

LEARNER SUPPORT FUNDS APPLICATION FORM

What are the learners support fund schemes?

The learner support funds fall into two categories which are funded by the Skills Funding Agency to assist learners who are not able to pay for essential equipment/materials, travel costs, childcare, registration fees and other necessary expenses. These categories are:

- Discretionary Learner Support Fund (for courses up to and including Level 2).
- The 24+ Adult Learning Loan Bursary (ALLB) (for learners who are in receipt of an Adult Learning Loan for the full fees of the course from the Student Loans Company).

These funds are only available to learners studying towards an approved qualification and who are on a low household income of under £20,000. Parental income will not be taken into consideration but the income of any spouse or partner will. Proof of low income must be attached to your application. Please discuss this with your tutor at interview

- Applications are considered on a yearly basis from August to July. There is no automatic entitlement to access these schemes and is operated on a first come, first served basis.
- Students must submit a separate application for each course.

What costs can be claimed?

- Course fees (up to 20%, but only in exceptional circumstances)
- Course books
- Travel costs
- Childcare
- Essential equipment or materials required for the course
- Registration fees (of professional bodies)

If you do not attend, withdraw from the course, do not take the exam or fail to submit work required for the qualification, we reserve the right to claim back any monies paid to you under the criteria for funding.

How to apply?

- Before you can apply for the Learner Support Funds, you **must** attend an interview and enrol on your course.
- Complete Section A of the form in full. **Please attach copies of evidence of low income. All receipts for any purchases, materials etc. claimed for should also be attached.**
- Pass the completed form to your tutor to complete Section B.

The next stage of your application

- If the application is approved by a Senior Manager you will receive a cheque in the post.
- If the application is not approved, you will receive a letter/email to explain why your application has not been successful.

PTO

adult learning & skills

LEARNER SUPPORT FUNDS APPLICATION FORM

Please read the Learner Support Funds information overleaf before completing

SECTION A – to be completed by applicant

Name:

Address:.....

Telephone Number:..... Student Number:.....

Email address:.....

Course Code:.....Course Title:.....

Qualification to be obtained:.....

I am applying for:

- Discretionary Learner Support (Level 2 or below)
- Adult Learning Loan Bursary (Level 3 or above)

Please state how this course will help you to progress in employment:

.....
.....

Amount applied for:

- Course fees (up to 20% but only in exceptional circumstances) £.....
- Course books £.....
- Travel costs £.....
- Childcare £.....
- Essential equipment or materials required for the course £.....
- Registration fees (of professional bodies) £.....

Statement of Eligibility

I confirm that I have a total annual household income of less than £20,000.

Fraud

Any application which is found to be fraudulent i.e. through false representation of household income or of other eligibility rules may be cancelled and the learner may be subject to disciplinary measures by the Service.

Benefit

If you are in receipt of any benefits you must declare any Learner Support Funds you receive to the relevant benefit office, as your claim for benefits and the amount you receive may be affected by this Fund.

Applicant's signature:..... Date:.....

SECTION B – to be completed by Tutor (PLEASE PASS COMPLETED FORM TO RECEPTION)

I confirm that the applicant is attending and is registered for the qualification that has been approved for Learning Support. Items listed above are required for this learner to attend the course.

Signature of Tutor:..... Date:.....

Name of Tutor (please print):