

**1. PERSONAL DETAILS**

**First name** ..... **Surname** .....  
**Date of birth** ..... **Student I.D.**.....  
**Age on 31st August 2018** ..... **Course name**.....  
**Home address**.....  
..... **Postcode** .....

Help from the fund depends on your household circumstances and income, you will need to show up to date evidence. Help is in the form of goods and services, such as bus passes and meals. You may qualify for help if the gross family household income from earnings is less than £24,000 (less than £26,000 for travel only) or if income assessed benefits are claimed by your household.\* Income levels for single adults are set at a lower level; £15,000 if living independently or £7,500 if living in a household and not named as the responsible person for bills and housing costs. **You can ask to speak to a member of staff in private about your circumstances and to provide any sensitive information and evidence.** The policy and other fund information is available on the website. [www.leedscitycollege.ac.uk/student-support/financial-support/](http://www.leedscitycollege.ac.uk/student-support/financial-support/)

**2. YOUR CIRCUMSTANCES**

Please tick the statement that best describes your circumstances, this will help you work out whose evidence is needed for your application:

- I am aged over 19 at the start of the course, I live alone or with a partner/spouse or I'm a lone parent  
*Please provide evidence of your income and partner/ spouse's income.*
- I am aged over 19 at the start of the course, I live with parents/relatives/ friends  
*Provide evidence of your personal income if you are aged 23 or over. If you are aged 19 to 22 provide the household income evidence. If you do not have income evidence you will need to speak to curriculum staff to discuss possible evidence or provide a declaration of your circumstances so that an award on exceptional grounds can be considered.*
- I am aged 16, 17, or 18 at 31st August 2018, I live with and am financially dependent on parent(s)  
*Please provide evidence of your parent's income.*
- I am aged 16, 17, or 18 at 31st August 2018 and fit into one of the groups described in the Priority Funding section below

**3. PRIORITY FUNDING**

The government provides priority funds for students in one of the following defined groups. If you fit into one of these groups and are aged 16, 17, or 18 at 31st August 2018, you may receive weekly payments, you will need to provide bank account details. Please tick one of the following and provide evidence:

- A child looked after by the Local Authority, or, a Care Leaver Please provide a letter from a Social Worker.
- Receiving Income Support in your own right/or Universal Credit in place of Income Support.  
*Please provide a letter from a Benefits Office.*
- Receiving Employment Support Allowance and Personal Independence Payments (PIP) in your own right.  
*Please provide letter(s) from the Benefits Office confirming you receive both benefits for yourself.*

**4. APPLICANT DECLARATION**

I hereby grant Leeds City College and the relevant parties, Childcare providers, travel suppliers, loan companies' authority to process my personal data for the purpose of allocating Learner Support Funds based on the privacy notice and the legal basis for processing. I am aware that I may withdraw my consent at any time by using form GDPR REC 4.6A – Data Subject Consent Withdrawal Form.

For full details on how the College will collect and use your personal data and to access the Data Subject Consent Withdrawal Form refer to the **corporate documents section** of the college website.

Applicant Signature ..... Date .....

**Hand your completed form and evidence to your personal tutor or admin office.**

\*Examples of acceptable evidence include; current Tax Credit Award Notice (or provisional tax credit award and a current bank statement showing tax credit payment), Income Assessed Benefit letters, Universal Credit letter, Pension Credit statements, Wage slips for the last 3 months, P60s, Tax Returns, NASS support letter. The curriculum staff will assess your application against the Student Financial Support Policy. Your circumstances, travel distance from college, course requirements and timetable will be taken into account.

# Staff Assessment

Course Code .....

## ELIGIBILITY CHECKLIST

- Does the student have an Educational Health and Care Plan? .....  Yes  No  
Is the student funding the course with an Advanced Learner Loan? .....  Yes  No  
*Please provide a copy of their approval letter.*

## ELIGIBILITY FINANCIAL ASSESSMENT

*(Please tick which income category the student fits to ensure correct funding is allocated)*

- Income Assessed Benefits (e.g. Income Support, Income Assessed Job Seeker's Allowance, Employment Support Allowance, Pension Credits, Housing Benefit or Asylum Seeker supported under NASS)  
 Universal Credit with no 'take home pay' recorded on the statement  
 Universal Credit with 'take home pay' of £616.67 or less recorded on the statement (if the pay is above this amount on one statement, but will go down, an average can be calculated from future statements)  
 Annual gross household earnings under £24,000  
 Annual gross household earnings between £24,001 and £26,000 – (travel award only)

Please state what type of evidence you have seen in the space below. (E.g. Tax Credit Award Notice, Universal Credit letter, benefit letter, three months of wage slips of each worker in the household)

Type of evidence seen..... Evidence Date .....

## PRIORITY FUND - GUARANTEED BURSARY

**Please immediately forward applications for the Priority Fund to the Support Fund Team, attach supporting evidence and the bank account details form.**

## TRAVEL ELIGIBILITY

Home to Campus distance 1.5 miles or more ..... miles  
*(check shortest walking distance on Google maps and enter exact distance in miles)*

## TRAVEL TYPE

- First Bus  Arriva  Transdev (Keighley, York, Harrogate)  
 WY Metro or other exceptional travel as per policy.

Please provide a supporting statement to the Support Fund Team. Exceptional and high cost travel arrangements are assessed centrally.

## MEALS ELIGIBILITY

Student to be timetabled for 2 sessions on a day *(please tick days eligible)*

- Mon  Tues  Wed  Thu  Fri

## COURSE SPECIFIC ITEMS

Please use this section to indicate what items the student on this course will qualify for, this is according to the Curriculum Funds Statement (as referred to in section 4 of Student Financial Support Fund Policy 2018-19).

.....  
.....

## STAFF ASSESSMENT DECLARATION

I confirm that the above assessment has been carried out according to the Discretionary Learner Support Fund Policy 2018 – 2019. The evidence seen was original, from an official source, sufficient and up to date at the time of assessment. I confirm that both course and student are eligible for funding and the travel distance recorded has been checked. I understand that Incorrect awards will result in the amount of funds awarded being taken from my departmental budget. **If the form is not completed fully, this will not be processed and will be sent to your school admin lead for completion.**

Staff name (print)..... Signature .....

School admin area..... Date .....