

WHAT IS THE LEARNER SUPPORT FUND (LSF)?

The fund is used to assist students who may be experiencing financial hardship to complete their course, and it is only able to make contributions towards costs incurred for attending College and where there is no other financial support available.

It is cash-limited and priority will be given to certain groups e.g. students who are economically or socially disadvantaged. Payments are not released until a student is enrolled and has good attendance.

AM I ELIGIBLE FOR THE LSF?

To be eligible you must:

- be an enrolled student on a 19+ government funded course
- be aged 19+ on 31 August 2020
- have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status
- have been 'ordinarily resident' in the UK, EU or EEA continuously for the last three years before the start of the learning programme, with 'settled status' - which means having indefinite leave to enter or remain (ILE/ILR)
- **maintain good attendance (95% minimum)**

This fund is discretionary and not all applications will be successful.

WHO IS NOT ELIGIBLE TO APPLY?

- International (overseas) students
- Students on Higher Education courses i.e. BA/BSc/HND/HNC
- Students on Work Based Learning/Modern Apprenticeships
- Students age 16-18 on 31 August 2020 (they need to apply using a 16-18 Bursary Fund application form).

HOW DO I APPLY?

If you wish to apply for the LSF you should:

- check that you meet the criteria for each of the funding elements as given above
- complete the application form, answering all questions required in full
- attach any evidence as indicated to the application form (**please use photocopies as originals cannot be returned**)
- hand in your application form and evidence to the Student Services office. Alternatively, students can post their application and evidence to the Student Services office or hand in to the Personal Advisor at your site of study.

WHAT HAPPENS NEXT?

Fully completed forms, with all the supporting evidence attached, will normally be processed within 28 days of receipt. Once your application has been assessed, you will receive an award notification letter which will indicate what support you are entitled to and how this will be provided. If your application is not successful, you will also be notified.

CAN I APPEAL AGAINST THE COLLEGE'S DECISION?

You do have the right to appeal. If you do wish to appeal please do so in writing within 10 days of receipt of your award notice. Appeals should be sent to Student Services, Leeds College of Building, North Street, Leeds LS2 7QT. Whenever possible we will respond to your appeal within 10 working days.

PLEASE DETACH THIS FRONT COVER AND KEEP FOR YOUR REFERENCE

GUIDELINES FOR COMPLETING THE LSF APPLICATION FORM

If you do not complete your application form fully or supply the relevant documentation, we cannot carry out a full assessment and your application will be delayed.

- Part A** **Student Details**
This is about the student, where they live, their residency status, what course they are studying and their bank account details - all sections to be completed and residency evidence provided if required.
- Part B** **Income Details**
This is about the household income for year ended April 2019. Please indicate which income category applies and provide the evidence requested.
- Part C** **LSF Spend**
This is where the student indicates what financial assistance they need during the academic year.
- Part D** **Additional Information and Declaration**
This is to be filled in if the student feels there is additional information which would be of use for the team to know when assessing their application. All information provided will remain confidential. All students must read and sign the declaration before submitting the application form.

The deadlines for submitting LSF applications are:

September enrolments - Friday 2 October 2020

Remember, this is a cash-limited fund and funds are issued based on a first come, first served basis (subject to priority groups).

Payments will be made termly, for dates please see posters around College and the Student Intranet.

STUDENT CONTRACT:

- I will adhere to the College Code of Conduct
- I will have no less than 95% attendance per term

CHILDCARE:

If you apply for support with Childcare, please be aware that we will only pay for the days you attend College.

Should you require further help or information on completing this form please contact
Student Services on 0113 222 6002.

PART A: STUDENT DETAILS

A1 - YOUR NAME

First Name(s)

Surname

A2 - YOUR DATE OF BIRTH

Date of Birth (must be 19 or over on 31 August 2020)

Age

A3 - YOUR ADDRESS

Address

Postcode

Please note we are unable to issue travel help unless we have your postcode

Are you living:

- alone with parents with partner with children
 shared accommodation with partner and children with legal guardian carer

A4 - YOUR CONTACT DETAILS

E-mail Address

Home Phone

Mobile Phone

A5 - COURSE DETAILS

Full name of course

Have you received a 24+ Learning Loan? Yes No

Which site will be your main place of study e.g. North Street, Hunslet.

How many days per week do you attend college?

FOR OFFICE USE ONLY

Reference Number:

Number of days in College:

Total Award:

Date Processed:

Course start date:

Course end date:

A6 - RESIDENCY

Please tick one box only, you must complete this section.

