

# Learner Support Funds

## 16-18 Bursary

### Application Form 2022/23



#### Are you eligible?

Do you live in a household that has an income of less than **£30,000**?

Are you fully enrolled to a course at Carlisle College during the academic year 22/23 and aged 16-18 on the 31<sup>st</sup> August 2022? Or aged 19 on the 31<sup>st</sup> August 2022, studying on the second year of a Level 3 course (19+ continuers)? Or aged 19 and over with an Educational Health Care Plan (EHCP)?

#### What support can we offer you?

There are three categories which we can offer support to ...

##### Tier 1

*Do you live in a household that has an income up to **£16,190**?*

You will be awarded with a travel pass or payments if you live more than 2 miles away from campus.

You will be awarded with a meal allowance up to £4.00 per timetabled day at Carlisle College refectory

Your essential equipment and trips costs will be made payable to the course department \*Please note any equipment provided, you will be required to return to the department at the end of your study

You will be eligible to apply for a college laptop if your course requires coursework

##### Tier 2

*Do you live in a household that has an income between **£16,191 - £25,000**?*

You will be awarded with a travel pass or payments if you live more than 2 miles away from campus

You will be awarded with a meal allowance up to £4.00 per timetabled day at Carlisle College refectory

Your essential equipment and trips costs will be made payable to the course department \*Please note any equipment provided, you will be required to return to the department at the end of your study

You will be eligible to apply for a college laptop if your course requires coursework

##### Tier 3

*Do you live in a household that has an income between **£25,001 - £30,000**?*

You will be awarded with a travel pass or payments if you live more than 3 miles away from campus

You will be awarded with a meal allowance up to £4.00 per timetabled day at Carlisle College refectory

Your essential equipment and trips costs will be made payable to the course department \*Please note any equipment provided, you will be required to return to the department at the end of your study

#### How do I apply?

- You can apply from Wednesday 6th July 2022, by visiting Student Services with your completed form and evidence, opening hours are Mon – Fri 8.30-4pm
- Applications can also be posted to **Student Finance – Carlisle College, Victoria Place, Carlisle, Cumbria, CA1 1HS marked for the attention of Alice Hodgson**
  - Please complete this application form using black or blue ink only
- Read all questions carefully and ensure you provide all evidence that meets your household circumstances. Any missing evidence will result in a delay to your application being processed.

Photocopied documents **MUST** be provided with your application. Please ensure that all photocopies are clear and contain all pages, otherwise this will cause delay in processing your application. Please note we will not be responsible for the loss of original documents if you choose to send these.

## Student Personal Details

Student ID number:

First Name:

Surname:

Date of Birth:

Age on 31<sup>st</sup> August 2022:

**Address:** \*Please ensure you update your curriculum admin office, along with evidence of any address change during your course- as this may impact your travel support. You **MUST** then inform Learner Support Funds

Post Code:

Course Title:

Email Address:

Mobile Number:

How will you be travelling to college?

Do you live with (or are you financially dependent on) Parent(s) / Guardian(s) / Spouse or Partner, if yes please state their details below. \* You will need to provide household income evidence for the below. State N/A if you live alone.

Name:	Relationship to You: ( e.g. Father, Mother, etc... )

Do you currently receive travel from your local authority/council, or are you in the process of applying for this?

Are you an Asylum Seeker? \*Please provide home office, NASS, IND or ARC card, along with your parent's evidence.

Do you (the student) have a current bank account? If not, you will be required to open one before submitting your application \*A bank statement/opening statement will be required to verify account details for any payments to be made. You can request a bank letter from [learnersupportfunds@ncgrp.co.uk](mailto:learnersupportfunds@ncgrp.co.uk) to open an account with the bank.

# Student Bank Details

Please provide your (the student) bank details clearly below in **BLOCK CAPITALS**

We also require a copy of your bank statement to verify your account details. This can be a printed document, a screenshot of your online account containing these details or a letter from your bank.

**Carlisle College do not accept responsibility for payments being processed to an incorrect account due to incorrect details being submitted, therefore it is important we receive these verification documents in order for you to receive any potential payments.**

**The provided bank account details MUST be the student's personal bank details and not those of a parent/guardian. If you do not have a bank account, please contact your local bank to open one.**

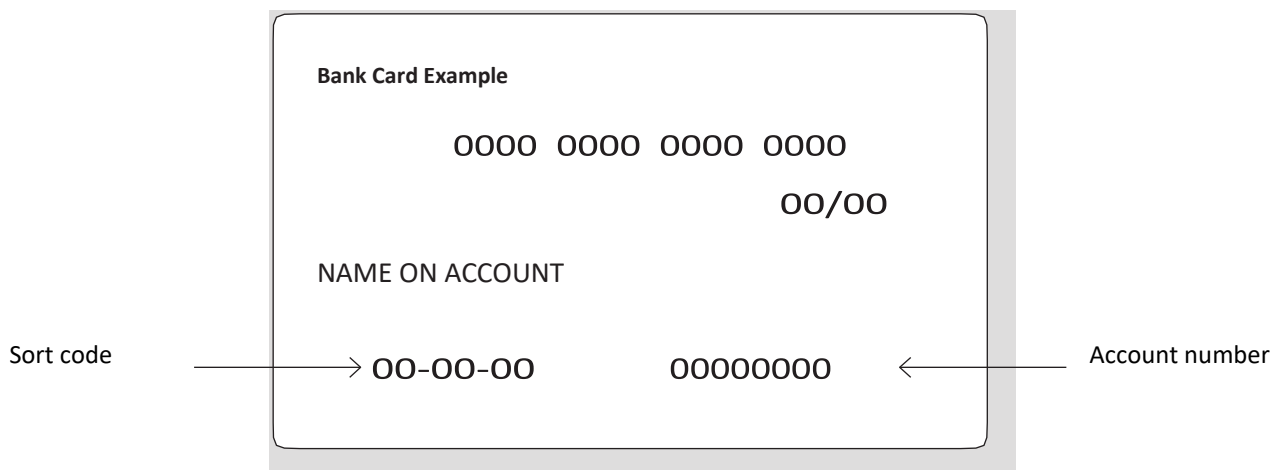
**We are unable to make payments to building society accounts.**

**For GDPR purposes – Your bank details will be destroyed no later than July 2023**

Name on the Student Bank Account:	
Name of Bank:	

Sort Code (6 digits):						
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Account Number (8 digits):							
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## Qualifying Evidence

Please select and provide physical copies of your evidence that matches your current circumstances.

Students Circumstances	Evidence Required:	✓ All that Apply
Do you live independently and receive Universal Credit including housing support and/or child support	Please provide your most recent Universal Credit Statement. This must show your name and address	
Do you currently live in care or are a care leaver?	Please provide written confirmation of current or previous looked after status from the Local Authority. This must be on LA letterhead or from a LA email address dated within last 12 months	
Do you receive Universal Credit <b>or</b> Employment Support Allowance <b>AND</b> Personal Independence Payments or Disability Living Allowance	Please provide most recent UC statement or ESA letter dated with 12 months <b>PLUS</b> PIP or DLA award letter dated in 1 year	
Asylum Seeker (Unaccompanied)	(A) Please provide Home Office Bail Letter, IND or Arc Card for yourself or (B) written confirmation of current status from the Local Authority. This must be on LA letterhead or from a LA email address dated within last 12 months	

**For students living with Parent(s) or Guardian(s) who do not meet the above criteria please provide physical copies of your most recent evidence.**

Household Circumstances	Evidence Required:	✓ All that Apply
Tax Credits	Tax Credit Award Notice dated 2022/23. <b>All Pages required.</b> Please note we can accept the renewal notice providing payments continue past August 2022.	
Universal Credit	Last 3 months statements – showing Name and Address of claimant(s) and all monthly benefits and earnings	
Income Support	Award letter dated within last 12 months.	
DLA / PIP	Award letter dated within last 12 months.	
Employment Support Allowance	Award letter dated within last 12 months.	
Job Seekers Allowance	Award letter dated within last 12 months.	
Guaranteed Element of Pension Credits	Award letter dated within last 12 months	
Self Employed	Provide a tax overview for the 2021/22 tax year from your accountant/HMRC. This must be on letter headed paper and include a wet signature and state your earnings before tax.	
Maintenance Loan	Parents in Higher Education please provide evidence of your award from Student Finance.	
Child Benefit Letter  Bank Statement showing payment is <i>not</i> acceptable as it does not show child's name	We do not include child benefit in your income but require the letter to link our student with the Parent/Guardian. Where a child lives between 2 households our income assessment is based on the household which receives the child benefit payments.	
Household income less than £30,000	<ul style="list-style-type: none"> <li>• Joint Household – 3 most recent payslips both parents/guardian Where one adult is not working please provide latest 3 months of their bank statements.</li> <li>• Single Parent/Guardian Household – please provide current Council Tax bill showing 25% discount plus 3 months of payslips</li> </ul>	
Any other income	Please provide income evidence that is not listed above.	

## What Happens Next?

- Once you submit your application form and evidence, this will be assessed by a Student Learner Support Fund Administrator. They may contact you to require further evidence if you have not supplied everything that is requested. If you have submitted all the required documentation, they will email you to confirm that your application has been accepted and passed onto the Learner Support Fund team.
- Learner Support Funds will process your support. We will send you a confirmation email with a statement of what support has been put in place for you. Please ensure you include a valid email address within your application.
- Support can take up to 4 weeks to be in place and we need to see that the student has been attending for the first week of the course before we order travel passes.
- Travel passes will be collected from reception and will be ready to use which will cover your travel to the end of each term. If for any reason you have any issues with your travel pass please refer to your travel leaflet emailed to you along with your statement of support.
- As soon as you have received your statement of support from Learner Support Funds. Please show your student id card at the refectory (based in Carlisle College) to access your £4.00 meal allowance.
- You can apply for a laptop by contacting [info@carlisle.ac.uk](mailto:info@carlisle.ac.uk) who will email a laptop request form. You will then be emailed by Learner Support Funds if your request has been accepted or declined. Eligibility also depends on course requirement.

**If you haven't met the above criteria and are over the household income, you have the right to appeal. Appeal forms can be provided by the Student Engagement Advisors on receipt of your application.**

**Appeals must be addressed to; Learner Support Funds Administrator, Carlisle College – Carlisle College, Victoria Place, Carlisle, Cumbria, CA1 1HS. You will be notified within 7 days of submitting your appeal.**

## Date Protection

All personal data processed by NCG is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. NCG is registered with the Information Commissioner's Office as a provider of education and training. By submitting this form, you acknowledge that you have read and understand that your data will be processed in accordance with our privacy policy (unless you state otherwise) which can be accessed via this URL: [https://www.ncl-coll.ac.uk/\\_assets/media/downloads/294.pdf](https://www.ncl-coll.ac.uk/_assets/media/downloads/294.pdf) For information regarding your rights under Data Protection legislation, please refer to the contact details our privacy policy.

- Please tick to state that you are happy for NCG to process your data in accordance with our privacy policy.

## Declaration

I agree to the terms and conditions of the Learner Support Funds.

The evidence that I have provided is correct and complete to the best of my knowledge and belief. I am aware that submission of false or incomplete information which leads to incorrect funding or overpayment may result in future payments being stopped and any incorrect funding being recovered. I am aware that this might result in a referral to the police with the possibility of prosecution.

I understand that any misuse of funds will result in my removal from the Learner Support Funds in this academic year and will not be eligible to apply for support in future academic years.

<b>Parent / Guardian / Carer Signature:</b>	
<b>Student Signature:</b>	
<b>Date:</b>	

# Terms and Conditions – Please read before you submit your application

It is the responsibility of the applicant to supply a completed and fully signed application form with all of the supporting evidence. Learner Support Fund guidelines are set by the Department of Education and we are requested to follow the guidelines and are audited by the ESFA (Education and Skills Funding Agency). We must retain evidence of eligibility criteria for audit purposes. Page 3 indicates evidence which we require but is not an exhaustive list, the assessor may ask for additional evidence not listed dependent on your circumstances.

## **Household income evidence**

Students and parent(s)/guardian(s) MUST sign the declaration when applying for this bursary to confirm that the evidence they have provided is correct and complete. Students and parent(s)/guardian(s) should be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. They should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

It is the responsibility of the student/parent(s)/guardian(s)/partner or spouse to provide the household income evidence required in order to be assessed. The evidence requested enables Carlisle College to ensure that Learner Support Funds are following the guidelines set by the Department of Education, and therefore any evidence provided is open to audit. In order to comply with funding regulations, Learner Support Funds hold the right to not accept an application until satisfied that the evidence and the household income assessment is accurate. Until the household can provide the evidence requested, the application will not be accepted and support may be delayed.

## **Support**

Payments are processed in accordance with a payment schedule. Students will not be able to receive funding prior to the date stated on their payment schedule. The financial support, including travel and meal support is only valid between the course start and end dates. If the student finds that they need to come to college after the course end date, for revision sessions, re-sits etc., our financial support offer does not cover these scenarios and the student will be responsible for any costs associated with attending these sessions.

