

Staff/Office Use Only

Date form received in
Student Services:



Discretionary Learner Support Fund 2020-2021



Please complete the Bursary form instead if you have an
Education, Health & Care Plan (EHCP)

You will be eligible to apply if:

- You are enrolled as a Further Education student studying a foundation, level 1 or 2 course (or a level 3 course if you are aged 19-23 at the start of your course and have **not** got an Advanced Learner Loan).
- You are a home student (i.e. you have been an ordinary resident in the EU for 3 years prior to commencing a course of study and there are no restrictions on your stay).
- You are **not** on a Government Training Scheme
- Your household income is **less than £25,000 per annum, net**
- You can show that you are in genuine need of help and that you have explored all other ways of supporting yourself.

SECTION 1: Personal Details

Forename				Surname			
ID number (if known)				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female			
Date of Birth (dd-mm-yyyy)				Have you been resident in the EU for the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Permanent Address				Contact Telephone number			
Postcode				Course Title			

SECTION 2: Who lives with you?

Please tick appropriate box.

Living with Parents Living with Parents and other adults Living with partner/spouse

Living alone (please provide evidence of single occupancy i.e. Council Tax Rebate or Housing Benefit)

Renting a room in a shared house (please provide a copy of the tenancy agreement)

SECTION 3: Details of Dependants

Full name	Date of Birth	Relationship to you (eg sister, son etc)

SECTION 4: Household and Financial Details

PLEASE INDICATE ALL HOUSEHOLD INCOME, WHAT EVIDENCE YOU ARE ENCLOSING AND WHO RECEIVES IT (IN CONFIDENCE)

Income Type	Who receives this amount i.e. Mother, Father, Guardian, Spouse, Partner, Other Adult living in house, Own	Amount £ per week/month/year
Income Support, ESA, JSA or Universal Credit (dated August and September 2020 ideally)		
Working Tax Credit (please provide Tax Credit Award Notice 2020-2021, all pages)		
Child Tax Credit (please provide Tax Credit Award Notice 2020-2021, all pages)		
Net Salary (please provide 3 recent salary slips) or, if waged, the last 6 weeks wage slips or P60		
Pensions (showing on a recent bank statement or yearly statement)		
Maintenance income (dated in the last 6 weeks)		
Other income, e.g. Carers Allowance, income from property or Other state benefit but not including child benefit		
<p>We cannot accept a Provisional Tax Credit Award Notice for 2020-2021 as this clearly states it is not a decision, or 2019-2020 Review Award. However, we can accept proof of income showing on a recent bank statement, this needs to be dated August 2020 onwards i.e. within 6 weeks of the start of term. If self-employed please enclose most recent Accountant's statement.</p>		<p>Total net household income £ _____ (Calculated by the College from figures declared and recent evidence provided)</p>

SECTION 5: Childcare Payments (age 20+ only)

Under 20 years of age please contact Care to Learn 0800 121 8989

Name of Child	DOB	Age			
<p>Please state hours of childcare required each day, allowing time to get to College etc. This will be checked against your timetable. Any hours claimed but not timetabled will be charged to you. By completing this application for childcare funding, you agree for SMB Group staff to contact the nursery provider if necessary</p>					
	Monday	Tuesday	Wednesday	Thursday	Friday
Child (1)					
Child (2)					
Childcare start date	Childcare end date		Ofsted Registration number:		
Is age 2/ 3+ Government funding being used? Yes /No			Childcare costs £_____ per session/hour/day		
Is there a deposit or registration fee? Yes/No (if yes please ask the Nursery/childminder to add the amount to the first invoice)			Is there a charge for out of term time cover Yes/No (if yes, will it be full cost or half cost)		
<p>Name and Address of childcare Provider: Provider contact name and telephone number:</p>					

SECTION 6A: Requests

Please give details of any **essential** books (include ISBN number) and materials or equipment. Please tick box to indicate you would like help with the cost of meals. Books & equipment recommended by the College must be bought in preference to other items or brands. If a more expensive brand is purchased only the cost of the recommended item will be refunded. Try not to buy anything until your application has been processed. **If you do, you will only be refunded if you have the receipt.** If you have been given a uniform or kit order form please complete and return along with this form so the College can raise an order.

PLEASE NOTE: The College provide kit and equipment essential for your course. Therefore, you may not be eligible for financial support.

