[](https://intranetplus13.lec.ac.uk/)

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**

**LSF No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**File at.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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.**

**Marital Status – please tick appropriate box**

**Age on 31 August 2019**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth:**

**DD / MM / YY**

**Male Female**

|  |
| --- |
| **College ID number:** |
| **Name:** |
| **Address:** |
|  |
|  |
| **Postcode:** |
| **Telephone No.** |
| **Email:** |

|  |  |
| --- | --- |
| **Single** |  |
| **Married/Civil Ptn.** |  |
| **Lone Parent** |  |

**Course Title: Level:**

|  |
| --- |
| **Residency Details** |
| **Nationality:** |
| **Date of entry to UK:** |
| **Countries of residency since 2016 (if applicable):** |

**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) |

**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)**

First Arriva Other (please specify)

Travel to and from college \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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.**

**Will you buy your own kit before enrolment? (If the answer is yes,  **

**please keep receipts for possible reimbursement.) Yes 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

**Job Seekers Allowance**

**Income Support**

**Employment and Support Allowance**

**Universal Credit**

**Please provide:**

**P60 - April 2019 AND**

**Tax Credit Award Notice 2019/20**

**(or review notice 18/19)**

**OR** **if Self-Employed:**

**Please provide:**

**Recent Benefit letter AND**

**Recent Bank Statements AND**

**Tax Credit Award Notice 2019/20**

**You must provide:  
 A copy of annual accounts ended**

**April 2019 or SA302**

**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.**

**Date:**

**Student Signature:**

**Date:**

**Parent/Carer Signature:**

**Date:**

**Checkers Signature:**

**Date:**

**Welfare Adviser/ Assistant Signature:**

****

**Examples of Benefit documentation:**

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

****

**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, Freemen’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.­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**