

# Discretionary Learner Support & Advanced Learner Loan Bursary Fund for Students

## Information for Students Aged 19 and Over

The **Discretionary Learner Support Fund and Advanced Learner Loans Bursary Fund** are designed to support students who have genuine financial hardship towards the additional costs involved in attending College. You can apply to these funds for help towards the cost of essential kits, uniforms, course materials and equipment, personal protective equipment (PPE), trips that are essential for your course, college bus passes and/or the cost of travelling to college by train and registered childcare if you are aged 20 or over at the start of your course. The Fund is 'cash-limited' which means that we cannot always support every student that applies; we only allocate awards while funding lasts.

### Are you eligible?

To apply to this fund, you must be:

- Aged 19 or over at the start of your course (on or before 1<sup>st</sup> September 2019)
- Studying a 'funded', Further Education course (students studying Apprenticeships, HE courses, or 'full cost courses' are **not** eligible)
- UK resident or meet sufficient residency criteria
- Living in a household where the income level is below £25,000 per year

### How to apply

1. Check that you meet all of the criteria listed above
2. **Attach evidence of household income as listed on the form** – please note that photocopied evidence **IS** acceptable, **ORIGINAL DOCUMENTS WILL NOT BE RETURNED WITHOUT A STAMPED ADDRESSED ENVELOPE**
3. If you have applied for an Advanced Learner Loan you will need to supply evidence of your entitlement to the loan with this application form.
4. Send the application form and evidence to the address below (please ensure that you add enough postage)

### What happens next?

We will aim to process your application within four weeks from the date we receive it. If you have not completed the form in full or you have not provided evidence of your household income then we will return the form to you. When we have assessed your application we will write to you with the outcome explaining how your award will be paid. If your application is unsuccessful we will send you a letter explaining why which will include details of **how you can appeal**.

### **\*Important Information – Course Fees\***

Please note that you **cannot** apply to this fund for help with your course **fees** (tuition and exam/registration fees). Please contact the Enrolments Team on 01329 815170 if you would like information about whether you qualify for **fee remission** for your course. Eligibility can depend on a number of factors including:

- Your age when you start the course
- The level of qualification you are planning to study **and** any qualifications that you have already achieved
- Whether or not you are in receipt of certain 'out of work' benefits
- What you are planning to do when you have completed your course

Please be prepared to answer questions of this nature if you are asking about fee remission. If you are not eligible for **fee remission** then you will be responsible for paying your course fees in full

**Please send your completed application form and proof of income to:**

**Student Support  
Fareham College  
Bishopsfield Road  
Fareham  
PO14 1NH**

**Alternatively, you can email your completed form and scanned/electronic proof of income to [debbie.goodall@fareham.ac.uk](mailto:debbie.goodall@fareham.ac.uk)**

# Application for Financial Support 2019-20

## Discretionary Learner Support & Advanced Learner Loan

### Bursary Fund (Students Aged 19+)



#### Section 1: Student Personal Details

First Name:		Surname:	
Date of Birth:		Age on 01/09/19:	
Address:			
Post code:		Email address:	
Mobile no:		Home Tel No:	

#### Section 2: Course Details

Full name of your course:				
Start date:		Will you be studying your course (please circle)	Full Time	Part Time

#### Section 3: Student Personal Circumstances

<b>Please tick all of the statements below that apply to you</b>	✓
I live alone and support myself financially	
I am a lone parent and support myself financially	
I live with my partner and have no dependents	
I live with my partner and have a child/children or other dependents	
I live with parents/guardians but support myself financially	
I am supported financially by my parent(s)/guardian(s)	
I am supported financially by my partner	

#### Section 4: What do you need assistance with?

<b>Please ✓ all the boxes that you think may apply</b>	
<input type="checkbox"/> Art/Fashion/Media/Photography materials allowance	<input type="checkbox"/> College Bus pass (term time only)
<input type="checkbox"/> Catering kit	<input type="checkbox"/> Rail travel support
<input type="checkbox"/> Hairdressing and/or Beauty Therapy kit	<input type="checkbox"/> Professional Membership fees for AAT courses
<input type="checkbox"/> Childcare Costs for students aged 20 and over - the college will send you a childcare form if you are eligible for financial support. If you are aged 19 at the start of your course you will need to apply to Care to Learn for your childcare funding - Please contact the Bursary Support Service on 0800 121 8989 for details on how to apply or see the Care to Learn link on the College website	
<input type="checkbox"/> Protective clothing for Construction, Motor Vehicle, or Engineering courses	<input type="checkbox"/> Trips Fee (for essential College trips only)

### Section 5: Household Income Details

Please use the table below to tell us about your income. Please note that this is an assessment of **household income** so you will need to give details for all of the adults you live with. **You must provide evidence of your household income with your application, otherwise we will not be able to assess it and the form will be returned to you. PHOTOCOPIES OF YOUR DOCUMENTS ARE ACCEPTABLE** If your financial circumstances are not reflected in any of the categories listed below then please provide a covering letter explaining your situation.

Type of Income	Please ✓ if you receive	Evidence Required
Income Support		Award letter from the Benefits Agency which is less than 6 months old <b>OR</b> a recent Bank Statement which names/lists the Benefit(s) you receive
Job Seeker's Allowance		
Universal Credit		
Employment & Support Allowance		
Pension Credit		
Working Tax Credit/Child Tax Credit		All of the pages of your latest Tax Credit Award Notice (there are usually 8 pages)
Company or Private Pension		Annual Pension Statement <b>OR</b> a recent Bank Statement which includes Pension amounts
Salary/Wages from paid employment		Last 3 monthly wage slips <b>OR</b> P60
Self Employed Earnings		Audited accounts for most recent tax year <b>OR</b> Official Tax Return
Any other income you think we should consider (please give details here)		

### Section 6: Student Bank Details (Rail Payments Only)

If you are travelling to College by train we will make termly payments to you via BACS transfer directly into your bank account. Please provide details of your bank account below making sure that all sections are completed.

Bank/Building Society Name:	
Bank/Building Branch (e.g. Fareham, Gosport, Southampton etc):	
Name of Account Holder:	
Account Number (usually 8 digits long):	
Sort Code: (6 digits)	

**Section 7: Additional Information** Please use this box to provide us with any additional information that you think we need to know to support your application. (Please continue on a separate sheet if you need to)

## Section 8: Declaration

- I certify that the information I have provided on this application form is complete and accurate to the best of my knowledge and understand that if I provide false information my application will not proceed and that the College may reclaim any funding already allocated to me.
- I understand that the information provided on this form may be shared with other departments in the College and External Agencies if necessary.
- I understand that any funding awarded will be subject to satisfactory behaviour, attendance and completion of work on the course.
- I understand that this application only applies to one academic year and that I will need to reapply if I require financial assistance with study for further years.
- I understand that if I withdraw from my course I may have to pay back all or some of the monies awarded to me or paid on my behalf.
- I understand that it is my responsibility to inform the Benefits Agency of any financial support I receive that may have an impact on any benefits I receive.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please note that your application will not be assessed if you have not completed all of the necessary sections or if you have not provided any proof of income.**

### Office Use Only – DLSF 2019/20

Date received:

Student Name:

Person Code:

Course:

Travel Costs

Household Income	£	
Disc Support?	Yes	No

On course costs

Other info

Other:

Childcare Requested? Yes/No