

Please complete this form if you will be aged between **16-18** on 31 August 2019.
Please note these forms are accepted throughout the academic year. Please **DO NOT POST**.

For office use only

| | |
|-----------------------|--|
| Mat fee s/s | |
| ProMonitor/Sharepoint | |
| LSF Database | |
| Kit/Travel VCH | |



LEARNER SUPPORT FUND APPLICATION FORM 2019/20

A new claim must be made each year, even by existing students. Late applications may be affected by the availability of funds. Forms without the correct supporting evidence and/or your signature will be returned to you.

LSF No.: _____
File at.: _____

College ID number:

Name: _____

Address: _____

Postcode: _____

Telephone No. _____

Email: _____

Course Title: _____ Level: _____

Did you receive Free School Meals in 2018/19? Yes No

Please circle if any of the following apply to you:

Do you live in care or are you a care leaver? Yes / No
(Letter from Social Services is required)

Are you a young carer? Yes/No

Are you in receipt of Income Support or ESA and Disability Living Allowance or PIP? Yes / No
(Proof of benefit is required)

Age on 31 August 2019 _____

Date of Birth: _____
DD / MM / YY

Male Female

Marital Status – please tick appropriate box

Single Married/Civil Ptn. Lone Parent

Residency Details

Nationality: _____

Date of entry to UK: _____

Countries of residency since 2016 (if applicable): _____

Asylum Seeker? Yes / No
Are you a Refugee? Yes / No

Why are you applying for support? Please give a reason:

Household Information (Please list all members of your household and their relationship to you)

| Name | Relationship to you | Age (if under 18 years) |
|------|---------------------|-------------------------|
| | | |
| | | |
| | | |
| | | |

What do you require help with?

(Tick all that apply)

- Travel to and from college First Arriva Other (please specify) _____
- Essential equipment/Kit _____
- Material Fees (to be paid at enrolment) _____
- Childcare (Care to Learn)

Care to Learn is a government funded scheme for Lone Parents up to the age of 20 years old. For more information please visit: <https://www.gov.uk/care-to-learn/overview>.

Please note: Funding is limited and cannot be guaranteed. If you cancel or withdraw from your course you have to return your bus pass and kit if you received them from this fund.

| | | |
|--|---------------------------------|--------------------------------|
| <p>Will you buy your own kit before enrolment? (If the answer is yes, please keep receipts for possible reimbursement.)</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|---------------------------------|--------------------------------|

Evidence to be provided for 16-18 students: Please provide PHOTOCOPIES of the evidence required below. (Refer to examples on page 4.)

YOU MUST BRING a form of ID (Birth Certificate, Driving Licence or Passport)

Do you or your parent(s)/carer(s) work?

YES

NO

Total annual earnings below £30,000

Please provide:
P60 - April 2019 AND
Tax Credit Award Notice 2019/20
(or review notice 18/19)

Job Seekers Allowance
Income Support
Employment and Support Allowance
Universal Credit

OR if Self-Employed:

You must provide:
A copy of annual accounts ended
April 2019 or SA302
AND Tax Credit Award Notice 2019/20

Please provide:
Recent Benefit letter AND
Recent Bank Statements AND
Tax Credit Award Notice 2019/20

If the above does not apply to you, please contact Student Services

Declaration

- I understand that the information provided in this form is necessary for Leicester College to carry out its role in providing further education and I give my consent to the College to process this data for the purpose of managing my application for learner support.
- I understand that any assistance provided is subject to enrolling on a course of study and maintaining satisfactory levels of attendance and progression, and agree that consultation may take place with my Tutor.
- I understand that the Privacy Notice for students who access support is available on the college website and I understand that the information that I provide will be used in accordance with the General Data Protection Regulation (GDPR) and UK Data Protection legislation.

Student Signature:

Date:

Parent/Carer Signature:

Date:

Checkers Signature:

Date:

Welfare Adviser/ Assistant Signature:

Date:

Examples of Benefit documentation:

HM Revenue & Customs
 Home Address: [EXAMPLE COPY]
 Tax credits award for: [Name(s)]
 Summary:
 Child Tax Credit: £12034.05
 Child Tax Credit to: [Name(s)] £9714.16
 Why we are writing to you:
 Thank you for the information you gave us recently to renew your tax credits claim.

Examples of Tax Credit paperwork – we accept the full Tax Credit Award Notice 2019/20 (all pages)



Or, the Tax Credit Review Notice for year ended 05/4/19 (all pages)



HM Revenue & Customs
 Home Address: [EXAMPLE COPY]
 Renew online with this reference number: 000 000 896 380 793
 Check now, no later than: [EXAMPLE COPY]
 Tax credits - Annual Review for year ended [EXAMPLE COPY]
 Your tax credits award for: [Name(s)]
 We need you to review your personal circumstances during the whole award period shown above and check if you received any income.

jobcentreplus
 Home Address: [EXAMPLE COPY]
 Dear [Name]:
 Thank you for your request for information.
 The details are as follows:-
 You were awarded Employment Support Allowance Income Related
 Claim start date: [Date]
 At a weekly rate of: [Amount]
 Paid up to: [Date]
 Any other information: ESA IN PAYMENT
 For any further enquiries please contact us on the above number.

Benefit letters for ESA, Income Support or JSA will look like these. They will include your name, current address and a recent date.



jobcentreplus
 Website: www.jobcentreplus.gov.uk
 Home Address: [EXAMPLE COPY]
 Dear [Name]:
 About your Income Support
 I am writing to tell you that your Income Support will change. This is because there is a change to the money you will have coming in and the amount the law says you will need to live on.
 This means from [Date] you will get [Amount] a week.
 The way this has been worked out is shown on the page called How your Income Support was worked out.
 From [Date] your Income Support will change again to [Amount] a week. This is because there will be a change to the Employment & Support Allowance your partner has coming in.
 How to get your money
 We will pay your Income Support into the account that you have told us you wish to use. The money will be in the account requested every fortnight by the day Income Support is due.
 If you want a further explanation of this decision, please see the final page of this letter. It explains what to do if you disagree with this decision.
 What should I do if my circumstances change?
 If your circumstances change, it may affect the amount of benefit you get. You must tell us about any changes in your circumstances.
 Yours sincerely
 Kerry Hillier
 Manager



Like us on Facebook: www.facebook.com/LCwelfare

Follow us on Twitter: www.twitter.com/lcstusupport



European Union
European Social Fund
 Investing in jobs and skills

Appeals Procedure:

If you do not agree with any decisions made, you can appeal in writing, to the IAG Co-ordinator within 14 days of the date of your allocation letter. You can ask for an Appeal Form, from Student Services at any campus or telephone 0116 2242240.

Leicester College, Freeman’s Park Campus, 145 Welford Road, Leicester, LE2 7LW.

Leicester College, Abbey Park Campus, Painter Street, Leicester, LE1 3WA.

Leicester College, St. Margaret’s Campus, St. John Street, Leicester, LE1 3WL.