**For office use only**

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

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.

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

**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 31st August 2019**

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

**Date of Birth:**

**DD / MM / YY**

**Male Female **

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

**Have you applied for a 24+ loan?**

**Course Title: Level:**

|  |  |
| --- | --- |
| **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***

|  |
| --- |
| **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** |

**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)**

**What do you require help with?**

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

**(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.) Yes 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)

* **Job Seekers Allowance**
* **Income Support**
* **Employment and Support Allowance**
* **Universal Credit**

**Please provide:**

**P60 - April 2019 AND**

**Tax Credit Award Notice 2019/20**

**(or 18/19 review)**

**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 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.**

**Date:**

**Student 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 5/4/19**  **(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.  ← → | |  |
| Like us on Facebook: [**www.facebook.com/LCwelfare**](http://www.facebook.com/LCwelfare)    Follow us on Twitter: [**www.twitter.com/lcstusupport**](http://www.twitter.com/lcstusupport) | |  |  |

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**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.­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**