

Date received



TyneCoastCollege



South Tyneside  
College

## APPLICATION FOR 19+ FINANCIAL ASSISTANCE (DISCRETIONARY LEARNER SUPPORT FUND AND ADVANCED LEARNER LOAN BURSARY)

### ACADEMIC YEAR 2020 - 2021

The Learner Support Fund and Advanced Learner loan Bursary is a grant available to support you during your studies. The LSF is not a loan and is only repayable if you leave the College. The amount you receive is based on your level of income and course you are studying.

Please complete the application form if you would like to be considered.

#### SECTION 1: PERSONAL DETAILS

Please complete all the details requested, in full. If you do not provide the information requested your form will be returned and this will delay your application.

Surname:  Forename:

Date of Birth:  Age:

Address:

Postcode:

Home Telephone No:  Mobile No:

Course Title:  Main campus of study:

Are you a British Citizen ordinarily resident in the UK? Yes  No

If you are not a British Citizen, what is your residential status?

Have you been ordinarily resident in the UK/EEA for three years immediately preceding your course? Yes  No

Who do you live with? (Please tick)

Parent(s)  Guardian  Foster Parent  Relative  Partner  On Own

I do not claim any benefits and I am not employed

Are you in applying for an Advanced Learner Loan for your fees? (Please tick) Yes  No

Do you have an Education Health Care Plan? Yes  No

#### SECTION 2: COSTS

TRAVEL Yes  No

Please give details and supply evidence of travel (bus tickets / pass / etc.)

Details:

## SECTION 3: INCOME

**A** My application for financial help is based on my / my family's receipt of an income-related benefit:

Type of benefit	Evidence Required	Please Tick
Income Support / Universal Credit	Letter (current at start of course) showing benefit entitlement and/or recent bank statement	
Income-based Job Seekers Allowance	Letter (current at start of course) showing benefit entitlement and/or recent bank statement	
Housing/Council Tax Benefit	Letter addressed to your current address, showing entitlement for year 2020/2021.	
Working Tax Credit	Tax Credit Award Notice for 2020/2021	
Employment and Support Allowance	Letter (current at start of course) showing benefit entitlement and/or a recent bank statement	

**B** I / my family do not receive an income-related benefit. My application is based on myself /my family's low household income which does not exceed £30,000 gross per annum

Income	Evidence Required	Please Tick
Low Household Income	Last 3 months' pay slips or a P60 for last tax year	
Low Household Income	Child tax credit/working tax credit notification for 2020/2021	

## SECTION 4: CHILDCARE

Please complete this section if you require help towards childcare costs. We will only provide support for students using OFSTED registered childcare facilities. Please attach copies of the child/children's birth certificates.

	First Name	Surname	Age	Birth Certificate (please tick)
Child 1				
Child 2				

	Name of Provider	Address of Provider	Telephone Number	OFSTED Reg No.
Child 1				
Child 2				

## BANK ACCOUNT DETAILS

If your application is successful payments will be made direct to your bank account. You will receive an awarding letter confirming this. If you do not supply the college with your bank account details then a cheque will be raised in your name to the account payee only.

Name of Account Holder:

Bank Account Number:  Sort Code:

Name of Bank:

## SECTION 5: DECLARATION

- I certify the information I have given in this application is true and accurate
- It is my responsibility to inform the LSF coordinator if I withdraw from my course
- I understand that I may be required to repay some or all the money awarded, if I withdraw from the course or provide false information
- I understand that if my attendance level or progress drops below a satisfactory standard, my award may be stopped
- I agree to Tyne Coast College processing the personal data on this form for reasons connected with my application and the College's legitimate business needs.
- I understand that the information may be shared with the Education and Skills Funding Agency who are responsible for planning and funding education and training for adults in England
- I have read and understood this declaration and the College's regulations regarding the administration of the Learner Support Fund
- I understand that it is my responsibility to inform the Department of Work and Pensions about any support I receive

Student Signature:

Date:

Please return form to: [studentfinance@tynecoast.ac.uk](mailto:studentfinance@tynecoast.ac.uk).

## FOR OFFICE USE ONLY

### Student Details

Person Code  Enrolled 20/21   
Course Code  Number of weeks   
Start/End Date  Home Status checked   
Over 19 on 31 August 2020

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### Evidence Check

Proof of Income or Benefit seen by AM/attached   
Tax Credit Award Notice seen by AM/attached   
Total Household Income (if applicable)   
Proof of LAC status seen by AM / attached   
Childcare  Birth Certificate  Free 15hrs

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### Eligibility Check

Household Income less than £30k   
Eligible for free remission Yes  No   
Advanced Learner Loan Yes  No   
DLSF  Advanced Loan Bursary

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### Award Details

Travel  Meal Allowance   
FSM flagged  SFM Input   
Unsuccessful Income  Unsuccessful Postcode

Notes: