

Date as Postmark

Dear Sir/Madam

19+ DISCRETIONARY LEARNER SUPPORT FUND 2019/20

Further to your request, please find enclosed an application form for the Learner Support Fund.

Please could you ensure that **all required evidence of income is enclosed**, as we are unable to process your application without this. **Unfortunately, we cannot accept bank statements as evidence of income or benefits.**

If you are applying for assistance with childcare costs, we will also require evidence from your childcare provider confirming these costs, and evidence of their Ofsted registration.

The Learner Support Fund is limited in value, and applications will be considered on a first come, first served basis. It is important, therefore, to return your form as soon as possible. Until completed applications and accompanying evidence are submitted, forms cannot be processed.

Depending on your circumstances or chosen course of study, you may also be eligible for other types of assistance. Further information can be obtained from Learner Services.

If you have any queries, or require any assistance in completing your application, please contact the Student Finance through the main College switchboard at the campus where you are intending to study.

Yours faithfully

Student Finance

Enc

Hereford Campus
Folly Lane, Hereford, HR1 1LS
Tel: (01432) 352235

Email: enquiries@hlcollege.ac.uk
Web: www.hlcollege.ac.uk



19+ Discretionary Learner Support Fund

HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

19+ Discretionary Learner Support Fund 2019/20

1 College Policy

The ESFA (Education and Skills Funding Agency) allocates the College an annual sum of money to provide financial assistance to students who may otherwise be prevented from accessing or completing a study course. The aim is to widen participation and to include learners from low-income backgrounds, those with disabilities and students from disadvantaged backgrounds.

The Adult (19+) LSF can be used to financially support learners with:-

- ✓ Childcare costs (**Note: Child-carer MUST be Ofsted registered**)
- ✓ Accommodation (where a student has to stay away from home to study)
- ✓ Transport (students must live at least ten miles from campus)
- ✓ Tuition, registration and exam fees
- ✓ Essential course related equipment and materials
- ✓ Essential course related field trips
- ✓ Disability related costs.

Applicants should note that all requests for LSF assistance are assessed on the basis of 'relative financial need' and that **not all applications will be successful**. In most cases, applicants may not receive all monies requested. Maximum grant amounts are set for each category of support. It is the student's responsibility to ensure that they have adequate financial arrangements in place before enrolling on a course.

No application will be considered if household income exceeds £25,000 per annum. Outcomes for income levels below this amount will vary according to individual / household circumstances.

2 Eligibility

You may be able to claim support from the Learner Support Fund if the following applies:

- ✓ All students enrolled on a stated funded full and part-time Further Education course of at least 10 weeks duration
- ✓ Students must have been resident in the UK for 3 years prior to the start of their course
- ✓ Students attending specialist rural crafts courses or certain Outdoor Adventure courses who have to live away from home or a course specifically requires regular, repeated study out of normal college hours.
- ✓ Students in receipt of an Education, Health and Care Plan (EHCP)

You cannot claim for support from the Learner Support Fund if you are:-

- X Under 19 on 31st August 2019
- X An overseas or EU student who is eligible for tuition fee support
- X On a New Deal programme (except for New Deal for Parents)
- X On a Learn Direct course
- X On an Adult and Community learning course
- X On an apprenticeship programme
- X On **ANY** courses not funded by the ESFA.

3 Application procedure and supporting documentation

The Discretionary 19+ Learner Support Fund is allocated to the college by the ESFA in June for the forthcoming academic year. All applications are considered on an annual basis – continuing students must re-apply requesting support for second or subsequent years of their course.

Application forms for all other prospective and enrolled students will be available from main reception.

This Learner Support Fund Policy will accompany the application form. Guidance in completing the form will be available through the College Learner/Student Services and Finance departments.

Funds are strictly limited and awards are therefore subject to availability of sufficient funds. All application forms will be dealt with on a first-come, first-served basis. However, priority will be given to current students partway through a 2-year programme. Should insufficient funds be available, applications will be rejected, even if they would otherwise have been accepted.

19+ Discretionary Learner Support Fund

Where the supporting documentation has not been submitted, the application form will be returned unprocessed and will only be considered once the form is re-submitted with the full, relevant supporting documentation.

Every application form will be dated, to ensure applications are dealt with chronologically, upon delivery to the main reception at the following campuses of the Herefordshire, Ludlow and North Shropshire College:

- Folly Lane campus, Hereford
- Holme Lacy campus, Herefordshire
- Ludlow College, Shropshire
- Oswestry campus, North Shropshire and
- Walford campus, North Shropshire

All students who apply will be informed of the decision by the end of August. Where application forms are received after August 31st, the applicant will be informed of the decision within one month of receipt. Decisions may be delayed if all necessary documentation has not been provided with the application. An award will be deemed to have been accepted by the student unless the College hears otherwise.