- A. I am a British Citizen and have lived in the UK for at least three years prior to the start of my learning programme.
- B. I have 'settled status*' in the UK and have been ordinarily resident for at least three years prior to the start of my learning programme.
*Settled means having either indefinite leave to enter or remain (ILE/R), or having the right of abode in the UK.
- C. I am an EU/EEA national (including Gibraltar) or the spouse or civil partner or child of an EU/EEA national and have been ordinarily resident in the EU/EEA for at least three years prior to the start of my learning programme.
- D. I have been granted 'refugee' or 'asylum seeker' status by the UK government, or am the child of someone with this status.

If you have ticked B, C or D you must provide a Home Office letter or passport to prove your residency status.

Please confirm the date when you entered the UK:

D	D	M	M	Y	E	A	R
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A7 - BANK/BUILDING SOCIETY DETAILS

To receive payments, you will need a bank account that will accept BACS payments. If you do not have one, please open one before submitting this application (**we cannot process payments into Post Office accounts**).

Full Name of Account Holder:

Name of Bank/Building Society:

Sort Code:

Account Number:

Ref/Roll Number:

College Enrolment/ID No.

* If you have given details of a building society account, enter the roll or reference number (if applicable).
Enter this exactly as it appears on your statement and include any hyphens (-) or slashes (/) that are shown as part of the number..

PART B: INCOME DETAILS

B1 - INCOME EVIDENCE

Please tick the section that applies to you and submit the evidence

Please tick ALL benefits or income that your household is receiving. Please also provide details of any taxable or earned income where appropriate. **Evidence of income MUST be included with your application. We can only accept photocopies.**

Name of Income / Out of Work Benefit	Yes / No	Name of Income / Out of Work Benefit
Child Tax Credit / Working Tax Credit (if online, please provide a print copy)		All pages of 2020/21 Tax Credit Award (TC602)
Income Support / Employment Support Allowance		Letter confirming benefit no more than 3 months old
Job Seekers Allowance		Letter confirming benefit no more than 3 months old
Universal Credit (if online, please provide a print copy of all pages)		Universal credit monthly award notice (3 consecutive months)
Self-employed		Self Assessment Tax Calculation for 2019/20
P60 (for all members of the household)		P60 for year ending April 2020

PART C - LSF SPEND

If successful, how will you use the Bursary you receive? (Please tick all that apply)

- Books
 Equipment
 Travel
 Visits
 Material Fees
 Childcare (please complete separate paperwork)

C1 - ABOUT THE OTHER PEOPLE LIVING IN YOUR HOME

Do you live with at least one of your parent(s)/guardian(s)?

- Yes ▶ Please complete section below.
 No

About your parent(s)/guardian(s) living at your address

Family Name	First Names	Date of Birth	Tel No.
<input type="text"/>	<input type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> E <input type="text"/> A <input type="text"/> R	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> E <input type="text"/> A <input type="text"/> R	<input type="text"/>

PART D - ADDITIONAL INFORMATION AND DECLARATION

Please use this space to give us any additional information about yourself which might be used to support your application.

Declaration

- I declare that the particulars given in this application are a full and correct statement to the best of my knowledge and belief. All taxable income sources are shown and documents requested are enclosed. I understand that giving false information may lead to legal action being taken against me to recover monies paid and that it may jeopardise any continuing payments from this and any subsequent application I make.
- I will inform you immediately if the details I have given on this form change.
- I agree to attend my classes and activities that form my course programme regularly and on time.
- If I wish to alter my course in any way, I will notify Student Services.
- I understand that if I do not keep to my Learning Agreement or if I leave my course early I should notify Student the Services team and that any payments made to which I am not entitled should be repaid.
- I agree to provide additional information, if requested, to substantiate my application.
- I will adhere to the College Code of Conduct.
- I will have no less than 95% attendance per term.
- When you complete and sign this Application Form, you are expressly giving your permission to us to process your data, including sensitive or special categories of personal information about you. This is detailed in the Leeds College of Building Student Privacy Notice. This is a condition of Application.
- This notice is regularly reviewed and sometimes updated, for example, to clarify how your information is used. Updates may be made at any time, and you will always find the most up to date version at <https://www.lcb.ac.uk/privacy-policy/>.

Student signature

Date

D	D	M	M	Y	E	A	R
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CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Before submitting your form, please make sure you have completed the following: | Child Tax Credit / Working Tax Credit |
| <input type="checkbox"/> I have completed all of my personal details | Income Support / Employment Support Allowance |
| <input type="checkbox"/> I have provided a Home Office letter or my passport (if applicable) | Job Seekers Allowance |
| <input type="checkbox"/> I have completed all of my bank account details | Universal Credit |
| <input type="checkbox"/> The bank account is in my name | Self-employed |
| <input type="checkbox"/> I have provided proof that I/my household receives at least one of the following: | P60 (for all members of household) |
| | <input type="checkbox"/> I have provided proof of my household income |
| | <input type="checkbox"/> All documents I have provided are for the correct year |
| | <input type="checkbox"/> I have signed the Declaration |