Please tick

Uniform (Please enclose completed order form or receipt if already purchased)

Kit (Please enclose completed order form or receipt if already purchased)

Essential books Title and ISBN No. _____

Boots and overalls (Please enclosed receipt if already purchased)

SECTION 6B: Off site visits/Meals

Subsidised Meals (Credit added to your ID Badge)

Mandatory Trips (May occur throughout the year)

SECTION 6C: Travel Costs – Return Bus Fare or Mileage

Note: your travel costs may be refused if you have chosen not to attend a college closer to your address.

Your attendance will be checked electronically and you will be paid monthly in arrears by BACs. Please tick one box:

I wish to apply for help towards fuel/mileage

I wish to apply for return bus fare & have **enclosed one sample bus ticket** showing the cost

I am in receipt of, or have applied for, a Disabled Person's bus pass

SECTION 7: Please use this space to give details about other expenses related to your course and any special circumstances

SECTION 8: Data Protection

SMB Group is subject to the requirements of the General Data Protection Legislation. The Student Services Department follows College Policy in matters of Data Protection. Personal data may be used within the College for the purpose of determining whether or not you should receive assistance from the Discretionary Learner Support Fund or other College services. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised before it is sent to the ESFA. In addition, external auditors are obliged to certify that Discretionary Learner Support and College Funds have been allocated in accordance with ESFA and College Guidelines. As part of this process, auditors will wish to view a small sample of Application Forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so. Your data will be held securely for 6 academic years in accordance with our audit requirements.

SECTION 9: What are Discretionary Learner Support Funds?

- Discretionary Learner Support funds are allocated to Institutions of Further Education by the Government to provide support to students in exceptional financial difficulty.
- The Fund is limited and will only be used to off-set severe hardship. Contributions will not normally be allocated to compensate for failure to obtain financial support from other sources.
- The Fund is available to help eligible students but we may not be able to meet every application we receive and we may not be able to always meet all of the costs that you might apply for.
- **Important Points: Attendance** will be monitored
Actual payments will be discussed on request and the maximum available will depend on the number of hours that you attend college.
- **Subsequent requests** can be considered during the academic year (i.e. trips). Please complete an Additional Request form available from Student Services
- Hand your completed form into Student Services or post to Student Services, SMB Group, **Stephenson Campus**, Thornborough Road, Coalville, Leicestershire, LE67 3TN or Student Services, SMB Group, **Melton Campus**, Asfordby Road, Melton Mowbray LE13 OHJ or Student Services, SMB Group **Brooksby Campus**, Brooksby, Melton Mowbray LE14 2LJ. If you need any further information or help with making an application please contact Student Services **Stephenson Campus: 01530 836136 – Tracy Ext. 219** or **Melton Campus: 01664 850850 – Penny Ext. 110 (direct line 01664 855242)** or **Brooksby Campus: 01664 850850 Jan Ext. 245 (direct line 01664 855296)**.

SECTION 10: Check list

Before submitting your application make sure you have read the form carefully and completed all applicable sections. Check that copies of all relevant documents and receipts are attached i.e.

- Recent household income evidence such as a bank statement or benefit letter etc. dated August 2020 onwards and/or all pages of your Child Tax Credit Award 2020-2021 (not Provisional).
- Any recent evidence of additional income
- One sample bus ticket if applying for return travel costs
- Completed kit and uniform forms, if applicable and essential to your course, so the College can raise an order on your behalf.
- Please complete your bank details so we can make any payments to you by BACs
- **Failure to enclose the correct evidence will delay the approval of your application.**

SECTION 11: Declaration

- I declare that the information I have given on this form is correct and completed to the best of my knowledge and I understand that giving false information will disqualify my application.
- I undertake to notify SMB Group of any change in my financial circumstances which may affect my application.
- I agree to repay the Discretionary Learner Support Fund, in full and immediately, any sums advanced to me if the information given is subsequently shown to be incorrect.
- I agree to notify Student Services if I subsequently withdraw from my course and to repay the Discretionary Learner Support Fund the appropriate proportion of any award received.
- I agree to SMB Group processing personal data contained in this form or other data which the College may obtain from me or other people.

Learner Signature:

Date:

APPEALS If you are dissatisfied with the decision regarding your application, please appeal in writing stating clear reasons for your appeal and produce supporting evidence if needed. The letter of appeal should be sent to the Student Services Manager who will investigate and respond to you within ten working days of receipt of the appeal letter.