

# City College Plymouth

## Discretionary Learner Support Fund (dLS) 2011/12

### Application form for students aged 16 - 18



Deadline date to submit dLS application for autumn term is Friday 23 September 2011 and spring term is Friday 10 February 2012.

Students who received EMA in 2009/10 and 2010/11 and will continue to receive EMA in 2011/12 are NOT ELIGIBLE to apply for dLS grant or travel costs - unless they qualify for the bursary as indicated below.

This fund is cash limited and issued to those in priority groups first.

The dLS is made up of four elements as detailed below. Please indicate which of these elements you wish to apply for by ticking the relevant boxes.

16 - 18 Bursary

Tick here if you wish to apply for this support

Are you: in care  a care leaver  on Income Support (in your own right)

on Employment and Support Allowance (ESA) (in your own right)\*

on Disability Living Allowance (DLA) (in your own right)\*

\*You must be in receipt of BOTH ESA and DLA to qualify.

If you are in receipt of any of the above you are entitled to a guaranteed bursary, please refer to the Student Finance booklet for more information. Please provide either a recent benefit letter or social services letter and complete parts A, C and D.

Course Costs - costs of more than £200

Tick here if you wish to apply for this support

Available to students undertaking a high cost course - ie hair and beauty, travel and tourism and sport. Students CANNOT be in receipt of EMA or the Bursary.

For household income of £20,817 or below please complete parts A to D

Transport Help

Tick here if you wish to apply for this support

If you live in Saltash (PL12) or within the Plymouth city boundary area (ie you pay Council Tax to Plymouth City Council) you may be eligible for help towards an annual bus pass subject to household income. PL1, PL2 and PL5 (St Budeaux area only) do not qualify. Students in receipt of EMA or the Bursary cannot apply for this support.

Household income up to £20,817  - student contribution £105

Household income between £20,818 - £25,521  - student contribution £125

Household income between £25,522 - £30,810  - student contribution £145

I enclose a cheque for the full amount of £  (cheques payable to City College Plymouth)

Please complete parts A to D.

Continuation Support

Tick here if you wish to apply for this support

A termly payment of £50 for students at City College Plymouth in 2010/11 who received £20 or £10 EMA and are no longer eligible to receive it in 2011/12. Students need to have completed their course in 2010/11 and be progressing onto their second year or progressing to a next level course. Please provide your EMA decline letter as evidence. Payment is made subject to attendance.

Please complete parts A to D.

PART A: Student Details - to be completed by the applicant

A1 - Your Name

First Name(s)

Surname

A2 - Your Date of Birth

Date of Birth       (must be 18 or under on Wednesday 31 August 2011)

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

A4 - Your Contact Details

E-mail Address

Home Phone

Mobile Phone

A5 - Course Details

Full name of course

Course start date       End date

Is your course classed as full-time or part-time? F/T  P/T

Which centre will be your main place of study eg Kings Road, Goschen etc?



PART B: Income Details

B1 - Income Evidence (Please tick the section that applies to you and submit the evidence)

Please tick ALL benefits of 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.

Name of Income / Out of Work Benefit	Yes / No	Evidence Needed
Child Tax Credit / Working Tax Credit	<input type="checkbox"/>	Pages 1 to 4 of 2011/12 Tax Credit Award (TC602)
Income Support / Employment Support Allowance	<input type="checkbox"/>	Letter confirming benefit no more than six months old
Job Seekers Allowance	<input type="checkbox"/>	Letter confirming benefit no more than six months old
Housing Benefit / Council Tax Benefit	<input type="checkbox"/>	Letter confirming benefit from April 2011 onwards
Employment	<input type="checkbox"/>	P60 for 2010/11 or three recent payslips
Self-employed	<input type="checkbox"/>	Self Assessment Tax Calculation for 2010/11

PART C - dLS Spend

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

Books  Equipment  Travel  Visits  Material Fees

## 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 the Student Funding team.
- I understand that if I do not keep to my Learning Agreement or if I leave my course early I should notify the Student Funding 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 and to satisfy the Discretionary Learner Support Group and College Governors that I am entitled to further instalments of any award allocated to me.
- City College Plymouth uses the above information in order to assess your eligibility for funding and for the purpose of administration of your course. Information may also be shared with other bodies who administer public funds and in compliance with legal/statutory obligations. City College Plymouth has a duty to protect the public funds it administers and as such may use the information you have provided upon this form for the detection and prevention of fraud. By signing this declaration you consent to your information being processed for these purposes.

Student signature

Date

Parent signature

Date

Both signatures are required unless student is classified as independent in their own right (eligible for 16 - 18 Bursary).

# 16-18 Discretionary Learner Support Fund (dLSF)

## Guidance Notes 2011/12

### **What is the Discretionary Learner Support Fund?**

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 (eg students who are economically or socially disadvantaged). Payment or bus passes are not released until a student is enrolled and has good attendance (above College benchmark).

### **Am I eligible for the 16-18 Discretionary Learner Support Fund?**

To be eligible you must:

- be an enrolled student on a full-time or part-time government-funded course
- be aged 16-18 on Wednesday 31 August 2011
- 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 (over College benchmark)
- have a household income below the rates declared for the various elements of support.

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 ie BA/BSc/HND/HNC.
- Students on Work Based Learning/Modern Apprenticeships.
- Students age 19 or over on 31 August 2011 (they need to apply using a 19+ Discretionary Learner Support Fund application form).
- Students eligible for EMA.

Students who opt to apply for the 16-18 Bursary cannot receive support from other elements of dLSF, except in cases of extreme emergency or hardship.

### **How do I apply?**

If you wish to apply for the Discretionary Learner Support Fund you should:

- check that you meet the criteria for each of the funding elements as given in the 2011/12 Student Finance Guide
- complete the application form, answering all questions required in full
- attach any evidence as indicated to the application form (original evidence will be photocopied and returned if requested)
- hand in your application form and evidence to the Student Funding Office/Student Services at either Kings Road or Goschen. Alternatively, students can post their application and evidence to: Student Funding Office, City College Plymouth, Kings Road, Devonport, Plymouth PL1 5QG

### **What happens next?**

Fully completed forms, with all the supporting evidence attached, will normally be processed within 28 days of receipt with the exception of students who apply early in August 2011 when it may be 28 days from enrolment. 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 be notified within a week of receipt.

### **Can I appeal against the College's decision?**

You do have the right to appeal. If you do wish to appeal please refer to the appeals information at the back of the student finance guide.

# Guidelines for Completing the 16-18 dLS Application Form

If you do not complete your application form 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 2011. Please indicate which income category applies and provide the evidence requested.
- Part C            dLS 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 to City College Plymouth.

**The deadlines for submitting dLS applications are:**

**Autumn term enrolments - Friday 23 September 2011 and  
Spring term enrolments - Friday 10 February 2012**

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