

Discretionary Adult Learner Support Fund **2023** For learners aged 19 or over on 31st August 2023

STUDENT ID NUMBER	
DATE RECEIVED	

APPLICATION FOR FINANCIAL ASSISTANCE

APPLICATION DEADLINE: 15TH SEPTEMBER 2023

- The 19+ Discretionary Adult Learner Support Fund is available to full or part-time 'home' students aged 19 or over as at 31st August 2023, enrolled on a government funded priority course who can demonstrate financial need
- Students must apply by the deadline of 15th September 2023
- · Support is not immediate; applications can take 28 working days to process and sometimes longer in busy periods
- The fund is means tested; your household income needs to be £26,000 or less to qualify for all areas of financial support or £31,000 (before tax) or less for support with travel only.
- Help is usually given in the form of a grant and is available to support additional costs associated with coming to college such as travel (for those living outside of LE11), stationery, childcare, equipment. We encourage early applications as assistance cannot normally be backdated
- · All sections of the form MUST be completed in full and ALL income evidence submitted
- · Forms will be returned to students if not completed fully which will result in a delay to your application being processed
- · We advise you to provide photocopies of income evidence as we cannot be liable for loss of original copies

1. PERSONAL DETAILS			
Title Age a 31/08/202	at 3	Date of Birth d d	m m y y y y
☐ Male ☐ Female Forename/s		Surname	
Home Address		Telephone	
		Mobile	
Postcode	9	Email	
Nationality			
•	on my own / in shared house ort myself financially	☐ I am married ☐ I receive parental contributions	☐ I live in halls of residence☐ I have a child/children
Household Details: Please state who lives we Name	Relati	ip to you ionship to you r, Father, Sister, Brother, Partner, etc.)	Age if 18 or under
2. RESIDENTIAL STATUS			
Have you lived in this country for the whole of	the last three years:] Yes 🔲 No	
If your status is not listed or you are the spous			etails.
☐ British Citizen ☐ Marriage Visa	☐ Work Permit	EU/EEA Citi	zen Dependent
Indefinite Leave Asylum Seeker to Remain	Student Visa	Refugee	Visa
Country of normal residence		Date of Entry to UK	m m v v v

Full Course Title	Year of Course: 1st or 2nd	Full-Time / Part-Time?
4. ADVANCED LEARNER LOAN		
Are you applying for an Advanced Learner Loan to pay for your Tuition Fees?	Yes No	

5. FINANCIAL DETAILS To be completed by the learner

3. COURSE DETAILS

Important Note: If you, the learner, lives with your parent(s), as per government guidelines, parental income must be declared and evidenced

TYPES OF INCOME	YES / NO	EVIDENCE REQUIRED	
Partner / Spouse's Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return	
Working Tax Credit and/or Child Tax Credit		All pages of the HM Revenue & Customs Tax Credit award notice dated April 2023 – April 2024	
Universal Credit (UC)		Latest 3 award statements, from the 3 most recent completed assessment periods	
Income Support (IS)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.	
Job Seekers Allowance (JSA)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.	
Employment Support Allowance (ESA)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.	
Housing Benefit		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account OR latest remittance advice.	
Council Tax Benefit		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR copy of the 2023/24 Council Tax Bill.	
State Pension / Pension Tax Credit		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.	
Student's Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return	
Parent(s) / Guardian(s) Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return	
Parent / Guardian Bank Statement AND Student's Bank Statement		Copy of the up-to-date bank statements (dated within the last three months) showing at least 1 month of credit and debit transactions	
Other – Please Specify (do not include Child Benefit, Maintenance or CSA payments)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.	

IMPORTANT NOTE:

You must include ALL income evidence with the application. If you do not have the specified evidence, please contact the Student Finance Officer to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case. We advise you to provide photocopies of income evidence as Loughborough College cannot be liable for the loss of original copies.

