Learner Support Fund 19+ 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.

Frontline Use Only

Student ID	Date Received	Initials	Centre

LSF Use Only

Travel Miles	Days Attend	DT	Childcare	FCM	Logged	Initials	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

A. Are you employed? Yes ☐ No ☐

B. Do you live with a partner? Yes ☐ No ☐

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

D. Number of dependents in household ☐

If **Yes**, please provide details for all Parents / Guardians / Partner below and provide their income evidence:

Full name	Relationship to you	Employment status

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 ☐ Taxi ☐

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 ☐

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

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.

Do you qualify? Yes ☐ Please ask at reception for a Free College Meals form

Equipment / Trips / Book / Uniform

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

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 to assistance with accommodation costs. Yes ☐ No ☐

Childcare

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

How to Apply:

- Your childcare provider needs to complete the childcare provider form
- Your Learner Support Fund form and childcare provider form must be returned together alongside your income evidence
- You must supply copies of your child's birth certificate or passport. **PLEASE DO NOT SEND ANY ORIGINALS**

If you are 19, please complete the Care to Learn application form.

If you are 20+, please complete the Childcare provider application form.

These are both available from reception and LSF@cityofbristol.ac.uk.

Please Note:

- If you are entitled to your government free hours, these **MUST** be used first where possible. LSF childcare funding can only be a top up for these hours. 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
- We only cover the hours you attend college, we do not fund non-college days
- Please do **NOT** allow your child to attend childcare until you have received confirmation that you are being funded
- **Childcare providers must be OFSTED registered to receive this support**

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

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 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

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

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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
19+	Household income below £32,000
19 and living independently	Income less than £24,455

Who is not eligible?

- Learners who choose to self-fund a level 3 course
- 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 2026 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-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
- Childcare costs for students aged 20+ - this 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 first Level 2 or Level 3 qualification
- It must be 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 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 must be enrolled on your course.
- Awards are capped at £7,000 per student, per academic year.

Advanced Learner Loan courses only

- You must have your Advanced Learner Loan fully approved
- You must be enrolled on your course

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

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