

LEARNERS SUPPORT FUND APPLICATION FORM

What is the learners support fund scheme?

This is a discretionary scheme that is funded by the Adult Learning & Skills Service to assist students who are not able to pay for course fees, essential equipment/materials or other necessary expenses. **Priority will be given to people working towards a qualification. Proof of eligibility (copy of income support letter or job seekers' allowance card, etc) and proof of address must be attached to your application.**

- Applications are considered on a yearly basis between August – July. There is no automatic entitlement to access this scheme.
- Students must submit a separate application for each course.

Who can apply for the learners support fund?

- Enrolled students receiving a means tested benefit, eg Job Seekers' Allowance.
- Enrolled students who can provide evidence of household income less than £15,000 per year.
- **Priority will be given to:** learners on courses leading to a recognised qualification; to new learners; to learners who have been in learning for less than three years.

What costs can be claimed?

- Exam fees
- Course fees
- Set text books
- Essential equipment or materials listed in the course information sheet

If you don't attend or withdraw from the course, we reserve the right to claim back any monies paid to you under the fund.

How to apply?

- Complete Section A of the form in full (**please attach copies of proof of benefits received or other evidence of income. All receipts for any purchases, exam payments, materials etc claimed for should also be attached.**)
- Pass completed form to your tutor.

The next stage of your application

- If the application is approved you will receive a cheque in the post.
- If the application is not approved, you will receive a letter to explain why your application has not been successful.

PTO

adult learning & skills

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Please read the Learner Support Fund information overleaf before completing

SECTION A – to be completed by applicant

Name:

Address:.....

Telephone Number:..... Student Number:.....

Course Code:.....Course Title:.....

Qualification to be obtained:.....

Please state how this course will help you to progress to further education or employment, or will help you to remain independent:

.....
.....

Statement of Eligibility

I confirm that I am in receipt of the following benefit (please insert):.....

.....
or have a total annual income of less than £15,000.

Amount applied for:

Course fees £.....

Essential equipment/materials (as listed in information sheet) £.....
(details and receipts must be attached)

Total £.....

Applicant's signature:..... Date:.....

SECTION B – to be completed by Tutor (PLEASE PASS COMPLETED FORM TO RECEPTION)

I confirm that the applicant is attending my class and any items purchased are required for the course.

Signature of Tutor:..... Date:.....

Name of Tutor (please print):

SECTION C – FOR OFFICE ONLY

* Admin to certify correct:..... Date:.....