

WHAT ARE THE STUDENT SUPPORT FUNDS?

The funds help students who are experiencing financial difficulties while in education. The funds are for costs related to attending College (such as books, equipment and travel). The funds are cash limited and are assessed on a case by case basis. Payments are not released until a student is enrolled and has good attendance. Not all applicants will be successful.

FREE MEALS

Students who qualify for support funds at Leeds College of Building and are aged 16 -18, may also be entitled to a free meal token each full day they attend College.

AM I ELIGIBLE FOR THE SUPPORT FUND?

To be eligible you must:

- Be an enrolled student on a full-time or government funded course
- 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)
- Have a household income below £28,000.
- **Maintain good attendance (95% minimum)**

This funds are discretionary and not all applications will be successful.

WHO IS NOT ELIGIBLE TO APPLY?

- International (overseas) students
- Students on Higher Education courses ie BA/BSc/HND/HNC
- Students on Work Based Learning/Modern Apprenticeships

HOW DO I APPLY?

If you wish to apply for the College support funds you should:

- Check that you meet the criteria
- Complete the application form, answering all questions required in full
- Attach the right 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

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 want 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 APPLICATION FORM

You must complete every part of the and include the relevant evidence. If you do not 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 - all sections must be completed and residency evidence provided if required.
Part B	Income Details This is about the household income for the current year. Please indicate which income category applies and provide the evidence requested.
Part C	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 useful. All information provided will remain confidential. All students and parents must read and sign the declaration before submitting the application form.

The deadlines for submitting applications are:

September enrolments - 1st Friday in October

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

Payments will be made termly.

HIGHER LEVEL BURSARY 16-18

Students aged 16 - 18 most in need will be eligible for a bursary of £1200 a year this includes young people in care, care leavers, young people receiving income support in Universal Credit/ their own right and disabled young people receiving both employment support allowance and disability living allowance.

CHILDCARE

If you require childcare to enable you to attend college, please speak to a member of student services staff to discuss the support available.

THIS APPLICATION IS FOR THE CURRENT ACADEMIC YEAR ONLY

PART A: STUDENT DETAILS

To be completed by the applicant

A1 - YOUR NAME & COURSE

First Name(s)

Surname

Course

A2 - YOUR DATE OF BIRTH

Date of Birth

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

Are you a careleaver or child looked after? ☐ Yes ☐ No

A4 - YOUR CONTACT DETAILS

E-mail Address

Home Phone

Mobile Phone

A5 - PHONE DETAILS

Do you have a smart phone? ☐ Yes ☐ No

FOR OFFICE USE ONLY

Reference Number:
Total Award:
Date Processed:
Course start date:
Course end date:

BUR ☐ HLB ☐ LSF ☐ LCB ☐ ALLB ☐ CF ☐
Number of days in College:
Eligible for free meals: YES / NO
Input date recieved:

STUDENT SUPPORT FUNDS APPLICATION FORM



A6 - RESIDENCY

- 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 Home Office letter or passport to prove your residency status.

Please confirm the date when you entered the UK:

PART B: INCOME DETAILS

YOU MUST COMPLETE THIS SECTION. PLEASE TICK ALL BOXES THAT APPLY.

B1 - INCOME 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	Yes / No
Child Tax Credit / Working Tax Credit (if online, please provide a print copy)		All pages of Tax Credit Award (TC602) for the current year	
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 April of current year	
P60 (for all members of household)		P60 for year ending April of the current year	

PART C - SPEND/FREE MEALS

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

- ☐ Books ☐ Equipment ☐ Travel ☐ Visits
- ☐ Material Fees ☐ Meals - Tick this box if you are eligible for free school meals ☐ Childcare

C1 - ABOUT THE OTHER PEOPLE LIVING IN YOUR HOME

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

- ☐ Yes - If 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.
		D D M M Y Y Y Y	
		D D M M Y Y Y Y	

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 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.

Student signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

PARENT/CARER DECLARATION - UNDER 19's ONLY

I declare that the information given in this application is a full and correct statement to the best of my knowledge and belief.

Parent/Guardian signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

A parent/carer signature is required unless the student is living independently.

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/>.

CHECKLIST

Before submitting your form, please make sure you have completed the following:

- | | |
|---|---|
| ☐ I have completed all of my personal details | • Universal Credit |
| ☐ I have provided a Home Office letter or my passport (Overseas/ Asylum Seekers/Refugees only) | • Self-employed |
| ☐ I have provided proof that I/my household receives at least one of the following: | • P60 (for all members of household) |
| • Child Tax Credit / Working Tax Credit | ☐ I have provided proof of my household income |
| • Income Support / Employment Support Allowance | ☐ All documents I have provided are for the correct year |
| • Job Seekers Allowance | ☐ I have signed the Declaration |
| | ☐ My parent/carer has signed the Declaration |