6. FREE SCHOOL MEALS
Are you aged between 19 and 24 and have a Education Health and Care Plan (EHC Plan)?
☐ Yes ☐ No
If so, whilst at school were you eligible for Free School Meals? Yes No
You MUST enclose evidence of the Education Health and Care Plan (EHC Plan)
7. HOW ARE YOU PLANNING TO TRAVEL TO / FROM COLLEGE (Please tick as appropriate)
□ Bus □ Car □ Train □ Walk □ Motorcycle / Motorbike □ Other (Please specify)
If you are travelling by bus
Please specify the service providers you intend to use (i.e. Arriva, Kinch, Centrebus, etc)
8. DETAILS OF ASSISTANCE
Financial assistance will be determined by the course-related costs attached to your learning and your own personal circumstances. Additional assistance offered towards childcare costs. If you require support with these costs please tick the box(s) below and submit the relevant paperwork as appropriate:
Childcare □
Your childcare provider must be Ofsted Registered
You and your childcare provider must complete and submit the "Application for Childcare Costs" available on request
9. PAYMENT METHOD
Any payment that can be made direct to you will be paid into the <u>Learner's account only</u> . Please note we are unable to may payments into Parent / carer's accounts. For your convenience and a more secure and effective payment method, the college make financial awards by Bank Transfer (BACS).
Please provide your Bank Details as follows:
Bank Name: (e.g. Barclays, HSBC, etc):
Sort Code Account Number
Building Society Roll/ Reference Number (if applicable)
Name of Account Holder (e.g. Mr J Bloggs):
You MUST enclose an account statement or letter from your bank or building society that show your name, sort code, account

number and home address to ensure correct details are submitted.

10. DECLARATION

By signing in the box below

YOU CONFIRM THAT:

- · The information you have given on this form is—to the best of your knowledge—correct and true
- · You are NOT on New Deal or a Work-Based Learning scheme
- · You have NOT applied for help towards any general living costs
- · You will inform the Adult Learner Support Fund, in writing, of any change to your personal, family or financial circumstances
- · You have NOT applied to any other organisation (e.g. a charitable trust) for any help that the College might give you from any Bursary

YOU AGREE THAT:

- Loughborough College can process your personal data contained in this form and on your Student Learning Agreement in order to assess your
 eligibility for support through the Bursary Fund. If you have given personal information relating to anyone else on this form you have obtained
 their permission to disclose it
- Loughborough College are able to speak to your parent(s)/guardian(s) about your bursary application where they have supplied their income
 as evidence

YOU UNDERSTAND THAT:

- · You may be committing a criminal offence if you omit to disclose any information that may affect your application
- Awards from the Adult Learner Support are made on a LOAN BASIS. If you successfully complete your course, the loan may be converted to a non-repayable grant
- · If you leave your course early, the College will ask you to return any money, equipment or travel pass that has been given to you from the Fund

Student sign in this box	
Student print your name in the	nis box
Write today's date in this bo	x

WHEN YOU HAVE COMPLETED THIS FORM YOU SHOULD SEND IT (WITH THE EVIDENCE REQUIRED) TO:

Adult Learner Support Fund Applications, Loughborough College,Radmoor Road, Loughborough, Leicestershire LE11 3BT

BY THE DEADLINE OF: 15th September 2023

If you need any further information or help with making an application please contact us: Tel: 01509 215831 E-Mail: studentfinance@loucoll.ac.uk

WHAT INFORMATION DO I NEED TO SUPPLY WITH THIS FORM?

You must supply additional evidence with your application where requested.

Please remember:

- Evidence to support your application must be correct and in date as per Sections 5, 6, 7, 8 & 9.
- · Each page should be marked with the name and date of birth of the applicant
- · Send the originals or good quality photocopies.
- Any original documents will be returned although at busy times we cannot guarantee to return originals to you quickly.

Confidentiality: applications are only seen by staff involved in the delivery of the Adult Learner Support Fund. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made.

GDPR Statement: Loughborough College collects data about all students for various administrative, academic, health and safety, contractual and other public interest reasons. You are aware that your data is shared only with those agencies specifically involved with funding or accrediting your qualification, or with ensuring your wellbeing and vital interests. Please be aware that Loughborough College will only share your information where legally allowed or required in line with current Data Protection legislation. For circumstances outside of this legislation, we will seek your written consent separately before sharing your information

The Discretionary Adult Learner Support Fund is cash limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.