

## THE APPLICATION FORM

### PARTS 1 & 2

These sections concern your personal circumstances. Please make sure that you have answered all questions. If you are unsure about your residence status please speak to one of the Helpzone staff.

CITB Students, Foundation and Advanced Modern Apprentices, Train to Gain and New Deal participants (except New Deal for Lone Parents) are not eligible for Learner Support Funds.

Students receiving EMA or ALG payments may still be eligible to receive Learner Support Funds, but must declare the level of payments being received.

### PART 3

To qualify for assistance from the fund, learners must satisfy a 'Priority Group' as outlined in the LSC funding guidelines. (For clarification on these groups, please speak to the Helpzone)

	<i>CODE</i>		<i>CODE</i>
Aged 19 + and taking 1 <sup>st</sup> full Level 2 course	<b>A</b>	Eligible for fee remission as in receipt of a means tested benefit or Working Tax Credit ( income of £15,276 or less)	<b>B</b>
Aged 19 - 24 & taking 1 <sup>st</sup> full Level 3 course	<b>C</b>	Learners on a 'Skills for Life' Programme	<b>D</b>
Those in care or have recently left care	<b>E</b>	Learners with learning disabilities and / or disabilities	<b>F</b>
Those on probation	<b>G</b>	Those recently made redundant (within last 6 months)	<b>H</b>
Those aged 16-18	<b>I</b>	None of the above	<b>J</b>

Learners who do not meet one of these groups (code **A - I only**) but whose gross household income is below £20,817 pa (for those with dependants) may still qualify for support (on a reducing scale).

### PART 4 & 5

Please make sure that you have fully completed these sections. Evidence of prior learning may be requested at a later date. (your previous qualifications will be verified)

**Please note:** Students aged 19 + who are applying for assistance for a course where they have previously achieved a higher level of qualification or those who are applying for a Level 2 qualification who have achieved the equivalent level of qualification (within the last 5 years) will not be considered for support from the Learner Support Fund, even if they satisfy the criteria for one or more of the groups outlined above.

Those who are applying for support for a Level 2 course and who achieved a Level 2 qualification more than 5 years ago may qualify for reduced support - subject to means test.

## PART 6

This section concerns your financial situation. The income and expenditure tables should be completed as fully as possible. If you live with your partner or parents you will also need to indicate their income if they are part of your 'family unit'.

### Proof of Income

Please provide documentary evidence of **gross** household income including self-employed earnings. Any one of the following will be sufficient:

- P60(s) - Proof of gross income for previous year (copies not originals)
- Last 3 months or 12 weeks pay slips (copies not originals)
- Official letter / confirmation from your employer outlining your earnings.
- It is **essential** to include evidence of the information provided within this section.

**Your form will be returned if this information is not forwarded with your application form.**

### Benefit Income

Photocopies of official letter from the relevant Benefit Agencies - copies of books are not accepted.

## PART 7

Please provide details of assistance requested. Awards for travel assistance will only be considered where students live more than 3 miles from college, and will be a 'contribution' to the costs you incur. Please ensure that the costs outlined are accurate and are for academic year 2010/11 only.

**We are unable to assist with the cost of Tuition Fees.**

## PART 8

Please complete this section only if you require help with childcare costs. The college nursery, Tom Thumb, exists to support college learners and therefore you are encouraged to use this facility. However, places at Tom Thumb are limited, so it is advisable to contact the nursery as soon as possible to arrange a place for your child. The contact phone number is 01803 540578.

Support for alternative childcare will be considered at a capped rate, in line with Tom Thumb's fees. All alternative provision must be OFSTED registered. A limited number of breakfast / after-school clubs will be considered for support.

**All students will be expected to make a contribution to the cost of their childcare.**

## **PART 9**

Please state your reasons for applying. Please give us as much detail as possible. You may attach an additional sheet if necessary.

## **PART 10**

Please read the declaration & sign your application form, **Unsigned or incomplete applications will be returned to you.**