

Date as Postmark

Dear Sir/Madam

### **19+ DISCRETIONARY LEARNER SUPPORT FUND 2021/22 - LUDLOW**

Further to your request, please find enclosed an application form for the Learner Support Fund.

Please could you ensure that **all required evidence of income is enclosed**, as we are unable to process your application without this. **Unfortunately, we cannot accept bank statements as evidence of income or benefits.**

If you are applying for assistance with childcare costs, we will also require evidence from your childcare provider confirming these costs, and evidence of their Ofsted registration.

The Learner Support Fund is limited in value, and applications will be considered on a first come, first served basis. It is important, therefore, to return your form as soon as possible. Until completed applications and accompanying evidence are submitted, forms cannot be processed.

**Depending on your circumstances or chosen course of study, you may also be eligible for other types of assistance. Further information can be obtained from Student Services.**

If you have any queries, or require any assistance in completing your application, please contact the Student Finance through the main College switchboard at the campus where you are intending to study.

Yours faithfully

Student Finance

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Hereford Campus  
Folly Lane, Hereford, HR1 1LS  
Tel: (01432) 352235

Email: [enquiries@hlcollege.ac.uk](mailto:enquiries@hlcollege.ac.uk)  
Web: [www.hlcollege.ac.uk](http://www.hlcollege.ac.uk)



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# 19+ Discretionary Learner Support Fund

## HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

### 19+ Discretionary Learner Support Fund 2021/22

#### 1 College Policy

The ESFA (Education and Skills Funding Agency) allocates the College an annual sum of money to provide financial assistance to students who may otherwise be prevented from accessing or completing a study course. The aim is to widen participation and to include learners from low-income backgrounds, those with disabilities and students from disadvantaged backgrounds.

#### **The Adult (19+) LSF can be used to financially support learners with:-**

- ✓ Childcare costs (**Note: Child-carer MUST be Ofsted registered**)
- ✓ Accommodation (where a student has to stay away from home to study – specific conditions apply)
- ✓ Transport (students must live at least ten miles from campus)
- ✓ Tuition, registration and exam fees
- ✓ Essential course related equipment and materials
- ✓ Essential course related field trips
- ✓ Disability related costs.

Applicants should note that all requests for LSF assistance are assessed on the basis of 'relative financial need' and that **not all applications will be successful**. In most cases, applicants may not receive all monies requested. Maximum grant amounts are set for each category of support. It is the student's responsibility to ensure that they have adequate financial arrangements in place before enrolling on a course.

**No application will be considered if household income exceeds £26,000 per annum. Outcomes for income levels below this amount will vary according to individual / household circumstances.**

#### 2 Eligibility

#### **You may be able to claim support from the Learner Support Fund if the following applies:**

- ✓ All students enrolled on a stated funded full and part-time Further Education course of at least 10 weeks duration
- ✓ Students must have been resident in the UK for 3 years prior to the start of their course
- ✓ Students attending specialist rural crafts courses or certain Outdoor Adventure courses who have to live away from home or a course specifically requires regular, repeated study out of normal college hours.
- ✓ Students in receipt of an Education, Health and Care Plan (EHCP)

#### **You cannot claim for support from the Learner Support Fund if you are:-**

- X Under 19 on 31<sup>st</sup> August 2021
- X An overseas or EU student who is eligible for tuition fee support
- X On a New Deal programme (except for New Deal for Parents)
- X On a Learn Direct course
- X On an Adult and Community learning course
- X On an apprenticeship programme
- X On **ANY** courses not funded by the ESFA.

#### 3 Application procedure and supporting documentation

The Discretionary 19+ Learner Support Fund is allocated to the college by the ESFA in June for the forthcoming academic year. All applications are considered on an annual basis – **continuing students must re-apply requesting support for second or subsequent years of their course.**

This Learner Support Fund Policy accompanies the application form. Guidance in completing the form is available through the College Student Services and Student Finance.

Funds are strictly limited and therefore awards are subject to availability of sufficient funds. All application forms will be dealt with on a first-come, first-served basis. However, priority will be given to current students partway through a 2-year programme. Should insufficient funds be available, applications will be rejected, even if they would otherwise have been accepted.

Where the supporting documentation has not been submitted, the application form will be returned unprocessed and will only be considered once the form is re-submitted with the full, relevant supporting documentation.

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## 19+ Discretionary Learner Support Fund

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All application forms requesting support from the Discretionary Learner Support Fund are means tested, and proof of income is required before an application form can be processed. **No application will be accepted if the applicant does not disclose any income source. Bank statements cannot be accepted as evidence.**

Proof of all household income information given in the application will be required in order for an application to be processed. You must include **all** pages of any tax credit award notices or benefits notifications. If you are applying for assistance with childcare costs, evidence of cost from your childcare provider, and proof of the Ofsted registration is required.

### 4 Submitting an Application

To reduce the amount of paperwork the College is handling, our preferred method of receiving your application is via email. Please complete the application overleaf and email it with your supporting evidence to [bursariesludlow@hlnc.ac.uk](mailto:bursariesludlow@hlnc.ac.uk). Every application will be dealt with chronologically, at each campus of the Herefordshire, Ludlow and North Shropshire College, including County Training:

If you cannot email your application, please contact Student Finance at [bursariesludlow@hlnc.ac.uk](mailto:bursariesludlow@hlnc.ac.uk) to discuss your options or telephone your campus.

