

FACT SHEET: 19+ Discretionary Learner Support Fund

For Learners aged 19+ or over on 31st August 2021

Academic Year 2021/22

What Funding is Available?

Discretionary Learner Support Funding is available to support students to meet some of the associated costs of learning including Breakfast, Meal Deal, Transport, Books, Equipment and other essentials. This fact sheet is intended as general guidance only. If you have any queries please do not hesitate to contact a member of the Learner Support Team on:

01744 623230 Town Centre Campus, St Helens.
01744 623594 STEM Centre, Technology Campus, St Helens.
0151 477 5850 Knowsley Campus, Stockbridge Lane, Huyton.
0151 481 4655 IAMTech Campus, Princess Drive, Liverpool.

Please note that funding is limited and cannot therefore be guaranteed. College reserves the right from time to time to review expenditure against the Fund and as a result may alter or close the support package available to students during the academic year.

Who is Eligible?

Generally students who are aged 19 and over and who have enrolled at St Helens College on a programme funded by the Adult Education Budget will be eligible to apply for discretionary funds. There are however some students who may be ineligible as a result of their residency status or as a result of the type of programme they have enrolled upon, as dictated by the Education and Skills Funding Agency.

Please note that each application is judged on the basis of financial need and therefore awards will vary and not all applicants will be successful. Any award is made subject to continual satisfactory attendance at College.

***Students who are:**

**19 or over and have an Education Health Care Plan (EHCP), or
19 or over and continuing on a learning aim they began aged 16-18 (19+ Continuers)**

should apply to the 16-19 Learner Support Fund Bursary.

Whose Income is Taken into Account?

If you live as a single person, including living with your parent(s), only your income will be taken into consideration. If you live with your spouse/partner your income and that of your spouse/partner will be taken into consideration.

Income Levels :		
Students without a cohabitating partner - Income per year (gross) = Up to £25,000 = 100% Assistance		
Students with a cohabitating partner - Income per year (gross) = Up to £35,000 = 100% Assistance		
Tuition Fees Exam/Reg Fee	→	Yes, in exceptional circumstances and if your income is within the stated income levels and you are not a fully funded student*. Please include details of why you require financial assistance towards Tuition Fees/Exams/Reg Fee in Sections 9 and 10 and provide three current bank statements for yourself and partner (if you have one).
Travel	→	Yes, if your income is within the stated income levels.
Breakfast	→	Yes, if your income is within the stated income levels.
Meal Deal	→	Yes, if your income is within the stated income levels.
Books/Equipment	→	Yes, if your income is within the stated income levels and you are not a fully funded student*. Yes, if you are a fully funded student*, your income is within the stated income levels and the College consider that the equipment is optional non-essential equipment and will improve your skills and enhance your overall chance of achievement on your programme and employability.
Essential Trips	→	Yes, if your income is within the stated income levels and you are not a fully funded student*.
DBS Checks	→	Yes, if your income is within the stated income levels and you are not a fully funded student*.
Professional Membership	→	Yes, if your income is within the stated income levels.
Laptop/iPad Loan Scheme	→	Yes, if your income is within the stated income levels and your Tutor completes section 8 of your application form.
Residential Access Funding	→	Yes, if your income is within the stated income levels and your course involves a residential element or you cannot access provision locally.
COVID-19 Response	→	Yes, to support disadvantaged learners who cannot undertake online delivery in the event of local or national measures in response to COVID-19.

* Please see the College Fee Discount Policy for details on Fully Funded categories.

Fully Funded Students

Learners who are 'Fully Funded' will not be required to pay for course materials/equipment/visits and trips which are considered an essential part of the learning aim. Materials will be provided for use within the learning environment only.

How and When to Apply

Application forms are available for collection from Student Services. On completion of your application form you are required to discuss your requirements with a member of Learner Support Fund Team who will check that your form has been completed correctly and that all required information has been provided.

We would encourage all students to apply to the Fund at the earliest opportunity in order to ensure that support opportunities are maximised.

Further Information for Learners in Receipt of Welfare Benefits

If you are in receipt of a state welfare benefit, any direct payment received from the Discretionary Learner Support Funds may affect the amount of benefit you receive, and it is your duty to disclose the amounts received to the appropriate Benefits Agency.

Further information is available from Kieron Potter, Student Finance, Welfare & Guidance in Student Services, contact 01744 623238.

Complaints

The College has a complaints procedure for the receipt of any formal complaint.

Should you wish to make a complaint regarding a 16-19 Learner Support Fund Bursary Application, please contact Angela Dysart, Customer Relations Team Leader (St Helens), on 01744 623227, or Lesley Bryan, Learner Services Manager (Knowsley), on 0151 477 5850 in Learner Services who will advise you of the Complaints procedure.

Evidence Required to Apply for Financial Support	
Job Seekers Allowance (Income Based)	
Employment Support Allowance (Income Related)	
Income Support	
Universal Credit (provided the annual combined net earnings and the amount of Universal Credit, after deductions, as stated on the UC Award Statement are below the stated income levels)	
Tax Credit Award Notice for 2021/22 (all pages)	
The Guarantee Element of State Pension Credit	
Support under part VI of the Immigration and Asylum Act 1999	
P60/Wage Slips (previous three months)	
Bank Account Details (if applicable)	

Financial Evidence

- **Please provide a copy of your Job Centre Plus letter, confirming that you are currently receiving Income Support/Job Seekers Allowance (Income Based) or Employment Support Allowance (Income Related). If the Job Centre letter is dated more than 3 months previous, we will accept it, with the accompanying current bank statement, which clearly shows the benefit transaction.**
- **Tax Credit Award Notice for 2021/22 (all pages).**
- **Universal Credit (last 3 assessment period FULL statements) – Statements must include the dropdown paragraph under the ‘Other support you may be able to get’ heading. i.e. showing your ‘take home pay.’**



St Helens College



Application: 19+ Discretionary Learner Support Fund / Adult Learner Loan Bursary
For Learners aged 19+ or over on 31st August 2021
Academic Year 2021/22

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**
Answer all of the questions in the order that they appear, following any instructions accordingly.
Make sure you sign and date the application form.

You will need to **PROVIDE PHOTOCOPIES OF EVIDENCE** where you see this symbol. 

Section 1: Your Personal Details

Your title (tick one box only) Mr Mrs Miss Ms Other

Your first names Your surname

Your gender Male Female

Your date of birth (DD/MM/YY) Age on 31/08/2021

How long have you lived in the UK/EU without any restrictions on your stay? (years)

Are you an Asylum Seeker? Yes (Refer to Kieron Potter) No

Your Home Address

Post Code:

Email Address

Your telephone number Your mobile number

Section 2: About your Partner

Do you live with your partner?

(A partner is defined as someone you are married to/have a civil partnership with, or live with as though you are married to/have a civil partnership with)

Yes Please complete the remainder of this section No

First Name Surname

Section 3: About your Financial Circumstances

Please make sure that you provide photocopies of the relevant evidence where you see this symbol 

Do you (and/or your partner if you live with one) receive of any of the following benefits?

Please tick the relevant box(es) below and provide a photocopy of your evidence of entitlement to this benefit. This evidence should be in the form of a letter (no older than 3 months), from either the Jobcentre Plus, the Pension Service, or the D.W.P. If your evidence is more than 3 months old, please also provide a current bank statement showing current receipt of benefit.

Income Based Job Seekers Allowance



Income Support



Guaranteed Element of State Pension Credit



Income Related Employment & Support Allowance



Universal Credit (provided the annual combined net earnings and the amount of Universal Credit, after deductions, as stated on the UC Award Statement are below the stated income levels)



NOTE: If you have ticked any of the above categories now go straight to Section 4

If not, are you (and/or your partner if you live with one) in receipt of Working Tax Credit or Child Tax Credit for the year 2021/22 which shows a gross taxable income for the 2020/21 tax year below the stated income levels?

Yes

Please provide your full Tax Credits Award Notice for 2021/22



No

I/We are in employment but we are not eligible for Tax Credits.

Please provide evidence of gross taxable income for 2020/21 below the stated income levels i.e P60's for you and your partner, if you have one.



No

I/We are not in employment and I/we are not eligible for Tax Credits.

Please make an appointment with the Student Finance & Welfare Guidance Manager before submitting this application.

Section 4: Advanced Learner Loans Bursary Applicants ONLY

Is the course on which you have enrolled eligible for an Advanced Learner Loan?

Yes

No

(please go direct to section 5)

Have you been approved and taken out your Advanced Learner Loans through Student Finance England?

Yes

Please provide a copy of your Advanced Learner Loan Award Notice



No

Please make an appointment with the Student Finance and Welfare Guidance Manager to discuss your requirements further.

Section 5: Course Details & Timetable

(To be completed by your Personal/Course Tutor)

Course Title:

Level of Course

Name of Tutor

Start date

End date

Year of study

1

2

3

Resit

Campus

To your knowledge has the student been required to attend this programme of study at the College by the Jobcentre Plus?

Yes No

To your knowledge has the student received any other financial assistance from any other means to attend this course?

Yes No

If **Yes**, please give details including amounts awarded

Please enter the start and finish times in the timetable below to confirm when the student is due to attend classes on your course. Please also include compulsory work placement sessions by indicating 'P' on the Placement Days.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
Finish Time					

Date learner commences programme

Expected end date of learner

Does the applicant need to undertake a compulsory work placement?

Yes No

PLEASE PROVIDE THE NAME AND ADDRESS OF STUDENTS PLACEMENT

Tutor Name:

Tutor Signature:

Date:

Telephone Ext No.

Section 6: Type of Assistance Available

Please indicate below the type of assistance you are applying for. Please complete this section in conjunction with the fact sheet.

Advanced Learner Loan Bursary Applicants ONLY :


Books/Equipment Residential Support
Travel :- Bus pass Petrol
Breakfast Meal Deal Additional Learning Support

Please provide a ticket to confirm daily travel costs if assistance with a bus pass is required 

Discretionary Learner Support Fund Applicants ONLY:

Books/Equipment/Uniform Tuition Fees (please complete section 9)
Exam/Reg Fee Residential Support Other (e.g. Trips/DBS check)
iPad/Laptop Loan Scheme (please complete section 8)
Travel :- Bus pass Petrol Breakfast Meal Deal

Please provide a ticket to confirm daily travel costs if assistance with a bus pass is required 

If you are applying for Tuition Fee Support please provide copies of your bank statements, 
for the previous three months, for self/partner (if you have one)

Section 7: Aged 19 and over Confirmation of No Income

I confirm that I currently receive no income and financial support is provided by:

Please provide three of your most recent bank statements for self/partner (if you have one) 

Section 8: iPad/Laptop Loan Scheme

NOTE: The iPad/Laptop Loan Scheme is **not available** to Advanced Learner Loan Students.

Which do you wish to loan? Laptop iPad

To be completed by Course Tutor.

Please state why the student would benefit from the loan of an iPad/laptop. Please ensure that this includes the reasons why this item is required to complete the programme i.e. the academic justification.

Name of Tutor: _____

Signature of Tutor: _____ Date: _____

Section 11: Students Undertaking

- I confirm that I am not in receipt of a waged apprenticeship or in receipt of any funding for this course from the DWP (Department of Working Pensions).
- I confirm that the information given on this form is accurate and complete and that falsification on this form could lead to disciplinary action/prosecution.
- I agree to repay any sums advanced to me if I leave my course prematurely.
- I understand that random checks are made on individual applications.
- Any monies paid to me through this fund will be given on the basis of a signed, satisfactory attendance certificate being submitted.
- I understand that I must inform Student Services of any changes to the information provided within this form.
- I give my explicit consent to the processing of the information contained in this form. The information will be used for the purpose of processing this application only.
- The information I have provided on this form is correct and I agree to observe the rules and regulations of the College. I agree to St Helens College processing personal data contained in this form, or other data which the College may obtain from me or other people, for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills funding Agency (ESFA), on behalf of the Secretary of State For the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed, after it is no longer required for these purposes. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where law allows it and the sharing is in compliance with the data protection legislation. The English European Social fund (ESFA) Managing authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information about the use of and access to your personal data, details of organisations with whom we regularly share data, are available at: www.gov.uk/government/publications/esfa-privacy-notice

I have read and agree to the terms and conditions of the Learner Support Fund/Advanced Learner Loan Bursary Fund. By typing your name in the spaces provided you are deemed to have signed this document.

Signed:

Date:

Print: