

Please complete this form if you will be aged **19+** on 31 of August 2019.
Please note these forms are accepted throughout the academic year. Please DO NOT POST.

For office use only

Print Credit	
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: _____

Age on 31st August 2019 _____

Date of Birth: _____
DD / MM / YY

Male Female

Course Title: _____ Level: _____

Marital Status – please tick appropriate box

Single	<input type="checkbox"/>
Married/Civil Ptn.	<input type="checkbox"/>
Lone Parent	<input type="checkbox"/>

If you are aged 19-23 is this your first full Level 3 course? (L3 = 2 A levels; 4 AS's; BTEC National Dip/Cert or NVQ 3 or equivalent)
Yes No

Have you applied for an Advanced Learner Loan? (19+ on Level 3 or level 4 course in Further Education)
Yes No
(Letter of approval must be submitted with your application)

OR do you intend to apply for an Advanced Learner Loan?
Yes No

Are you aged between 19-23 and caring for someone?
Yes No

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

Required Additional Information

Why are you applying for support? Please give 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?

(Please tick all that apply)

For travel, please provide the name of the bus company you will use.

- Travel to and from college First Arriva Petrol Other (please specify) _____
- Essential equipment/Kit _____
- Material Fees (to be paid at enrolment) _____
- Childcare Please ask for a childcare request form

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 to Student Services if you received them from this fund.

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

Evidence to be provided for 19+ students: Please bring 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 and/or your partner or your parent(s)/carer(s) work?

YES

NO

Total income for you and/or your partner:
Earnings below £30,000 (£16,000 single, no dependants)

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

- 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 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 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 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:

Checkers Signature:

Date:

Welfare Adviser/ Assistant Signature:

Date:

Examples of Benefit documentation:

HM Revenue & Customs
 Home Address: [Redacted]
 Tax credits award for: [Redacted]
 Summary:
 Child Tax Credit: £12034.05
 Child Tax Credit to: [Redacted] £9714.18
 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)**



HM Revenue & Customs
 Home Address: [Redacted]
 Tax credits - Annual Review for year ended: [Redacted]
 Your tax credits award for: [Redacted]
 Name(s): [Redacted]
 National Insurance number: [Redacted]

Or, the **Tax Credit Review Notice for year ended 5/4/19 (All pages)**



Jobcentreplus
 Home Address: [Redacted]
 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: [Redacted]
 At a weekly rate of: [Redacted]
 Paid up to: [Redacted]
 Any other information: ESA IN PAYMENT
 For any further enquiries please contact us on the above number.
 Benefit Centre Manager
 Part of the Department for Work and Pensions

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: [Redacted]
 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 live on.
 This means from [Redacted] you will get [Redacted] a week.
 The way this has been worked out is shown on the page called **How your Income Support was worked out**.
 From [Redacted] your Income Support will change again to [Redacted] a week. This is because there will be a change to the Employment & Support Allowance your partner has coming.
 How to get your money
 We will pay your Income Support into the account that you have told us you wish to use. 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, 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 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



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.