



Date as Postmark

Dear Sir/Madam

LEARNER SUPPORT FUND 2018/19

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 College Finance Office through the main College switchboard.

Yours faithfully

Clare Perez
Finance Manager

HEREFORDSHIRE AND LUDLOW COLLEGE

Adult Learner Support Fund 2018/19

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 LSF can be used to financially support learners with:-

- ✓ Childcare costs (**nb - childcarer 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.

Eligibility

- ✓ 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 who have to live away from home.

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

- ✓ Under 19 on 31st August 2018
- ✓ An overseas or EU student who is eligible for tuition fee support
- ✓ On a New Deal programme (except for New Deal for Parents)
- ✓ On a Learn Direct course
- ✓ On an Adult and Community learning course
- ✓ On a apprenticeship programme
- ✓ On **ANY** courses not funded by the ESFA.

Application Procedure

The 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.

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

Every application form will be dated upon delivery to main reception at Folly Lane campus, Holme Lacy campus or Ludlow College, and 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.

Funds are strictly limited and awards are therefore subject to availability of sufficient funds. Should insufficient funds be available, applications will be rejected, even if they would otherwise have been accepted.

Where the required 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 supporting documentation.

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 15 working days of receipt. An award will be deemed to have been accepted by the student unless the College hears otherwise.

All application forms requesting support from the 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.**

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 and will be available for collection from the Finance Department. 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.

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 Finance Manager 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 Finance Manager / 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.

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.

OFFICE USE ONLY	
Date of Receipt	Log Number



Application for Learner Support Fund 2018/19

Please read the information on this page carefully before completing your application. Clarification on any issues you may have is available from HLC's Learner Services department, or HLC Finance department.

Learner Support Funds (LSF) are available to assist students who may have difficulty participating in Further Education because of financial considerations. Eligibility is determined by government funding priorities – full details are contained in a separate policy document.

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 – often a percentage only is paid. Maximum grant amounts are set for each category of support. It is a student's responsibility to ensure that they have adequate financial arrangements in place before enrolling on a course.

NB: NO APPLICATION WILL BE CONSIDERED IF HOUSEHOLD INCOME EXCEEDS £23,000 PER ANNUM. OUTCOMES FOR INCOME LEVELS BELOW THIS AMOUNT WILL VARY ACCORDING TO INDIVIDUAL / HOUSEHOLD CIRCUMSTANCES.

Proof of all household income information given 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, we will need evidence of costs from your childcare provider, and proof of their Ofsted registration.

NB: BANK STATEMENTS CANNOT BE ACCEPTED AS EVIDENCE.

When your application is complete, you **MUST** sign the final declaration before sending it to us. Any forms received unsigned will be returned and only accepted as valid when they come back with your signature on.

The completed application form should be delivered (with supporting evidence) to Main Reception at either the Folly Lane, Holme Lacy campus or to Student Services at Ludlow College as soon as possible. All applications will be logged on receipt to ensure they are processed chronologically.

If your application is successful, payments will be available within two weeks of enrolling at College. Any LSF award may affect benefit entitlement, and it is your duty to make any necessary disclosures.

If you have received LSF assistance and leave before the completion of your course, you will be required to repay all or part of your award. Also, if your progress or attendance are deemed unsatisfactory, money will be withheld.

Please complete all the details required in full. All information provided will remain confidential. If you do not provide the information requested your application will be returned to you unprocessed.

Section 1

Title _____ Forename(s) _____

Surname _____

Address _____

Post Code _____

Telephone Landline _____ Mobile _____

Date of Birth _____ Age at 01/09/2018 _____

Course Title: _____ Full time Part time Year 1 Year 2

Have you been resident in the UK for a minimum of 3 years? Yes No

Do you have a Level 2 qualification (eg 5 GCSEs at grade C (grade4) or above or NVQ Level 2 or equivalent)? Please tick the appropriate box: Yes No

Do you have a Level 3 qualification (eg 2 A Levels, 4 AS Levels or NVQ Level 3)? Please tick the appropriate box: Yes No

Are you currently in employment? Please tick the appropriate box: Yes No

Section 2

You must include original and complete evidence of all **CURRENT YEAR** income or benefits

Do you have a tax credit award notice that shows your household income for the tax year 2017/18?

Yes No

If **YES**, please supply a copy of the complete award notice and go to **Section 3**.

If **NO** please complete details of weekly income below. **Note:** Weekly income should be shown *including overtime, bonuses, benefits and maintenance grants to all family members at your address*. You do not need to declare Child Benefit, Disability Living Allowance, Housing Benefit and Council Tax Benefit.

Applicant's gross weekly earnings. Please supply latest P60 (or recent payslips)	£ _____
Other household gross weekly earnings. Please supply latest P60 (or recent payslips)	£ _____
Income Support. Please supply evidence.	£ _____
Jobseekers Allowance. Please supply evidence.	£ _____
Employment & Support Allowance. Please supply evidence.	£ _____
Incapacity Benefit. Please supply evidence.	£ _____
Any other source of income. Please supply evidence.	£ _____
TOTAL	£ _____

Do you have savings in excess of £5000? (If yes, please supply details) Yes No

Section 3 FOR STUDENTS STUDYING AT HEREFORD OR HOLME LACY ONLY

If you intend to study at Ludlow College, please complete the insert provided and leave this section blank.

How much financial assistance do you require?

* Tuition fees. (Capped at £800).	£
* Essential materials, exams, registration & field trips. Please check costs with tutor.	£
* Equipment costs. (eg Beauty/Hairdressing kit, uniform, catering equipment). Use a separate sheet to list if required.	£
Childcare. Please provide evidence of Nursery/Childminder charges and Ofsted Registration. (Capped at £3,600 per year).	£
Travel costs – students living over ten miles from College only. Please state weekly mileage to and from college if travelling by car. (Capped at £500 per year).	£
Accommodation costs. Specialist Rural Crafts courses only. Please supply details of landlord. (Capped at £3,000 per year).	£
Additional costs. Please give brief details.	£
TOTAL	£

* Insert amount if known at time of application. The maximum total award for combined Essential materials etc. & Equipment costs is capped at £850 per year.

Payments due directly to you will be made via BACS transfer. Please supply your bank details:

Name of Bank.....Sort code.....Account Number.....

Account Name.....

Section 4 – FOR ALL APPLICANTS

PLEASE READ THE DECLARATION CAREFULLY BEFORE SIGNING

I certify that the information I have provided above is correct. I have read the College Policy on Learner Support Funds and I agree to be bound by all conditions concerning the use of any award made. I also understand that there is no guarantee that my application will succeed, and that neither the College nor the Learner Support Fund will bear any financial liability for any commitment I may enter into until such time as written notification of an award has been issued. Once an award has been made, the liability of the College and the Learner Support Fund will be limited to the value of the award as advised.

Signed:(applicant) Date: