

Learner Support Funds

19+ and Advanced Learner Loan 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 on a Further Education course which is funded by the ESFA (this does not include students enrolled onto community funded courses, who are not eligible for support) or you have an Advanced Learner Loan to cover the cost of your fees during the academic year 22/23 and aged 19 on the 31st August 2022, you may be eligible for support from our funded bursary

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 travel payments if you live more than **2 miles** away from campus.

Asylum seekers will receive a travel pass

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 travel payments if you live more than **2 miles** away from campus.

**Asylum seekers will receive a travel pass*

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 travel payments if you live more than **3 miles** away from campus

**Asylum seekers will receive a travel pass*

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 31st 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:

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...)

Are you an Asylum Seeker? *As long as you have provided your home office letter and IND card with curriculum admin on enrolment- you do not need to provide further evidence. Please go to section 4, read and sign the terms and conditions, then submit your application.

Are you in receipt of an Advanced Learner Loan for the cost of your fees?

*Please provide a copy of your loan confirmation

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 will be required to verify account details for any payments to be made. You can request a bank letter from 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.

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):

Account Number (8 digits):

Bank Card Example

0000 0000 0000 0000

00/00

NAME ON ACCOUNT

Sort code

→ 00-00-00

00000000

← Account number

Qualifying Evidence

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. All Pages required. 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.	
Live in a single independent household and have a taxable income of between £7,800 and £21,530 including private income?	Provide 3 most recent pay slips (and your pension payment letter dated within one year if applicable) If you are self-employed - a statement of accounts for the 2021/22 tax year from your accountant will be required. The statement must be on letter head, have a wet signature, and state your earnings before tax. As well as Council Tax bill showing 25% discount plus 3 months of payslips	
Household income less than £30,000	• Joint Household – 3 most recent payslips for all adults in the household. Where one adult is not working please provide latest 3 months of their bank statements.	

What Happens Next?

- Once you submit your application form and evidence, this will be assessed by a Learning Support Fund Administrator. They may contact you to require further evidence if you haven't supplied everything that's 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 posted out to the student home address and they will be ready to use which will cover your travel until the end of your course. If for any reason you have any issues with your travel pass, please refer to your travel leaflet that has been emailed to you along with your statement of support.
- Travel payments will be made as per the payment schedule on your statement of support, provided 90% attendance has been achieved.
- You can apply for a laptop by contacting 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.

For anything else, please contact Student Services on 01228 822700 or email info@carlisle.ac.uk

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 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.

Student Signature:	
Date:	

Terms and Conditions – Please read before you submit your application

Community Funded Courses

Students enrolled onto a community funded course are not eligible for this bursary. If we identify that the student is enrolled onto a community funded course we will cancel all support and request a refund from the student of any funds that they have received.

Household Income Assessment

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)/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. Travel 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 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 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 Group 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.

Where Learner Support Funds identify that a student has received an overpayment, for example, where there has been an electronic timetable change since the original assessment or a miscalculation of support has occurred, a recalculation of support will be undertaken and payments will be stopped so that any overpaid support can be recuperated. Maximum travel support is as follows; £4 per day for inside of Tyne and Wear and £6 per day for outside of Tyne and Wear. Travel support is calculated based upon timetabled days, the maximum overall amount is then split into equal amounts over the academic year and paid to the student if they achieve 90% attendance for the attendance period. If you have not attended for 4 weeks, support will be stopped.

Meals

19+ and Advanced Learner Loan students are **NOT** eligible for a meal entitlement.

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 822700 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 childs "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 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 all adults in the household
Where one adult 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: _____