

**APPLICATION FORM 2022/23**

**19+ DISCRETIONARY LEARNER SUPPORT**

Please read the guidelines carefully to ensure that you meet the criteria and are eligible to apply for the fund.  
The information shared on this form will be treated in the strictest of confidence.

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| **SECTION 1: PERSONAL DETAILS** | | | | |
| Student Number: |  | Date of Birth: |  |  |
| First Name: |  | Surname: |  | |
| Address: |  | | | |
| Postcode: |  | Your Mobile: |  | |
| Email Address: | |  | | |

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| **SECTION 2: RESIDENTIAL STATUS** (tick one) | | | | |
|  | British Citizen |  | Asylum Seeker | |
|  | EU/EEA Citizen |  | Indefinite Leave to Remain |  |
|  | Refugee |  | Other – please specify: |  |
|  | Country of Origin |

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| **SECTION 3: COURSE DETAILS** |
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| **SECTION 4: FINANCIAL ASSISTANCE REQUESTED** | | | | |
| **PLEASE NOTE: If funds are awarded we only pay a contribution towards travel so students are expected to pay for any shortfall.** | | | | |
| **TRAVEL** | If you live more than 2 miles from your Course venue and would like help with travel costs, please indicate method of transport: | | | |
| **BUS / TRAIN** (Please circle one) | | | |  |
| - **BUS:** |  | | | |
| - **TRAIN:** | **JOURNEY (STATIONS):** | **From:** | **To:** | |
| **NOTES:** |  | | | |
| Do you require travel for work placements? | | | **YES / NO** | |

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

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| **Please note that Travel is our main priority.**  **If funds permit, assistance may be given in other areas as listed below:** | |
| **COLLEGE COSTS** (tick if applicable) | |
|  | Tuition Fees |
|  | Exam Fees |
|  | Creative Arts Materials Fee/s (payable at the Start of Course) |
|  | CACHE L3 and Health & Social Care L3 Double – DBS checks and CACHE Essential Kit |
|  | Exam Resits/Remarks, Duke of Edinburgh Gold Award |

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| **Section 5: 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 6: STUDENT BANK DETAILS** (Student named in Section 1) | | | | | | | | | | | | | | | |
| Please carefully complete all sections below.  If you do not already have a bank account, you will need to open one. We cannot make payments by cheque or into another person’s bank account.  **Please sign and provide a BANK STATEMENT or BANK LETTER confirming these details.** | | | | | | | | | | | | | | | |
| **Account Name** (Student) |  | | | | | | | | | | | | | | |
| Sort Code |  |  |  | **-** |  | |  | | **-** |  |  |  | | | |
| Account Number |  |  |  |  | |  | |  | |  |  |  | |  | |
| Bank Name  Branch Address |  | | | | | | | | | | | | | | |
| **Your Signature** |  | | | | | | | | | | | | Date | |  |
| **Please sign and provide a bank statement or bank letter for the account indicated.** | | | | | | | | | | | | | | | |

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| **Section 7: 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, the student leaves their course of study before completion the College will reclaim any monies allocated. * I understand that any monies given for specific purposes such as travel or trips will need to be repaid or deducted from future payments if I do not attend. * I understand that I am expected to maintain attendance at above 85% and to attend all entered exams and to meet College expectations with regard to the College Code of Conduct. * I understand that the payments may be stopped if I, the student, do not meet College expectations or 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 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** |  |

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| **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](mailto:dpo@varndean.ac.uk). |

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| **Section 8: CHECKLIST** | |
|  | Have you completed all sections of the application form? |
|  | Have you included evidence of household income/circumstances as specified? |
|  | Have you enclosed a copy of a statement or letter from your bank confirming your bank details? |
|  | Have you read and signed the declaration? |

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

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| **Section 9: LIVING ARRANGEMENTS AND HOUSEHOLD INCOME.**  **Please tick Priority group which is relevant to you and provide documentary evidence.** | | |
| **tick** | **Priority Group** | **Evidence (please supply all pages)** |
|  | **PRIORITY GROUP 1**  I/my family are in receipt of one of the following means tested benefits:  Income Support  Universal Credit  Jobseekers Allowance.  Employment and Support Allowance.  Tax Credit (where the household income is less than £16,105)  Guaranteed Element of State Pension Credit. | TC602 Tax Credit Notice – most current 2022/23 Award Notice.  **(Please supply ALL PAGES)**  **or**  Evidence of one of the means tested benefits stated, **dated within 3 months of the start of the course.**  **(Please supply ALL PAGES)** |
|  | **PRIORITY GROUP 2**  I am on a low income less than £27,000 and/or the financial and/or personal circumstances of my family have changed during the year. | Please outline the circumstances fully in Section 4 and **provide relevant evidence** such as bank statements or other supporting information.  Or  TC602 Tax Credit Notice – most current 2022/23 Award Notice.  **(Please supply ALL PAGES)** |

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

**Please keep these Guidelines for your reference.**

**19+ DISCRETIONARY LEARNING SUPPORT FUND APPLICATION GUIDANCE NOTES 2022/23**

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 will notified about your award by email.**

Please 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.

Please provide us with an email address so we can contact you.

**Section 2: Residential Status**

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.

  We only pay a contribution towards travel so students are expected to pay for any shortfall.

  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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**Additional Costs**

If you are struggling to pay for any essentials for your course, please email [financialsupport@varndean.ac.uk](mailto:financialsupport@varndean.ac.uk) or contact the Adult Education team on [commed@varndean.ac.uk](mailto:commed@varndean.ac.uk)

Funds are limited but Additional Costs may be considered by the Financial Panel and approved/not approved accordingly.

**Section 5: Additional Information**

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

**Section 6: 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 or the Adult Education team if you have any queries about this.

**Section 7: Student Declaration**

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

**Section 8: Checklist**

Please check that you have filled out all the relevant sections and provided any documentary evidence as required as we are unable to accept incomplete applications or those without evidence.

**Section 9: 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.

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

**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.**

IF YOU HAVE ANY QUESTIONS OR QUERIES ABOUT YOUR APPLICATION PLEASE CALL THE REGISTRY on 01273 546636 or email [financialsupport@varndean.ac.uk](mailto:financialsupport@varndean.ac.uk) or the Adult Education team on 01273 544602 or email commed@varndean.ac.uk

**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 sent to [financialsupport@varndean.ac.uk](mailto:financialsupport@varndean.ac.uk) within 2 weeks of receiving your email refusing support, addressed to the **Learner Support Fund Appeals Panel** and it 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 our Data Protection Policy.**

Completed application forms must be returned to:

**The Registry, Varndean College, Surrenden Road, Brighton BN1 6WQ**

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| **During the current situation, where possible, please email your application and any supporting evidence to** [financialsupport@varndean.ac.uk](mailto:financialsupport@varndean.ac.uk) |

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