



Financial Support 2020-2021

19+ Adult Education Learner Support Application Form

Not for Advanced Learner Loan Applicants

Please read the Terms and Conditions of Support and Guidance Notes before completing this application

Learners aged 19 and continuing on a study programme they began aged 16-18, or learners aged 19-24 that have an Education, Health and Care Plan must apply for support from the 16-19 Bursary Fund.

SECTION 1: LEARNER DETAILS

		Learner ID	
First Name		Date of Birth DD MM YYYY	
Last Name		Age at 31/08/20	
Home Address			
Post Code		Phone number	
Course Title			Start Date
Site(s) of Study	Bridlington	Beverley	Hull

SECTION 2: HOUSEHOLD DETAILS Please indicate your domestic situation

I live independently		I live independently with my child(ren)	
I live with my partner		I live with my partner and child(ren)	
I live with Parent(s) / Guardian(s) and have my own income		Other Please give details in section 7	
I live with Parent(s) / Guardian(s) and have NO income Please explain how you are supporting yourself (e.g. paying for food, clothes etc.) and <u>bypass section 6</u>			

SECTION 3: COLLEGE RELATED COSTS What costs are you requesting financial assistance towards?

Hairdressing / Beauty Kit and Uniform		Catering Kit / Uniform	
Art / Media / Design Equipment and/or Materials		Construction / Engineering / Motor Vehicle Protective Clothing (PPE)/ Uniform	
Sports Kit / Uniform		Early Years and Care Services Placement Clothing	
Stationery Towards books, folders, pens etc.		Public Services Compulsory Trips	
Travel Costs Please see section 5		Free Meals	
Course Fees Second level 2 or ESOL qualifications only		Childcare Costs Please see section 4	

SECTION 4: CHILDCARE SUPPORT

Do you require support with childcare costs during your college/placement hours		Yes	No
How many Children?		Please state their ages	
<p>If you are <u>aged 20+</u> on the 31st August 2020, you are eligible to apply for childcare support from the 19+ Adult Education Learner Support Fund. Please contact the Learner Finance Team to request a Childcare Registration Form which provides detailed terms and conditions. The Childcare Registration Form requires completion by yourself and your childcare provider; without the form your childcare claim cannot be processed, so please return it as soon as possible. Any questions relating to this please call 01262 455202. Please note <u>no</u> childcare will be allocated if a spouse/partner is at home to look after the child(ren).</p> <p>If you are <u>aged 19</u> on the 31st August 2020 you must apply for childcare support online through Care2Learn www.gov.uk/care-to-learn</p>			

SECTION 5: TRAVEL DETAILS If you live more than 2 miles from the nearest College site delivering your course please indicate your travel method. **Note: You will need to fund your own travel until support is agreed**

East Yorkshire Buses - including ER1 (starting on Cottingham Road) Please provide 2 passport photographs and fill in an <u>East Yorkshire Bus Pass application form</u>	
BC4 (starting in Withernsea) or BC8 (starting in Gilberdyke)	
Other travel - <u>By agreement only</u> , please indicate method and reason below i.e. Train/Stagecoach/Bus King	

SECTION 6: INCOME EVIDENCE Indicate your household income and enclose PHOTOCOPIES of evidence

Universal Credit		Award statements from the 3 most recent complete assessment periods- ALL pages
Working/Child Tax Credit		FULL 2020-21 Tax Credit Award Notice - ALL pages
Earnings from work or self-employment		Tax Credit or Universal Credit evidence (as above)**
Income Support		Benefit Letter/s dated within the last 3 months OR an older letter <u>AND</u> latest 3 months bank statements showing payments
Employment and Support Allowance		
Job Seekers Allowance		
Carers Allowance		
Pensions/Pension Credits		
Housing / Council Tax Benefit		Current Confirmation Letter Local Authority can provide evidence showing benefit amounts.
Other e.g. Maintenance/Savings/Rental income		Documentary evidence e.g. CSA letter or latest 3 months bank statements

**If not in receipt of either Tax Credits or Universal Credit, please evidence earnings/wages by providing 3 months recent wage slips or P60

SECTION 7: ADDITIONAL INFORMATION Please provide additional information to support your application. Use a separate piece of paper if necessary.

SECTION 8: BANK DETAILS All boxes must be completed. Money can only be paid into an account in **YOUR** own name. If you (the student) do not have a bank account you will need to open one.

Bank Name (e.g. HSBC, Halifax)								
Sort Code (6 digits)								
Account Number (8 digits)								
Account Reference (certain Building Societies only)								
Name on Account (e.g. John Smith)								

All support is paid in arrears and is dependent on satisfactory progress and at least 90% attendance on your course, including 90% attendance in English and Maths (where applicable). If you are absent from college for any reason you should phone the College Absence Line 01262 455258 or email absence@eastridingcollege.ac.uk
WHILST SOME ABSENCES MAY BE CLASSED AS 'AUTHORISED' THEY WILL STILL AFFECT YOUR OVERALL ATTENDANCE PERCENTAGE AND WILL RESULT IN PAYMENTS BEING REFUSED.

