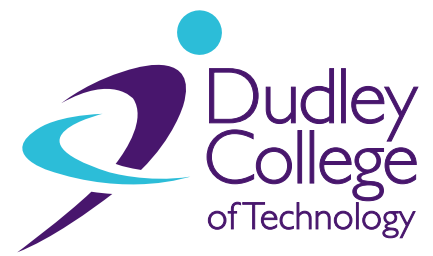


Date Received:



Academic year 2020/21

# Learner Support Fund 19+ learner only

(Over 19 on 31.08.19)

## FORM TO BE COMPLETED BY LEARNER

### Personal Information

Mr/Mrs/Miss/Ms:

Learner ID Number:

Forename:

Surname:

Date of birth:

Age:

Nationality:

Home address:

Postcode:

Email:

Mobile/Landline:

Have you been resident in the UK/EEA/EU for the last 3 years?

Yes

No

Please indicate your status:

- Asylum Seeker*       *Refugee*       *Humanitarian Protection*       *British Citizen*  
 *Discretionary leave*       *Exceptional Leave*       *EEA/EU Citizen*       *Indefinite leave to Remain*

Country of origin:

Date of entry to UK:

Tick which statement applies to you:

I live independently

I am a lone parent

I live with one parent

I am married / partnered

I live with both parents

I am married / partnered with children       Other- please specify

Number of Dependants:

Age of dependants:

## Course Information

Course Title:

Part-time  Full-time

Year:

1st

2nd

3rd

At which campus do you study?:

## Details of claim

### TO BE COMPLETED BY THE COURSE TUTOR

£

1. Equipment/materials

2. Stationery/books

3. Exam Fees

4. UCAS Fee

5. Residential/Field Trips

6. Other (Please specify)

7. NASS tuition fee

\*Dudley College of Technology is committed to do everything it can to support its learners. However, awards are subject to funding availability and cannot be guaranteed.

### TO BE COMPLETED BY LEARNER

Public transport

Taxi\*

1. Estimated weekly travel costs:

\*(Learners with special requirements contact the student finance team)

**Travel will only be allocated when travelling over 1 mile from home to place of study.**



Help with childcare costs: Please speak to a member of the student finance team for advice before instructing a childcare provider.

## INCOME DETAILS

Earnings from paid employment:

Please enclose evidence of all household income i.e. 3 recent monthly or 6 weekly payslips including evidence of any of the following benefits:

- Income Support
- Employment and Support Allowance (Income Related)
- Tax Credits
- Job Seekers Allowance (Income Based)
- Pension Credits (Minimum Guarantee Credit)
- NASS Support
- Universal Credit

Other Welfare Benefits. Please state:

**YOU MUST ATTACH EVIDENCE OF RELEVANT BENEFIT** – E.G. A PHOTOCOPY OF RECENT LETTER FROM BENEFIT AUTHORITY/BANK STATEMENT. FOR TAX CREDIT YOU NEED TO SUPPLY ALL PAGES OF YOUR 2020/21 TAX CREDIT AWARD NOTICE. APPLICATIONS CAN NOT BE PROCESSED WITHOUT THIS INFORMATION.

## LEARNER STATEMENT

- I confirm all information given is correct at the time of my application and I will notify a member of the student finance team of any changes. I understand that any false information given, or failure to notify a change of circumstance will result in funding being stopped. I will inform the student finance team if I withdraw from my course.
- I confirm that I have read and understand the college data protection policy and agree to the processing of information held in this form in accordance with the policy.
- I understand I need a minimum attendance of 90% to be eligible for support and there is no guarantee of any allocation of funds. My application needs to be thoroughly assessed before an allocation can be made. Only an official letter from the student finance team should be taken as agreement to support my bursary application. 'Promises' or suggestions from other college staff hold no validity in relating to bursary allocations.

Signature:

Date:

Dudley College of Technology is committed to protecting your privacy and personal data. The data captured on this form will be used for assessing eligibility for course associated costs such as travel, kit uniform etc. The college will share this information with Government agencies acting on behalf of the Department for Education (DFE) for the purpose of official audit. For more information on what data we collect, how we collect, how we use it and your rights under data protection law please visit [dudleycol.ac.uk/privacy](https://www.dudleycol.ac.uk/privacy)

**ONCE COMPLETED WITH EVIDENCE PLEASE EMAIL TO:  
[studentfinanceteam@dudleycol.ac.uk](mailto:studentfinanceteam@dudleycol.ac.uk)**

**PLEASE MAKE SURE YOU HAVE SAVED YOUR CHANGES BEFORE SENDING TO US.**

**FOR OFFICE USE ONLY:**

Assessed by:

Date:

Fund:

19 +LSF: Loans bursary: Approved: Rejected: Withdrawn: Travel: Course costs: Hardship: Childcare: **REMEMBER TO UPDATE PRO SOLUTION WITH AWARD DETAILS**

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