

APPLICATION FOR 19+ DISCRETIONARY LEARNER SUPPORT FORM 2018/19

Please read the guidelines carefully to ensure that you meet the criteria and are eligible to apply for the fund.

Section 1: Personal Details

Student Number:

Office Use only

First Name:	Surname:	<input type="checkbox"/>
Address:		
Postcode:		<input type="checkbox"/>
Date of Birth:	Tel.No:	

Section 2: Residential Status

<input type="checkbox"/> British Citizen	<input type="checkbox"/> EU/EEA Citizen	<input type="checkbox"/> Asylum Seeker	<input type="checkbox"/>
<input type="checkbox"/> Refugee	<input type="checkbox"/> Indefinite Leave to Remain		
Other - please specify			
Country of Origin			

Section 3: Course Details

Subjects

Section 4: Assistance Requested

We will consider applications for funding for the following areas:

<input type="checkbox"/>	Travel (You will only be awarded travel if you live more than 2 miles away)	<input type="checkbox"/>
<input type="checkbox"/>	Bus	
<input type="checkbox"/>	Train Station: From: To:	<input type="checkbox"/>
	Transport to nearest station (if over 2 miles away)	
<input type="checkbox"/>	Tuition fees	
<input type="checkbox"/>	Exam Fees	
<input type="checkbox"/>	Creative Arts Materials fee (payable at start of course)	
<input type="checkbox"/>	Assistance with UCAS fees, university visits and interviews, exam resits	
<input type="checkbox"/>	Contribution to trips – only those that the College deems essential for your course will be considered	

We are unable to accept incomplete applications or those without evidence.

Section 5: Living Arrangements & Household Income. (The information shared on this form will be treated in the strictest confidence).

Priority Group	✓	Evidence
<p>PRIORITY GROUP 1 I/my family are in receipt of one of the following means tested benefits:</p> <ul style="list-style-type: none"> • Income Support or Universal Credit • Jobseekers Allowance • Employment and Support Allowance • Working Tax Credit (where the household income is less than £16,105) • Guaranteed Element of State Pension Credit 		<ul style="list-style-type: none"> • TC602 (Tax Credit notice - most current 2018/19 Award Notice) please supply all pages <p>or</p> <ul style="list-style-type: none"> • Evidence of one of means tested benefits stated dated within 3 months of start of course, please supply all pages.
<p>PRIORITY GROUP 2 I am on a low income less than £27,000 and/or the financial/personal circumstances of my family have changed significantly during the year.</p>		<ul style="list-style-type: none"> • Please outline the circumstances fully in Section 6 and provide relevant evidence such as bank statements or 3 months of payslips and other supporting documents. <p>or</p> <ul style="list-style-type: none"> • Provide TC602 (Tax Credit notice - most current 2018/19 Award Notice), please supply all pages.

Section 6: Additional Information

Please use the space below to give any additional information that you feel is relevant to support your application:

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Section 7: Student Bank Details

You have applied for financial assistance and should your application be successful any assistance given, not paid by internal transfer, will be paid directly into your bank account.

If you do not already have a bank account you will need to open one as we cannot make payments by cheque or into another persons bank account.

Please complete the sections below and return to the Registry with **either a bank statement or letter from your bank** confirming these details.

Bank Details

I wish to have monies paid into the Student's account detailed below:

Name Of Bank	_____
Branch Address	_____ _____
Postcode	_____
Account in the name of:	_____
Sort Code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please sign and provide a bank statement or bank letter for the account indicated.

Signature:	Date:
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Section 8: Student Declaration

The declaration below **must** be signed by the student

- I certify that I have read and understood the 19+ Application Guidance Notes.
- I certify that the information given is correct, to the best of my/knowledge, and I undertake to inform the College immediately if I, the student, decide to leave my course.
- I understand that if I leave the course of study before completion the College will reclaim any monies allocated.
- I understand that any monies given for a specific purposes such as travel or a trip will need to be repaid or deducted from future payments if I do not then attend.
- I understand that I am expected to maintain attendance at 95% or above and to attend all entered exams and to meet College expectations with regard to the College Code of Conduct. Also that payments may be stopped if my attendance falls below 85%.
- I understand that a fraudulent claim could lead to prosecution.
- I understand that it may be necessary to use and share information on this form with other departments in the College and ESFA and other funding agencies.
- I/we understand that the data I/we have provided for my application will be used in accordance with the College Data Protection Policy.

Student's Signature Date

Privacy Statement

Your personal data will be processed in accordance with the General Data Protection Regulations and the UK Data Protection Act. We will use the information you have provided on your Application Form to provide financial assistance to support your education within our statutory obligations under the Further and Higher Education Act 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA). You can view the privacy notice from the Education and Skills Funding Agency on behalf of the Department of Education at <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>.

