your bank of building society account. The details of payments will be shown in your award letter. Please be careful when completing the section below 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

Free College Meals
Application Form 2026/27

Guidance Notes

Students aged between 16-18 on 31 August 2026 who are in receipt of, or who have a parent or guardian in receipt of one or more qualifying benefit will be eligible for free college meals.

Students aged between 19-25 on 31 August 2026 who have a Learning Difficulty Assessment (LDA) or Education Health Care Plan (EHC Plan) **AND** are in receipt of one or more qualifying benefit will be eligible for free college meals.

Eligibility criteria for awards, Parents/Guardians must be in receipt of:

- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Income-related Employment and Support Allowance (ESA)
- The guaranteed element of State Pension Credit

To be completed, if you meet guidance criteria, 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

Surname/Family name

Forename

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.

Signature

Date

Please return this form by post or email 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) 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.

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**

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 weekly

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 2025/26.
- ☐ I have read and understood the declaration and signed the form.

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Guidance Notes 2026/27

Please read this page carefully. If you do not understand any of these notes, please ask for help at Student Services.
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
16-18	Household income below £30,250

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

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

BACS payment

BACS payments are paid in arrears.

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, visit ***moneyadviceservice.org.uk.***

We cannot backpay any awards.

Free College Meals

- Eligible 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 offsite will receive FCM payments by vouchers 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.

What are my responsibilities?

- You must inform us of any changes in circumstances, such as a 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.
- Awards are capped at £3,000 per student, per academic year.

Please return this form by post or email 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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