

# Application Form for Financial Assistance from the Learner Support Funds 2008/2009

Information about the Learner Support Fund can be found on page 5

Please complete ALL sections of this form and return to Student Services (Room B63), Colchester Institute, Sheepen Road, Colchester, CO3 3LL

Telephone number 01206 518696

## Section 1: Personal Details

Title: Mr  Mrs  Miss  Ms  Other (please state)

Surname  Forename

Student ID (if known)  Gender Male / Female (please circle)

Address

Postcode

Telephone  Mobile

Email

*Important: If you provide an email address, this is how we will contact you.*

Date of Birth  Your age on 31<sup>st</sup> August 2008

## Section 2: Your Dependants

Do you have any children or adults who are financially dependant on you?

Yes  No

If Yes, please tell us who they are

**Section 3: Course Details**

Course Title

Course code  Is the course full time  or part time

Is this the first year of the course?  Is this a repeat year?

**Section 4: Academic History**

Please confirm your qualifications achieved at school, college or university in the box below (this may assist us with making an award so please be as accurate as possible).

**Section 5: Financial Statement**

**Choose EITHER:**

**My application for financial help is based on my or my family's receipt of a means tested benefit. Please tick the relevant box or boxes and attach your evidence.**

Type of benefit	Please tick	Evidence Required
Income Support	<input type="checkbox"/>	Letter, no less than 3 months old, showing benefit entitlement
Job Seekers Allowance	<input type="checkbox"/>	Letter, no less than 3 months old, showing benefit entitlement
Housing/Council Tax Benefit	<input type="checkbox"/>	Letter, addressed to your current address, no less than 3 months old, showing benefit entitlement
Working Tax Credit	<input type="checkbox"/>	Tax Credit Award for 2008/2009 showing your income level
Pension Credits	<input type="checkbox"/>	Letter, no less than 3 months old, showing benefit entitlement

**OR:**

**I or my family do not receive a means tested benefit. Please tick the relevant box and attach your evidence.**

<b>Status</b>	<b>Please tick</b>	<b>Evidence Required</b>
Single, independent & income under £15,000 pa		Last 3 months payslips or P60 or Child Tax Credits Award showing your household income for 2008/2009
Single, living in parental home & household income under £25,000 pa		Last 3 months payslips or P60 or Child Tax Credits Award showing your household income for 2008/2009
Living with partner & household income under £25,000 pa		Last 3 months payslips or P60 or Child Tax Credits Award showing your household income for 2008/2009

**Section 6: Supporting Statement**

What do you need financial assistance with? If you wish, you may use this section to provide us with a statement to support your application.

## **Section 8: Other Forms of Support**

Have you received financial assistance from the Learner Support Fund before?

Yes  No

Have you applied for an **(ALG) Adult Learning Grant** or **(EMA) Education Maintenance Allowance**?

Yes  No

If YES, was your application successful? Yes  No  Still waiting

If No, would you like more details? Yes  No

### **Confidentiality**

Applications are seen only by the Committee and Student Services staff. It may be necessary for additional supporting information to be sought from other Colchester Institute staff in order for the committee to reach a decision.

### **Data Protection Act 1998**

Colchester Institute is a data controller in terms of the 1998 legislation. The Student Services Department follows Colchester Institute policy in matters of the data protection. The data requested in this form is covered by the notification provided by the Colchester Institute under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

The data will not be passed to any other third party without your consent, except when the Colchester Institute is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Services Manager.

**Part 8: Declarations**

**I certify that to the best of my knowledge, I fulfil the following criteria:  
(please tick the relevant boxes)**

There are no restrictions on my stay I am therefore \*settled within the United Kingdom (as defined by the Immigration Act)

\*'settled' – on the first day of the first academic year of your course

This does not apply to:

- Anyone who have been recognised by UK Government as a Refugee and has Full refugee Status/Indefinite Leave to Remain (ILR) as a result; or
- Anyone with Full Refugee status; or
- Anyone with Exceptional Leave to Remain/Enter the United Kingdom; or
- Those people who began their course of study before 1 September 1997

I have been 'Ordinary Resident' within the United Kingdom for 3 years immediately before the start of my course. (This does not apply to anyone recognised by UK Government as a Refugee).

None of this time was wholly or mainly for the purpose of receiving full time education.

I confirm that I am supporting the dependants named in section 2.

I am not living with a spouse/partner

I declare that the information that I have given on this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application.

Your name (Applicant)

Your Signature

Date

## **Further Education Discretionary Learner Support Funds 2008/2009**

Please contact Student Services if you would like to view in full the Colchester Institute Learner Support Fund Policy.

The Colchester Institute Learner Support Fund Committee will assess all applications on merit. Funds will be awarded to those Learners on courses that are expected to enhance their skills, competence and personal development so as to contribute to their future training, education, employability or self-employment.

### ***What are Learner Support Funds?***

The Government allocates 'Learner Support Funds' each year to Colchester Institute. This is to enable Colchester Institute to provide financial assistance to learners whose access to education is inhibited by financial constraints or barriers. This applies to learners on a full time or part time course of study.

### ***How will awards be made for the 2007/2008 academic year?***

#### **Continuing Learners:**

Learners progressing on to the second and third year of their course and who receive a discretionary payment, tuition fees and/or equipment costs from the funds in 2007/2008 will continue to be supported if their circumstances have not changed. However, applicants must make a new application for each academic year.

#### **New Learners under 19 at 31.08.08:**

Awards will be made according to the level of 'household' income. Generally learners will qualify for assistance with course related costs if the family income is dependant upon Job Seekers Allowance, Income Support, Housing Benefit, Council Tax Benefit, Pension Credits or Working Tax Credits where the income is below £15,050 per annum. The fund typically awards beauty therapy kits, hairdressing kits, salon wear, catering kits, book tokens, stationery, art materials, AAT Membership and exam fees and much more.

#### **New Learners over 19 at 31.08.08:**

Awards will be made according to level of Learners income, including that of partner/spouse where applicable.

Learners in receipt of Means Tested Benefits will be entitled to a concession fee offered by Colchester Institute but may still apply to the Learner Support Funds for further assistance with fees and other course related costs.

### ***Is there help with travel?***

All learners on a full time course of study can apply for a subsidised train or bus pass through the Colchester Institute Travel Scheme. The cost is £115 each term. Application forms can be obtained from Student Services or the Registry Office.

Learners who are aged 16-19 can apply to their Local Authority\* for free travel if all the following apply:

- You or your family are in receipt of a means tested benefit
- You live more than three miles from the nearest establishment at which the majority of the course is offered
- Your total household income is less than £14,495 per annum
- You are attending yr 12 or 13 of a full time course

\*For Essex Council Council ring 0845 603 2200

**For Office Use Only**

<b>Student Name</b>	
<b>Approved By</b>	
<b>Date Processed</b>	
<b>Decision Letter/Email</b>	
<b>Rejected By</b>	
<b>Committee Decision</b>	
<b>Database Initials</b>	

<b><u>Award</u></b>	
<b>Tuition Fees</b>	
<b>Material Charges</b>	
<b>Loan</b>	
<b>Books/Equipment</b>	
<b>AAT Exam/Membership Fees</b>	
<b>Childcare</b>	
<b>Transport</b>	
<b>Discretionary Award</b>	