SECTION 9: DECLARATION

This section **MUST** be signed by the applicant.

I confirm that:

- The information I have given on this form is complete and accurate to the best of my knowledge.
- I understand that if I give East Riding College false information, or do not give complete information, I may be refused assistance now and in the future, or steps may be taken to recover any assistance paid. This could result in a referral to the police with the possibility of facing prosecution.
- I understand that some of the information provided on this form and details of any funding I am awarded may be shared with other organisations that handle public funds as detailed in the Privacy Notice, in order to process applications and prevent / detect fraud. This is the link if required: <http://bit.ly/ERCPN>
- I understand that the Adult Education Learner Support Fund is limited and my application or award does not guarantee support; learners who are eligible for support are not automatically entitled to it and changes may be made to awards during the academic year subject to funds remaining.
- I understand that I have to buy any essential equipment/clothing prior to the start of my course myself and will only receive any funding agreed, subject to meeting attendance requirements, in the next payment run. The earliest being 13th November 2020.
- If I request financial support towards course fees I am therefore declaring that I am NOT eligible to apply for an Advanced Learner Loan.
- I understand that I have to fund my own travel until my application has been agreed and that I must adhere to the travel Terms and Conditions. Failure to do so may result in travel support being suspended and I will be liable for any costs incurred through misuse.
- I understand that if I leave my course before completion, I may be asked to repay in full or part of any support received.
- I understand that any support agreed is dependent on satisfactory attendance, behaviour and progress.

In signing this application you confirm that you have read and agree to the Terms & Conditions

Signed..... Print NameDated

SECTION 10: CHECK YOUR APPLICATION Have you...?

Completed all sections in full? Missing information may result in delays and the application being returned to you.	
Enclosed photocopies of income evidence? Originals will only be returned if a stamped addressed envelope is enclosed.	
If applying for a bus pass, enclosed 2 passport sized photos and completed an EY Bus Pass application?	
If applying for childcare support, requested a Childcare Registration Form?	
Read the 'What Happens Next' and Terms and Conditions information?	
Read, agreed and signed the declaration?	

Send your completed online application form and scanned/attached evidence/photos electronically to: financial.support@eastridingcollege.ac.uk OR if paper based to: Learner Finance, East Riding College, St Mary's Walk, Bridlington, East Yorkshire, YO16 7JW (This office deals with applications for ALL East Riding College sites).
 OR you can deliver your application by hand to Reception at either Beverley or Bridlington. Any questions, please call on 01262 455202 or 01262 455000, ask for Learner Finance or e-mail financial.support@eastridingcollege.ac.uk

-----OFFICE USE ONLY-----

<i>Date Received</i>		<i>Initial Assessment</i>	
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<i>HOUSEHOLD INCOME</i>	<i>Weekly / Fortnightly</i>	<i>Monthly / 4 weekly</i>	<i>Yearly</i>
<i>Child / Working Tax Credits</i>			
<i>Universal Credit</i>			
<i>Wages</i>			
<i>JSA/ESA/IS / CA</i>			
<i>Housing Benefit</i>			
<i>Council Tax Benefit</i>			
<i>Pensions / Pension Credits</i>			
<i>Rental/Maintenance/Other</i>			
TOTAL HOUSEHOLD INCOME			

<i>Award Agreed 19+ Fund</i>	Yes	No	<i>Free Meals</i>	Yes	No	<i>Care 2 Learn</i>	Yes	No	
<i>Reason(s) rejected</i>									
<i>Course/Level</i>				<i>Kit</i>	£	<i>Uniform / Clothing / PPE</i>	£		
<i>Stationery / Books</i>	£	<i>Trips</i>	£	<i>Equipment</i>	£	<i>Other</i>	£		
<i>Travel Method</i>				<i>Travel Daily</i>	£	<i>Travel Days</i>			
<i>Childcare (20+)</i>	Yes	No	<i>Childcare Weekly</i>	£		<i>Childcare Weeks</i>			
<i>Fees ____%</i>	£	<i>Bank statements seen and verified</i>			Yes	Not Applicable			

<i>Signed</i>		<i>Date</i>	
<i>Signed</i>		<i>Date</i>	

<i>Reassessed</i>			
<i>Date evidence received:</i>			
<i>Signed</i>		<i>Date</i>	
<i>Signed</i>		<i>Date</i>	

<i>EBS updated</i>	Date	<i>Award notice completed & emailed</i>	Date
<i>Student advised</i>	Date	<i>EYMS/Travel spreadsheet updated</i>	
<i>How advised - email/phone/PM/person</i>		<i>Audit check</i>	Yes No

Additional Notes (e.g. extenuating/change in circs, awaiting evidence...)