Our full privacy notice explaining what information we collect and how we use it is available at https://varndean.ac.uk/privacy_notice.

If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 01273 508011 or by email to dpo@varndean.ac.uk.

Section 9: Checklist

- Have you included evidence of household income/circumstances as specified?
- Have you completed all sections of the application form?
- Have you provided your bank details and copy of a bank statement or letter from your bank confirming these details?
- Have you read and signed the declaration?

Your completed form with any evidence must be returned to the Registry.

We are unable to accept incomplete applications or those without evidence.

19+ DISCRETIONARY LEARNING SUPPORT FUND 2018/19 APPLICATION GUIDANCE NOTES

These notes are designed to help you complete the application form.

Important Information

- **Learners will not necessarily receive assistance with any/or all of the funds for which they apply. We are given a limited amount of money and the demand from students will be high. The College will use the Priority Groupings to allocate funds.**
- **Students must be on SFA full or co-funded courses (L2 or under) to be eligible.**
- **Students who have paid in full for a L3 or L4 course are not eligible for this fund.**
- **Students in receipt of the Advanced Learner Loan are not eligible for this fund. They can apply to the Advanced Learner Loan Bursary Fund.**
- **Applications should be made as soon as possible as funds are limited.**

You must complete all sections of the application form.

Section 1: Personal Details

You must be 19 or over on the 31st August in the year in which you start your programme of study. Students under 19 can apply for support from the 16-18 Discretionary Learning Grant/Bursary Fund.

Section 2: Residency

You must have been resident in the UK/EU for the last 3 years. Refugees are not required to meet the 3 year residency rule, if refugee status was confirmed in the 3 years prior to starting the course.

Section 3: Course details

Please list the subjects you will be studying. The College will give overall priority to those studying full-time or for full Level 2 Adult Education courses.

Section 4: Assistance Requested

Travel

- We will not fund travel for students who live within a 2 mile radius of the College or Outreach Centre unless there are exceptional or medical circumstances which will be treated on a case by case basis.
- Students should be aware that they will need to cover their own travel costs for the first few weeks of College. The maximum reimbursement for mileage will not exceed the cost of a bus pass.
- Travel may not be paid if your attendance falls below 85%.

Tuition and Exam fees

- The College may make a contribution towards your tuition and exam fees but cannot guarantee to cover the whole amount.

Exam resits

- If you are taking an exam resit/s for any exam/s taken at College, indicate on the exam resit form that you have been awarded the Learner Support Fund award and you will not need to pay.

Creative Arts Material Fee

- Fees can be found on our website. If you have already paid this but are awarded a Learner Support Fund award we will reimburse you.

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Section 4: Assistance requested (continued)

UCAS fee, university visits and interviews

- We will reimburse your UCAS fee, please submit an Additional Cost form to Registry.
- You may be able to claim travel for university visits and interviews up to a maximum total for all visits/interviews of no more than £100. You will need to provide travel receipts and evidence of the invitation to the Registry Department.

Trips

- Assistance with trips will be limited to only those considered essential to your course by the College. These will be listed on the College website. If you are going on an essential trip you need to attach a copy of your Award notice to the trip letter in lieu of payment.
- Students can apply for a contribution towards non-essential trips through the Additional Costs form.

Section 5: Priority Groups

Please indicate which priority group you are in by ticking the section that is relevant to you. We will require students to submit evidence as indicated to support their application.

The evidence you provide must be dated within the specified time scale of 3 months before the start date of your course. Evidence which is older than 3 months must be supported by a bank statement.

Your identification within any priority group will be kept in the strictest confidence.

If you wish to discuss this further please contact the Registry in the first instance.

Section 6: Additional Information

Please state any extenuating circumstances and use a separate sheet if necessary.

Section 7: Bank details

Students applying to the fund will need to have their own bank account. We cannot make payments in cash and we cannot make payments into any account other than your own. Please contact the Registry if you have any concerns about this.

Section 8: Student Declaration

An application cannot be accepted without the students signature. Please make sure you have read the guidance notes and that you have read and understand the declaration before signing.

FORMS CANNOT BE PROCESSED IF THEY ARE INCOMPLETE. IF YOU HAVE ANY QUESTIONS OR QUERIES ABOUT YOUR APPLICATION PLEASE CALL THE REGISTRY on 01273 546636.

Appeals

You have the right to appeal if:

- You believe your application has been assessed incorrectly or if you believe it has not been processed correctly.

Your appeal should be made in writing, within 2 weeks of receiving either your award/grant notice or a letter refusing support addressed to the **Learner Support Fund Appeals Panel c/o the Registry** and will be dealt with through the Colleges Complaints procedure.

All applications and information shared with us will be dealt with in the strictest confidence and in line with the College Data Protection Policy.

Completed application forms must be returned to: The Registry Varndean College Surrenden Road Brighton BN1 6WQ
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