



<b>For Admin use only</b>	
Date application received:	
Applicant has supplied sufficient evidence to demonstrate hardship: Yes <input type="checkbox"/> No <input type="checkbox"/>	Evidence checked by:

# Learner Financial Support Application 2023-24

## This form is for learners with the following eligibility criteria:

- Are enrolled on a funded further education programme, have a right to study and:
- Are aged 19+ with an Education, Health, and Care (EHC) plan, or
- Are aged 19+ who are continuing on a course they started aged between 16 and 18 (a '19+ continuer)
- Have a household income of £25,000 or less

Your application will remain confidential, please refer to our privacy notice on our website.  
<https://lifebridgeasend.weebly.com/privacy-notice.html>

As funds are limited and cannot be guaranteed, applications will be processed on a first-come, first-served basis. LifeBridge ASEND will retain a small amount of bursary funds to cover any mid-year hardship support applications.

If there is any information on this form which you are not sure about, or if you would like some help completing the form, please contact 01204 391 038.

**Instructions: Please complete the form, attach/scan/print all the required evidence and return in to reception at LifeBridge ASEND.**

## Section 1: About you

First names:	Family name:
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	DOB: DD / MM / YYYY
Address:	
County:	Postcode:
Nationality:	Primary phone number:
Mobile number:	Email:
Do you live independently? <input type="checkbox"/> Yes (move on to next question) <input type="checkbox"/> No	
<b>If no, please provide the names of ALL the adults you live with and their relationship to you.</b> Continue on a separate sheet if more than 3 adults.	
1: Name	Relationship:
2: Name	Relationship:
3: Name	Relationship:

## Section 2: Evidence

### Standard Requirements (Submit the form only when all evidence is included):

#### You must:

- have an annual household income of £25,000 or less.
- provide evidence of household income or benefit and your financial independence (where necessary)

#### Evidence Required

Choose one of the following five options and provide the evidence **exactly** as details.

**Please note:** Child benefit, PIP, DLA and Carers Allowance are not accepted as evidence.

#### If your household receives income related benefits

1. Universal Credit (UC)
  - all pages of 3 most recent statements which will include calculations of deductions.
  - You will need to print the details from your online UC account or provide screenshots.
2. Tax Credits (TC602)
  - all pages of the most recent 2022/23 or 2023/24 Tax Credit Award Notice (NOT Tax Credit Annual Review).
3. Other benefits
  - A letter dated within the past 3 months evidencing you receive one of the following: Income Support, Income-based Job Seekers Allowance, Income-related Employer and Support Allowance (ESA), the guaranteed element of State Pension Credit.

#### If your household does not receive income-related benefits

(Applicants are required to apply for all statutory benefits before applying for a bursary. For further information on government benefits you are eligible for, please visit:

**[www.gov.uk/benefits-calculators](http://www.gov.uk/benefits-calculators)**)

4. Evidence of income for each adult in the household who is aged 18 or over.
  - Three months of the most recent wages slips for each adult in the household.
5. If a member of the household is self employed
  - Income from self-employment, to include all pages of the HMRC tax bill for the previous year. (N.M we require the tax bill, not the tax return), and
  - Wage slips for income received through employment for each adult in the household who is aged 18 or over.

**Please note:** Single adult households are also required to provide their 2023-2024 Council Tax Bill.

## Section 3: What financial support do you need?

**Travel:** You must live 3 miles or more from college and/or work placement (using Google maps **walking** distance tool) and the cost of travel is a barrier to attending college and/or work placement.

Yes  No

**Books and Equipment:** Would you like to apply for financial support towards specific equipment or books that have been identified as required to enhance and support your study programme.

Yes  No

Identified equipment/book:

**Specialist clothing e.g. work-related clothing:** Would you like to apply for financial support towards specialist clothing such as protective overalls/work boots etc. which have been identified as a requirement of your vocational session and/or work placement. This includes clothing to support you in attending an interview.

Yes  No

Identified specialist clothing:

**Educational trips/residential:** Would you like to apply for financial support towards an educational trip/residential which must be undertaken in order to gain a qualification?

Yes  No

Name and date of trip/residential:

**Hardship support:** Would you like to apply for financial hardship support following unforeseen circumstance?

Yes  No

*If yes, LifeBridge ASEND will contact you for further information.*

**Childcare support:** Applicants are required to apply for all statutory government benefits before applying for this bursary. **For further information on government benefits you are eligible for, please visit [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)**

Would you like to apply for support with childcare costs?

Yes  No

### High value equipment

We may be able to help with the cost of high value equipment such as laptops, cameras and tablets where learners require them to successfully complete their programme. This will be dependent on the budget available.

Would you like to apply for support the cost of high value equipment?

Yes  No

Equipment required:

## Section 4: Your bank details

Please provide details of the learner's individual bank account. Ensure the numerals are legible and the bank account accepts BACS payments. Please note: we are unable to make payments into Post Office or prepaid cards.

Account holder's name:								
Bank name:								
Sort code (6 digits long):			-		-			
Account number (8 digits long):								

## Section 5: Declaration

Learners must sign the form. Any form without signatures will be returned and your application will be delayed.

### Agreement to the conditions of the award and payments

A copy of the conditions can be found in the Bursary policy on our website.

On being awarded a discretionary bursary, a learner's attendance and behaviour will be monitored. Where a learner's attendance falls below 90%, or they fail to adhere to the Positive Behaviour Policy, financial support payments will be withheld. The impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances will be considered.

Any award made will be for the **2023-24 academic year only**. Financial support in future years may change.

It is the learner's responsibility to inform the college about any of the following:

- change of circumstances which might affect their eligibility for financial support
- change of address
- change of bank account details
- any exceptional circumstances that cause them to be absent from college

You will also be confirming the information you have provided is accurate to the best of your knowledge and belief. Any awards made as a result of giving false or incorrect information may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police, with the possibility of the learner and/or their family facing prosecution.

By signing this form, you will be agreeing to the terms and conditions detailed above and be giving explicit consent to LifeBridge ASEND to collect 'personal data' and 'sensitive personal data' on you and your household to assess and record your application for financial support. You will also be giving your explicit consent to LifeBridge ASEND to disclose your 'personal data' and your 'sensitive personal data' to other agencies that require it for the sole purpose of assessing, recording or providing support.

LifeBridge ASEND will store your 'personal data' and 'sensitive personal data' securely

Learner's name and signature:	Date:
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