All students who apply will be informed of the decision by the end of August. Where application forms are received after August 31<sup>st</sup>, the applicant will be informed of the decision within one month of receipt. Decisions may be delayed if all necessary documentation has not been provided with the application.

### 5 Payment Method

Payment to successful applicants will be in the form of a direct payment to the student's bank account with the exception of accommodation and childcare which will be issued by cheque or BACS directly to the landlord or childcare provider. Awards to cover ongoing expenses will be paid in termly instalments subject to continued satisfactory attendance.

Where students receive financial support and withdraw from their course, or their attendance falls below minimum requirements, steps will be taken to recover monies paid.

### 5 Appeals Procedure

Students who disagree with the decision regarding their application can appeal against it. The appeal must be made within 7 working days of being notified of the decision. Applicants should state clearly their reasons for disagreeing with the decision.

The appeal will be handled as follows:-

- The application will be reviewed by the Head of Finance and Head of Student Services, who will consider whether the initial assessment was correct. The applicant will be notified of the outcome within 10 working days of receipt of appeal.
- If the applicant disagrees with the decision made by the Head of Finance / Head of Student Services, the applicant will be referred to the College Finance Director, who will review the decision further. The applicant will be notified of the outcome of this review within 10 working days.
- Should the dispute remain unresolved, the Principal will make the final decision as soon as is practicable.

### 6 Publicity

The Learner Support Fund is promoted through the prospectus. Leaflets giving advice on alternative forms of funding are available from Student Services.

All information provided by students will be treated in confidence and will be handled in accordance with the Data Protection Act 1998.

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## 19+ Discretionary Learner Support Fund

### 19+ Discretionary Learner Support Fund Application 2021/22



Herefordshire,  
Ludlow & North  
Shropshire College

**OFFICE USE: DATE APPLICATION RECEIVED:** \_\_\_\_\_

This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

Please complete the form and email it with your supporting evidence to [bursariesludlow@hinsc.ac.uk](mailto:bursariesludlow@hinsc.ac.uk)

Learner Details					
Title:		Student First Name:		Student Surname:	
DOB:			Age: <i>(You must be 19) on 31 August 2021 to apply):</i>		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a <b>Level 2 qualification</b> (eg 5 GCSEs at Grade C (Grade 4) or above or NVQ Level 2 or equivalent <b>and</b> are you under 24?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a <b>Level 3 qualification</b> (eg 2 A'Levels, 4 AS Levels) or NVQ Level 3 <b>and</b> are you under 24?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Course Title:</b> _ _ _ _ _				Yr1 <input type="checkbox"/>	Yr2 <input type="checkbox"/>

### 19+ Discretionary Learner Support Fund (see policy section 2)

To qualify you must be aged 19 or over on 31 August 2021 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Time sheets must also be completed to enable you to receive bursary payments if you have a work placement.

### 19+ Discretionary Support - Criteria

Your household income is one of the criteria which will help us to assess your application. If your **TOTAL** Household income exceeds £26,000 per annum, you will not be eligible for an LSF payment.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for LSF payments.

Full TCAN Notice (20/21)	<input type="checkbox"/>	Income Support/Universal Credit (award letter x 3 months)	<input type="checkbox"/>	P60 April 20/21	<input type="checkbox"/>
Self-employed earnings (official tax return 19/20)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household x 3 months	<input type="checkbox"/>

Please list the names of the household members and relationship to learner who work or receive benefits:

Name	Relationship to Learner

## 19+ Discretionary Learner Support Fund

The amount of financial assistance you receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. If your application is successful, you will receive payment 'in-kind' to cover any Tuition and Exam Fees and Additional Costs the College charges for essential study materials, clothing and equipment and course field trips. **There may be other costs that are required to be covered.** Please indicate where you will need financial assistance in the table below. Note: it cannot be guaranteed that **all** the required costs will be covered. This information is strictly confidential and will only be used for this assessment purpose.

19+ Discretionary Support – Criteria	Tick if Required
<b>Travel</b> (if living more than 10 miles from college). State weekly mileage to and from college if travelling by car: _____	<input type="checkbox"/>
<b>Accommodation</b> (see policy for what would be eligible) Please provide copy of letting agreement	<input type="checkbox"/>
<b>Childcare</b> (evidence and details of Nursery/Childminder charges and Ofsted registration required):	<input type="checkbox"/>
<b>Other additional costs</b> (please specify): _____	<input type="checkbox"/>

### Learner Bank Details (see policy section 5)

Please provide your **bank details** below, as printed on your bankcard or statement (see policy for payment process). Bursary payments will be paid directly into Learners bank accounts only (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' eg, by purchasing any equipment required or providing learners with a travel pass.

Account Name: \_\_\_\_\_ BIB Reference (Admin Use Only): \_\_\_\_\_  
 Account Number: \_\_\_\_\_ (8 digits) Sort Code: \_\_\_\_\_ (6 digits)

#### LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for LSF payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the LSF Scheme will be paid on condition of standards of attendance and behaviour, as explained in the 19+ Discretionary LSF Policy.  
**HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which the LSF is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the LSF Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to LSF payments, and all payments are based on the information I have provided.
- I am clear that the LSF payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs ie. meals, miscellaneous course costs, childcare, etc.
- I understand I have the right to appeal if I disagree with the outcome of my LSF Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained in the 19+ Discretionary LSF Policy.

**I confirm I have read the 19+ Discretionary LSF Policy which was given to me with this application.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_