Learner Support Funds may withhold financial support if the student does not adhere to the following conditions:

- Students must achieve satisfactory attendance. Carlisle College Group will stop payments where students have been absent for a period of 4 continuous weeks or more.
- Students must maintain a level of good behavior and behave in a way, which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities.
- All monies or support received must be used for the purpose intended. If the student is unsure of the purpose of support, please ask a Student Adviser.
- Students must not allow others to access or use any part of their support.
- Students must only access their meal entitlement on days that they are timetabled

Students must inform Learner Support Funds of any changes to their course and/or timetable. We need to ensure the correct support is in place i.e. days for travel & meals and equipment. If the student has received course related equipment for the course in which they first enrolled, they may not receive additional course related costs for a secondary enrolment. Equipment funded by Learner Support Funds with a value of £100 or more, must be returned to the department at the end of your course.

If your course requires coursework outside of your lessons and you do not have access to a computer/laptop at home - you may be eligible to apply for a laptop from us. This must then be returned at the end of your study. Failure to return laptop can result in charges.

In signing the declaration form, Carlisle College have the student's consent to provide the travel pass companies with information in order to provide travel support. We offer the most cost-effective method. We are unable to offer travel support based on student preference. A journey planner will be complete on assessment to determine which pass is awarded. If you do not agree with the travel provided, you have a right to appeal, on the basis there is a medical reason as to why a particular transport cannot be used. The Learner Support Funds Coordinator will contact you with the outcome of your appeal.

Applications which are not completed correctly or do not have sufficient evidence will be returned to the student/parent/guardian.

## **Withdrawal**

If the student withdraws from their course they must inform Student Services immediately and ensure that they do the following:

- Refund such sums as may be determined by Learner Support Funds.
- Return the travel pass to Student Services. If the travel pass is not returned, Learner Support Funds will withhold all Learner Support Funds in future academic years. (Travel passes MUST NOT be sent in the post but returned directly to Student Services.)
- All items purchased by the Learner Support Funds remain the property of the college and must be returned if learners do not complete their course.

## **Confidentiality**

Learner Support Funds will maintain confidentiality of all applications

# Useful Information

## Student Services Information

Open: Monday to Friday  
Address: Carlisle College – Carlisle College, Victoria Place, Carlisle, Cumbria, CA1 1HS.  
Contact Number: 01228 822 700 email: Info@carlisle.ac.uk

### Universal Credit Evidence Reference Guide

#### 3 most recent Universal Credit statements

(Full Statement must include)

- Name • Address • Payment for the Month
  - Total Entitlement • Total Deductions
  - Take Home Pay (Even if its zero)
- \* Take Home Pay can be found by selecting the "Help and Support Section" under "Other support you may be able to get".

#### Universal Credit Child Benefit

- Login into Universal Credit
- Go to "Journal"
- Scroll down to the bottom and look for "New claim details submitted"
- Then look for "Who lives with you" and you should see your child's "First Name" and "D.O.B".

### Evidence you still need to provide

Your application form has been returned to you as we require the evidence below, please return the application form along with the below evidence so we can process your application form for support.

- Please provide your most recent Universal Credit Statement. This must show your name and address.
- Please provide Home Office Letter or Bail 201 Letter as well as IND/ACRC Card.
- Last 3 UC months statements – showing Name and Address of claimant(s) and all monthly benefits and earnings.
- Parents in Higher Education please provide evidence of your award from Student Finance.
- Please provide written confirmation of current or previous looked after status from the Local Authority This must be on LA letterhead or from a LA email address dated within last 12 months.
- Please provide most recent UC statement or ESA letter dated with 12 months PLUS PIP or DLA award letter dated in 1 year.
- Tax Credit Award Notice dated 2022/23. All Pages required.  
Please note we can accept the renewal notice providing payments continue past August 2022
- Last 3 UC months statements – showing Name and Address of claimant(s) and all monthly benefits and earnings.
- Income Support / DLA / PIP / ESA / JSA / Guaranteed Element of Pension Credits. Award letter dated within last 12 months.
- Provide a statement of accounts for the 2021/22 tax year from your accountant.  
This must be on letter headed paper and include a wet signature and state your earnings before tax.
- Child Benefit letter dated within one year.
- Joint Household – 3 most recent payslips for both Parent(s) / Guardian(s)  
Where one Parent / Guardian is not working please provide latest 3 months of their bank statements
- Single Parent / Guardian Household – provide current Council Tax bill showing 25% discount plus 3 months of payslips or relevant benefit evidence.
- Students Bank statement / Bank Card / Banking App showing Name of student and Sort and Account number
- Additional Evidence Required:

LSF Signature: \_\_\_\_\_

Date returned to Student: \_\_\_\_\_