

Learner Support Fund 19+ students

GUIDANCE NOTES

BLACK PEN

CAPITAL LETTERS

IMPORTANT

the LSF team about your award.

Please allow 14 days after your enrolment before you contact

OFFICIAL USE ONLY

Date Received	Student ID	Travel miles	Days Attend	DT	CC	FCM	Checked by

AOL Award	Student Award	Travel	FCM	Email sent	Assessed by
					Initials: Date:

Personal Details

First name(s) Family name

Date of birth

Home address

Postcode

Home Mobile

Email address*

PLEASE SUPPLY INCOME EVIDENCE FOR EVERYONE IN YOUR HOUSEHOLD supply one of the following for each person. By 'household' we mean the people that you are dependent upon, dated within the last **3 months**. For funding and audit purposes we are required to retain evidence for six years.

WE CANNOT ACCEPT PROVISIONAL AWARD LETTERS

Childcare CHILD CARE PROVIDERS MUST BE OFSTED REGISTERED TO RECEIVE THIS SUPPORT

Do you require help with the cost of childcare to enable you to attend your course? Yes No

If you are age 19 you can apply for help with childcare through the Care to Learn scheme. Please visit www.gov.uk/care-to-learn for full information.

If you are age 20+ please complete separate Childcare Provider Form – available by email – LSF@cityofbristol.ac.uk

Please note:

- If you are entitled to the Government free Childcare Grant you **MUST** use this where possible to enable you to attend your

BANK DETAILS

PAYMENTS CANNOT BE MADE WITHOUT THIS INFORMATION

Payments for items that you will purchase will be made to your bank or building society account. The details of payments will be shown in your award letter. Please complete the section below with the details of your account that you wish your award to be paid into. Please take care when completing this section as any errors will delay your payments.

Bank sort code (format 00-00-00) Bank account number

Bank name

Bankholders name as appears on card

Student Declaration

By submitting this form I am agreeing that:

- I have read the Guidance Notes and all the information I have given is correct
- I understand that the College has the right to withdraw awards if I do not attend my course
- If I knowingly provide false information for this application funding will be cancelled and may result in disciplinary action
- I will notify the College in advance of any changes in my circumstances
- I understand I must abide by City of Bristol College's Code of Conduct and Student Charter to receive any agreed awards
- My childcare provider can liaise with the college about my application where requested

Student signature

Date

Please only complete this section if you are completing this form on behalf of the applicant – Parent, Guardian, Carer or Support Worker correspondence details

First name(s)

Surname/Family name

Acting on behalf of applicant because

Relationship to student

Checklist:

Please check below before you return your form we cannot assess forms without evidence

- I have completed all required sections of the form.
- If you are receiving Working Tax Credit the award letter is the only income evidence we require.
 three months.
- If you are sending in a P60 it must be dated from the last tax year **April 2023/24**
- I have read and understood the declaration and signed the form

The College may share your data with other organisations for education, training, employment, research and well-being related purposes.

Further details are available on the College website cityofbristol.ac.uk/privacy-statement

Guidance Notes 2024/25

Please read this page carefully. If you do not understand any of these notes, please ask for help at Student Services. Please note that only fully completed applications can be accepted.

Funds are limited and no award can be guaranteed. All awards made are discretionary.

The College reserves the right to withdraw or reduce awards subject to availability of funds.

What is the Learner Support Fund?

or completing a course.

Am I eligible?

- Settled in the UK or have a pre settled status

This will be based on the previous tax year's income unless there has been a change in circumstances.

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Age	Gross income below
19+	Household income below £32,000
19+ and living independently	Income less than £23,000

Who is not eligible?

- Students studying a Higher Education course (i.e HND, Foundation Degree)
- Work-based learners/Apprentices
- Students studying a Full Cost Recovery course

Free College Meals

- Students aged between 19 and 25 on 31 August 2024 who have a

(EHCP) AND

for Free College Meals. Please ask at reception for a Free College Meal form.

What can the Learner Support Fund help with?

The fund can help towards the costs listed below.

You may need to make a contribution towards these costs.

For successful applicants aged 19 years and over, help is available towards:

- The cost of transport – if you live more than 3 miles

ill health.
- Course-related costs – these are determined by your course tutor
- Childcare costs for students aged 20+ – this is limited to term

To Qualify for Residential support your course must fall into the following categories:

- More than 30 miles from your home or more than a 2 hour return journey
- Must not be available at your local College
- You must be studying a Full Time course

- It must be a Learner Responsive course (your learning provider

- Students who start late will receive pro-rata payments.

What are my responsibilities?

- You are expected to have 85% attendance; or you are meeting the targets of your on track commitment if it falls below this we may withhold or withdraw your agreed awards.
- You must inform us of any changes in circumstances, such as