West Lancashire College

# Financial Support Guidance & Application Form 19+

## 2022/23

# Learner Support Funds
# 19+ DLSF & Advanced Learner Loan Bursary
# Application Form 2022/23

## Are you eligible?

- Do you live in a household that has an income of less than **£30,000**?
- Are you fully enrolled on a Further Education course which is funded by the ESFA (this does not include students enrolled onto community funded courses, who are not eligible for support) or you have an Advanced Learner Loan to cover the cost of your fees during the academic year 22/23 and aged 19 on the 31st August 2022, you may be eligible for support from our funded bursary

## What support can we offer you?

**There are three categories which we can offer support to** …

**Tier 1**

Do you live in a household that has an income up to **£16,190**?

**YES**

You will be awarded with travel payments if you live more than **2 miles** away from campus. *Asylum seekers will receive a travel pass*

Your essential equipment and trips costs will be made payable to the course department **Please note any equipment provided, you will be required to return to the department at the end of your study*

You will be eligible to apply for a college laptop if your course requires coursework

**Tier 2**

Do you live in a household that has an income between **£16,190- £25,000**?

**YES**

You will be awarded with travel payments if you live more than **2 miles** away from campus. Up to £4 per timetabled day. **Asylum seekers will receive a travel pass*

Your essential equipment and trips costs will be made payable to the course department **Please note any equipment provided, you will be required to return to the department at the end of your study*

You will be eligible to apply for a college laptop if your course requires coursework

**Tier 3**

Do you live in a household that has an income between **£25,001 - £30,000**?

**YES**

You will be awarded with travel payments if you live more than 3 **miles** away from campus. Up to £4 per timetabled day. **Asylum seekers will receive a travel pass*

Your essential equipment and trips costs will be made payable to the course department **Please note any equipment provided, you will be required to return to the department at the end of your study*

## How do I apply?

- Please complete this application form using black or blue ink
- Read all questions carefully and ensure you provide all evidence that meets your household circumstances. Any missing evidence will result in a delay to your application being processed.
- You can apply from **Monday 4th July**
- Applications can be posted to: **West Lancashire College – Student Services, College Way, Skelmersdale, WN8 6DX** Or you can call in with your completed form and evidence to the Campus, Learner Zone, ground floor, Mon – Fri 8.30am-4pm. Please be aware that you may be asked to make an appointment if it is too busy to be seen immediately.
- Photocopied documents MUST be sent along with your application. Please ensure that all photocopies are clear and contain all pages, otherwise this will cause delay in processing your application. Please note we will not be responsible for the loss of original documents if you choose to send these.

# Section 1: Personal details

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| **Student ID Number:**<br>**You must be enrolled to receive support* | |
| **Course Title**: | |
| **Forename**: | |
| **Surname**: | |
| **Date of Birth**: | |
| **Age on 31st August 2022:** | |
| **Address:**<br>**Please ensure you update your curriculum admin office, along with evidence of any address change during your course- as this may impact your travel support. You MUST also inform Learner Support Funds* | |
| **Postcode:** | |
| **Contact number:** | |
| ***Email address:** | |

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| Do you live with (or are you financially dependent on) parent(s)guardian(s)/spouse or partner, if yes please state their details below. * You will need to provide household income evidence for the below State 'N/A if you live alone. | Yes ☐ No ☐ |

| Name | Relationship to You |
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| **Are you an Asylum Seeker?** *As long as you have provided your home office letter and IND card with curriculum admin on enrolment- you do not need to provide further evidence. Please go to **section 4**, read and sign the terms and conditions, then submit your application. | Yes ☐ No ☐ |
| **Are you in receipt of an Advanced Learner Loan for the cost of your fees?** *Please provide a copy of your loan confirmation | Yes ☐ No ☐ |
| **Are you aged 19 and studying on the second year of a course which, you started prior to the start of this academic year?** | Yes ☐ No ☐ |
| **Are you aged between 19 and 24 and have an Educational Health Care Plan?** | Yes ☐ No ☐ |
| **Do you (the student) have a current bank account? If not, you will be required to open one before submitting your application** *A bank statement will be required to verify account details for any payments to be made. | Yes ☐ No ☐ |
| **If you answered yes to having an EHCP or being a 19+ continuer, are you eligible to receive travel support from your local authority?** | Yes ☐ No ☐ |

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| **What is your total annual household income?**<br>*This includes all means tested benefits and earned income for all members of the household for the year | **£** |
| **Which Tier have you identified yourself as?** | Tier 1 ☐ Tier 2 ☐ Tier 3 ☐ |

# Section 2: 2022/23 Qualifying Evidence

Please select only **ONE option,** tick the selected box below and provide the relevant evidence, then proceed to Section 3

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| **1. Do you receive Tax Credits?** | ☐ **Yes** → <br> **No** ↓ | * Provide all pages of your 2021/22 Tax Credit Award Notice, If this is not available we can accept a Tax Credit annual review (from previous April) with 3 months bank statements |
| **2. Do you receive any of the following?**<br>• **Income Support**<br>• **Jobseekers Allowance**<br>• **Employment Support Allowance**<br>• **Carers Allowance** | ☐ **Yes** → <br> **No** ↓ | *IS or JS-Provide an award letter dated within one year<br><br>*ESA or CA- Provide an award letter dated within one year, plus 3 most recent pay slips |
| **3. Do you receive Universal Credit?** | ☐ **Yes** → <br> **No** ↓ | * Provide 3 most recent Universal Credit statements<br>UC statements can be printed, or screenshots can be provided |
| **4.Do you live in a single independent household and have a taxable income of between £7,800 and £15,000, including private pension income?** | ☐ **Yes** → <br> **No** ↓ | * Provide 3 most recent pay slips (and your pension payment letter dated within one year if applicable)<br>If you are self-employed - a statement of accounts for the 2021/22 tax year from your accountant will be required. The statement must be on letter head, have a wet signature, and state your earnings before tax. |
| **5. Do you live with a partner/spouse or parent(s) and have a household income of less than £30,000, including Private Pension income? State the total household income** | ☐ **Yes** → <br> **No** <br> **Not eligible** | * Provide 3 most recent pay slips (and your pension payment letter dated within one year if applicable)<br>If you are self-employed - a statement of accounts for the 2021/22 tax year from your accountant will be required. The statement must be on letter head, have a wet signature, and state your earnings before tax. |

## What happens next?

- Once you submit your application form and evidence, this will be assessed by the Learner Support Fund Administrator. They may contact you to require further evidence if you haven't supplied everything that's requested. If you have submitted all the required documentation, they will email you to confirm that your application has been accepted and passed onto the Learner Support Fund team.
- Learner Support Funds will process your support. We will send you a confirmation email with a statement of what support has been put in place for you. Please ensure you include a valid email address within your application.
- Support can take up to 4 weeks to be in place and we need to see that the student has been attending for the first 2 weeks of the course before we order travel passes.
- Travel passes will be posted out to the student home address, and they will be ready to use which will cover your travel until the end of your course. If for any reason you have any issues with your travel pass, please refer to your travel leaflet that has been emailed to you along with your statement of support.
- As soon as you have received your statement of support from Learner Support Funds, you will then have access to a meal via the cashless system in the food outlets on campus. Please show your student id card at the till to access your £4.00 meal allowance. If your campus does not have food facilities, you will receive cash payments into your account as per the schedule on your statement of support.
- You can apply for a laptop by contacting LearnerSupportFundsWLC@westlancs.ac.uk who will email a laptop request form. You will then be emailed by Learner Support Funds if your request has been accepted or declined. Eligibility also depends on course requirement.

**If you haven't met the above criteria and are over the household income, you have the right to appeal. Appeal forms can be provided by the Leaner Support Fund Administrator on receipt of your application.**
**Appeals must be addressed to; Learner Support Funds Administrator, West Lancashire College, Skelmersdale Campus, College Way, Skelmersdale, WN8 6DX**

# Section 3: Student bank details

**Please provide your (the student) bank details clearly below in BLOCK CAPITALS**

We also require a copy of your bank statement to verify your account details. This can be a printed document, a screenshot of your online account containing these details or a letter from your bank.

West Lancashire College do not accept responsibility for payments being processed to an incorrect account due to incorrect details being submitted, therefore it is important we receive these verification documents for you to receive any potential payments.

**We are unable to make payments to building society accounts.**

**Bank details will be destroyed no later than July 2023.**

| **Third-Party Declaration** | |
|---|---|
| If you authorise Learner Funds to process payments into a THIRD-PARTY bank account, please can you **both** complete: | |
| **Student Name:**<br><br>**Student Signature:** | **Third party Name:**<br><br>**Third party Signature:** |

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| **Student ID Number** | |
| **Name on the Student Bank Account:** | |
| **Name of Bank:** | |

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| **Sort Code (6 digits):** | | | | | | |

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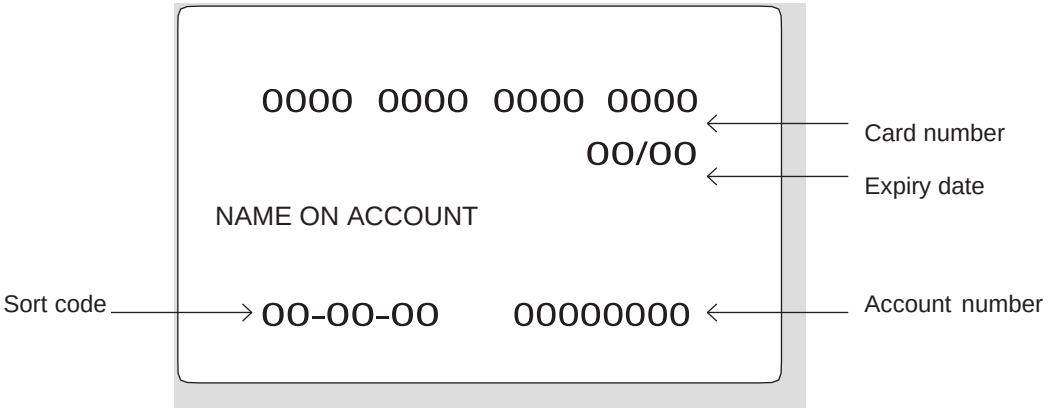
|---|---|---|---|---|---|---|---|---|
| **Account Number (8 digits):** | | | | | | | | |

**Bank Card Example:**



# Section 4: Terms and conditions

**Community Funded Courses**

Students enrolled onto a community funded course are not eligible for this bursary. If we identify that the student is enrolled onto a community funded course we will cancel all support and request a refund from the student of any funds that they have received.