All application forms requesting support from the Discretionary Learner Support Fund are means tested, and proof of income is required before an application form can be processed. **No application will be accepted if the applicant does not disclose any income source. Bank statements cannot be accepted as evidence.**

Proof of all household income information given in the application will be required in order for an application to be processed. You must include **all** pages of any tax credit award notices or benefits notifications. If you are applying for assistance with childcare costs, evidence of cost from your childcare provider, and proof of the Ofsted registration is required.

4 Payment Method

Payment to successful applicants will be in the form of a direct payment to the student's bank account with the exception of accommodation and childcare which will be issued by cheque or BACS directly to the landlord or childcare provider. Awards to cover ongoing expenses will be paid in termly instalments subject to continued satisfactory attendance.

Where students receive financial support and withdraw from their course, or their attendance falls below minimum requirements, steps will be taken to recover monies paid.

5 Appeals Procedure

Students who disagree with the decision regarding their application can appeal against it. The appeal must be made within 7 working days of being notified of the decision. Applicants should state clearly their reasons for disagreeing with the decision.

The appeal will be handled as follows:-

- The application will be reviewed by the Head of Finance and Head of Learner Services, who will consider whether the initial assessment was correct. The applicant will be notified of the outcome within 10 working days of receipt of appeal.
- If the applicant disagrees with the decision made by the Head of Finance / Head of Learner Services, the applicant will be referred to the College Finance Director, who will review the decision further. The applicant will be notified of the outcome of this review within 10 working days.
- Should the dispute remain unresolved, the Principal will make the final decision as soon as is practicable.

6 Publicity

The Learner Support Fund is promoted through the prospectus. Leaflets giving advice on alternative forms of funding are available from Learner Services.

All information provided by students will be treated in confidence and will be handled in accordance with the Data Protection Act 1998.

19+ Discretionary Learner Support Fund

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19+ Discretionary Learner Support Fund Application 2019/20



Herefordshire,
Ludlow & North
Shropshire College

OFFICE USE: DATE APPLICATION RECEIVED: _____

This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

Please complete the form and bring it together with your supporting evidence to reception at the relevant campus.

Learner Details					
Title:		Student First Name:		Student Surname:	
DOB:				Age: <i>(You must be 19) on 31 August 2019 to apply):</i>	
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Level 2 qualification (eg 5 GCSEs at Grade C (Grade 4) or above or NVQ Level 2 or equivalent)?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a Level 3 qualification (eg 2 A'Levels, 4 AS Levels) or NVQ Level 3?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course Title: _____				Yr1 <input type="checkbox"/>	Yr2 <input type="checkbox"/>

19+ Discretionary Learner Support Fund (see policy section 2)

To qualify you must be aged 19 or over on 31 August 2019 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Time sheets must also be completed to enable you to receive bursary payments if you have a work placement.

19+ Discretionary Support - Criteria

Your household income is one of the criteria which will help us to assess your application. If your **TOTAL** Household income exceeds £25,000 per annum, you will not be eligible for a LSF payment.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for LSF payments.

Full TCAN Notice	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	P60	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>

Please list the names of the household members and relationship to learner who work or receive benefits:

Name	Relationship to Learner

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each **day** in learning. This information is strictly confidential and will only be used for this assessment purpose.

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19+ Discretionary Support – Criteria <i>If applying to Ludlow College, see separate sheet.</i>	How much needed?	Number of days?
Tuition and Exam Fees	£	
Travel (if living more than 10 miles from college). State weekly mileage to and from college if travelling by car:	£	
Essential study materials (please check with your tutor)	£	
Appropriate clothing / Equipment costs to suit training and placement requirements – expected to be less than £850 pa	£	
Course field Trips	£	
Accommodation (see policy for what would be eligible):	£	
Childcare (evidence and details of Nursery/Childminder charges and Ofsted registration required):	£	
Any other additional costs (please specify):	£	

Learner Bank Details (see policy section 5)

Please provide your **bank details** below, as printed on your bankcard or statement (see policy for payment process). Bursary payments will be paid directly into Learners bank accounts only (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' eg, by purchasing any equipment required or providing learners with a travel pass.

Account Name: _____ BIB Reference (Admin Use Only): _____

Account Number: Sort Code:

LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for LSF payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the LSF Scheme will be paid on condition of standards of attendance and behaviour, as explained in the 19+ Discretionary LSF Policy.
- **HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which the LSF is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the LSF Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to LSF payments, and all payments are based on the information I have provided.
- I am clear that the LSF payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs ie. meals, miscellaneous course costs, childcare, etc.
- I understand I have the right to appeal if I disagree with the outcome of my LSF Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained in the 19+ Discretionary LSF Policy.

I confirm I have read the 19+ Discretionary LSF Policy which was given to me with this application.

Applicant Signature: _____ **Date:** _____