

Discretionary Learner Support 19+

Academic Year 2017 / 2018

(For 19-23yrs L3/4 SFA or ESF course with no loan)

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**.

Answer all of the questions required – enter N/A, YES/NO or NIL where appropriate.

Please note: * means you **must provide evidence** to confirm this information. Before your application will be considered you must complete and **sign this form** on the back page and provide evidence to show you are eligible.

Your Personal Details

Learner ID

Your first names (in full)

Your surname (in full)

Your date of birth *

 / /

Your age (in years) on **31 August 2017**

Your home address *

Home telephone number:

Mobile telephone number:

Email address

Have you lived in the UK for over 3 years prior to 1 September 2017?

Yes

No

Please tick to confirm your residential status in the UK:

UK or EU/EEA citizen	<input type="checkbox"/>
Discretionary or Indefinite leave to remain	<input type="checkbox"/>

Refugee or Humanitarian Protection	<input type="checkbox"/>
Asylum Seeker	<input type="checkbox"/>

Have you been living in the UK, EU or EEA for all of the 3 years before the start of your course, other than for the purpose of full time study? i.e. since at least 31.08.2014

Yes

No

<input type="checkbox"/>
<input type="checkbox"/>

Course Details

Course Title:			Tutor:		
Cheadle Campus			Marple Campus		
Timetabled hours					
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date course starts:					

Please tell us who you live with:

on your own	<input type="checkbox"/>	with parent(s) or carer(s)	<input type="checkbox"/>	With other relatives	<input type="checkbox"/>
with your children	<input type="checkbox"/>	with a partner or spouse	<input type="checkbox"/>	other	<input type="checkbox"/>

Are there any special circumstances you would like us to know about when considering your application?

Household Income

You must provide proof of income of all relevant family members
E.g. copies of 3 payslips /P60s/Benefit detail letters

Income Type – evidence required	Amount	Frequency
Your Income - Gross earned income	£	
Your Partners income - Gross earned income	£	
Parent/Carers income (if under 25 years only)	£	
Self-employment income (please provide tax return)	£	
Job seekers allowance (income based)	£	
Employment Support Allowance (income based)	£	
Income Support/Universal Credit*	£	
Child and/or Working Tax Credit**	£	
Housing Benefit	£	
Council Tax Benefit	£	
Other (please state)	£	

* Please provide the full letter

**You will need to provide a Tax Credit Award Notice (TC602) for 2017/18 – all pages please

Your Payment Details

- Complete **ALL** the boxes below, including the **Roll Number** if you have a Building Society account.
- If we can pay support directly to you we will do this by paying the money directly into your Bank or Building Society account – or someone else's account with your permission.
- Make sure your account can accept BACS Direct Credits. You can check this with your Bank / Building Society.
- Sorry, but we **CANNOT** pay into Post Office card accounts.

Bank Name (e.g. Barclays)

Branch Location (e.g. Marple, High Street)

Name of Account Holder (e.g. Mr A Nother)

Sort Code

 - -

Account Number

Roll Number

(If you have a Building Society account)

Financial Assistance Required

	Tick the boxes	State the amount of financial support required	Receipts attached
Grant issued each half term for text books, equipment.	<input type="checkbox"/>		
Travel costs complete section on Page 3	<input type="checkbox"/>		
Childcare 20+ also complete childcare section on page 3	<input type="checkbox"/>		
Tuition Fees in (exceptional circumstances)	<input type="checkbox"/>		
Trips and visits	<input type="checkbox"/>		
Other (please give details)	<input type="checkbox"/>		

For students applying for help with transport costs

How are you planning to get to / from College?

Bus Car Cycle Train Tram Walk Other

How far do you travel to College?

Is a saver ticket available Yes No

Which type of saver ticket is best for your journey e.g. Stagecoach Unirider, System One Travel Card etc.

If so how much is the weekly / monthly cost using saver tickets where available?

20+ Childcare Support - Funding may only be awarded to fund childcare with a provider who is Ofsted registered (Early Years Register for Children aged 0-5; Compulsory Childcare Register for 5 – 8 and Voluntary Childcare Register for over 8's). Funding is only awarded for time in college. Holiday periods are not funded.

Who is the childcare for?

Name(s)

Date of Birth(s)

Age

Number of sessions you require each week:

- Mon am / pm
- Tuesday am / pm
- Wednesday am / pm
- Thursday am / pm
- Friday am / pm

Name and address of childcare provider

Providers OFSTED registration number
(this is essential information)

Cost per day / half day / hour / session
(please circle)

Declaration

I certify that the information given is, to the best of my knowledge and belief, correct. I will inform the college of any change in circumstances and I understand that money may be claimed back if information provided is known to be false.

I understand that completion of this application does not guarantee that I will receive the financial support that I have applied for and that any delays caused in providing evidence will delay my application.

I understand that it is my responsibility to inform the College if I withdraw from the course and that I may be required to return any travel passes purchased with financial support, or awards made available to me.

I understand that my attendance at college will be monitored and if it drops below **85%** payments will be withdrawn.

I student understand that I may be asked to return books and / or equipment purchased with LSF funds.

I understand that the Learner Support Fund is limited and that the College reserves the right to close the Learner Support Fund without notice once the funding has been fully allocated.

Student's signature	Date
Name (please print)	

<i>Office use only</i>	
Receiving Officer	Date

When you have completed this form you should send it (with the evidence required) to either:

**The Administration Office
Cheadle Campus
Cheadle Road
Cheadle Hulme
SK8 5HA**

Confidentiality: Applications are only seen by staff involved in the delivery of Learner Financial Support. From time to time it may be necessary for additional supporting information to be sought from other college staff in order for a decision to be made.

Data Protection Act 1998: CMCNET is a data controller in terms of the 1998 legislation; Learner Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the college under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support.

The data you provide will not be passed to any other third party without your prior consent, except where the college is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.