**Household Income Assessment**

Students and parent(s)/guardian(s) MUST sign the declaration when applying for this bursary, to confirm that the evidence they have provided is correct and complete. Students and parent(s)/guardian(s) should be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

It is the responsibility of the student/parent(s)/partner or spouse to provide the household income evidence required in order to be assessed. The evidence requested enables West Lancashire College to ensure that Learner Support Funds are following the guidelines set by the Department of Education, and therefore any evidence provided is open to audit. In order to comply with funding regulations, Learner Support Funds hold the right to not accept an application until satisfied that the evidence and the household income assessment is accurate. Until the household can provide the evidence requested, the application will not be accepted and support may be delayed.

**Support**

Payments are processed in accordance with a payment schedule. Students will not be able to receive funding prior to the date stated on their payment schedule. Travel support is only valid between the course start and end dates. If the student finds that they need to come to college after the course end date, for revision sessions, re-sits etc., our financial support offer does not cover these scenarios and the student will be responsible for any costs associated with attending these sessions.

Learner Support Funds may withhold financial support if the student does not adhere to the following conditions:

- Students must achieve satisfactory attendance.
- Students must maintain a level of good behavior and behave in a way, which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities.
- All monies or support received must be used for the purpose intended. If the student is unsure of the purpose of support, please ask a Student Adviser.
- Students must not allow others to access or use any part of their support.

Students must inform Learner Support Funds of any changes to their course and/or timetable. We need to ensure the correct support is in place i.e. days for travel & meals and equipment. If the student has received course related equipment for the course in which they first enrolled, they may not receive additional course related costs for a secondary enrolment. Course equipment will be required to be returned to the department at the end of study.
If your course requires coursework outside of your lessons and you do not have access to a computer/laptop at home- You may be eligible to apply for a laptop from us. This MUST then be returned at the end of your study.

In signing the declaration form, West Lancashire College have the student's consent to provide the travel pass companies with information in order to provide travel support. We offer the most cost-effective method. We are unable to offer travel support based on student preference. A journey planner will be complete on assessment to determine which pass is awarded. If you don't agree with the travel provided, you have a right to appeal, on the basis there is a medical reason as to why a particular transport cannot be used. The Learner Support Fund Administrator will contact you with the outcome of your appeal.

Where Learner Support Funds identify that a student has received an overpayment, for example, where there has been an electronic timetable change since the original assessment or a miscalculation of support has occurred, a recalculation of support will be undertaken, and payments will be stopped so that any overpaid support can be recuperated. Maximum travel support is as follows; Up to £4 per day. Travel support is calculated based upon timetabled days, the maximum overall amount is then split into equal amounts over the academic year and paid to the student if they achieve 90% attendance for the attendance period.

**Meals**

19+ and Advanced Learner Loan students are NOT eligible for a meal entitlement.

**Withdrawal**

If the student withdraws from their course they must inform Learner Services immediately and ensure that they do the following:

- Refund such sums as may be determined by Learner Support Funds.
- Return the travel pass to Learner Services. If the travel pass is not returned, Learner Support Funds will withhold all Learner Support Funds in future academic years. (Travel passes **MUST NOT** be sent in the post but returned directly to Learner Services.)
- All items purchased by the Learner Support Funds remain the property of the college and must be returned if learners do not complete their course.

**Confidentiality**

Learner Support Funds will maintain confidentially of applications.

# Section 5: data protection

All personal data processed by NCG is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. NCG is registered with the Information Commissioner's Office as a provider of education and training. By submitting this form, you acknowledge that you have read and understand that your data will be processed in accordance with our privacy policy (unless you state otherwise) which can be accessed via this URL: **https://www.ncl-coll.ac.uk/_assets/media/downloads/294.pdf** For information regarding your rights under Data Protection legislation, please refer to the contact details our privacy policy.

Please tick to state that you are happy for NCG to process your data in accordance with our privacy policy. ☐

# Section 6: declaration

**I agree to the terms and conditions of the Learner Support Funds.**

**The evidence that I have provided is correct and complete to the best of my knowledge and belief. I am aware that submission of false or incomplete information which leads to incorrect funding or overpayment may result in future payments being stopped and any incorrect funding being recovered. I am aware that this might result in a referral to the police with the possibility of prosecution.**

**I understand that any misuse of funds will result in my removal from the Learner Support Funds in this academic year and will not be eligible to apply for support in future academic years.**

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| **Student Signature:** | |
| **Date:** | |

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West Lancashire College
College Way
Skelmersdale
WN8 6DX

01695 52300
westlancs.ac.uk