



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

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 19 or over 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

A4 - Your 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?

A6 - Previous Qualifications

Please inform us of any previous qualifications: (tick all that apply)

Level 1 eg NVQ 1, basic skills, numeracy, literacy, BTEC First Certificate, Foundation Award

Level 2 eg NVQ 2, GCSE (5 or more grade A - C), AS level (2 or 3 only), BTEC First Diploma

Level 3 eg NVQ 3, A levels (2 or more), AS (4 or more), BTEC National Diploma

Level 4 eg NVQ 4, HNC, HND, Degree

A7 - 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 status' by the UK government, or I am the spouse, civil partner or child of someone with 'refugee status', or have been granted Humanitarian Protection, or have EU Temporary Protection and live in England.

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

A8 - Other Funding

Did you receive Adult Learning Grant (ALG) in 2010/11 and are continuing into the second year of the same course in 2011/12? YES NO

Did you receive Adult Learning Grant (ALG) in 2010/11 and are progressing from a level 2 to a level 3 course (not including AS to A level)? YES NO

Did you receive the Education Maintenance Allowance (EMA) in 2010/11 and are no longer eligible as you are now 19 years old and undertaking your first full level 2 or level 3 qualification in 2011/12?

YES NO

Are you eligible to receive other funding for course related costs eg travel via Jobseekers?

YES Please give details:

A9 - Bank/Building Society Details

To receive payments, we need a bank account that will accept BACS payments. If you do not have one, then a third party may be used such as a relative or friend. Please note Post Office basic accounts will not accept City College Plymouth grant payments.

Full name of account holder:

Name of Bank/Building Society:

Sort Code:

Account number:

Roll number:

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 - income must be less than £25,521

We need the income and personal details for you and your partner or spouse (if you have one) for the tax year 5 April 2010 to 4 April 2011.

B1 - Are you married, in a civil partnership or living with someone as if you are married?

- YES - We need to know about your spouse or partner's income as well as your own
- NO - We need your income (not your parents if you are still living with them). If you live alone then we need a Council Tax letter to prove single occupancy or tenancy agreement if you are in shared accommodation

B2 - Income Evidence (Please tick the section that applies to you and submit the evidence)

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

If you are under 25 years old living at home with parents with NIL INCOME then please submit bank statements for the last three months and declare that you have no income in the Additional Information space on page four.

PART C - Childcare and General Grants

Grants are available for different courses and vary depending on the cost associated to the course you are studying.

Please indicate what you intend to use your grant for (tick any you need):

Books Equipment Travel Visits Tuition Fees Childcare Materials Fee

Income must be below £17,729 to qualify for help with childcare costs. If you have ticked childcare please inform us of how many children you need childcare for so we can send you the childcare application form(s) - one per child per nursery. **Childcare forms need to be submitted to Student Funding within 28 days of childcare starting for payment to be fully backdated.** These can also be downloaded from www.cityplym.ac.uk/fundingapp.

How many childcare forms?

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

19+ 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 your costs incurred for attending College. It can also help fund childcare costs - please see separate guidance notes on the childcare application form.

It is cash-limited and priority will be given to certain groups (eg students who are economically or socially disadvantaged). Non-priority groups may not be looked at until December 2011 if there are funds remaining. Payment is not released until a student is enrolled and has good attendance (above College benchmark). It is normally a one-off payment for the general grant. Other elements are paid monthly or termly.

Am I eligible for the 19+ Discretionary Learner Support Fund?

To be eligible you must:

- be an enrolled student on a full-time or part-time government-funded course (not a full-cost course)
- be aged 19 or over on Wednesday 31 August 2011
- have 'home' student status or have been granted full 'refugee' 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)
- show evidence of income below £25,521
- maintain good attendance (above College benchmark).

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

Who is not eligible to apply?

- International (overseas) students.
- Asylum Seekers.
- Students on Higher Education courses ie BA/BSc/HND/HNC
- Students on Work Based Learning/Modern Apprenticeships
- Students on New Deal
- Students aged 16-18 on 31 August 2011. These students need to apply on a 16-18 Discretionary Learner Support Fund application form.

How do I apply?

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

- check that you meet the financial eligibility of income below £25,521
- complete the application form, answering all questions in full
- attach any evidence as indicated to the application form (original evidence will be photocopied and returned if requested)
- hand 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. You may be contacted to discuss your particular needs. Once your application has been assessed, you will receive an award notification letter which will indicate how and when your award will be paid. If your application is not successful, you will be notified within a week of receipt.

Can I appeal against the College's decision?

Yes you do have the right to appeal. If you do wish to appeal please contact the Student Funding Officer in writing stating your reasons for appeal. When preparing your appeal you should include letters of support from people who understand your situation e.g. course tutor, support worker or GP. Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced.

Guidelines for Completing the Discretionary Learner Support Fund 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, what course they are studying, their residency status, whether they are eligible for other funding and their bank account details - all sections to be completed and residency evidence provided if required.
- PART B** Income Details
This is about whether the student is single, living with a spouse/partner or with parents. Please indicate which income category applies and provide the evidence requested.
- PART C** Funding Requirements
This is where the student indicates what financial assistance they need during the academic year. If **Childcare** is ticked then childcare application forms will be sent (if not already included with the general application).
- PART D** Declaration
This is where the student can put any additional information which may be used as part of the assessment. All students must read and sign the declaration before submitting the application form to City College Plymouth.

The deadlines for submitting dLSF 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).