

# ACADEMIC YEAR 2019/2020 ONLY

TRAVEL COSTS

UNIFORM/EQUIPMENT/STATIONERY COSTS

FREE COLLEGE MEALS

## LEARNER SUPPORT FUND APPLICATION FORM

(PART OF THE EDUCATION & SKILLS FUNDING AGENCY'S 16 TO 19 BURSARY FUND)

**Lincoln  
Newark  
Gainsborough**



College

**FINANCIAL HELP WITH YOUR COURSE RELATED COSTS FOR  
STUDENTS STUDYING A FURTHER EDUCATION COURSE AGED:**

# 16-18

**(UNDER 19 ON 31/08/2019)**

SCAN AND RETURN COMPLETED FORM AND EVIDENCE TO: [WELFARE@LINCOLNCOLLEGE.AC.UK](mailto:WELFARE@LINCOLNCOLLEGE.AC.UK), OR  
HAND THE COMPLETED FORM IN TO MAIN RECEPTION, OR  
POST COMPLETED FORM AND EVIDENCE TO EITHER:

**LINCOLN COLLEGE**  
WELFARE TEAM  
STUDENT SERVICES  
MONKS ROAD  
LINCOLN  
LN2 5HQ

**NEWARK COLLEGE**  
WELFARE TEAM  
FRIARY ROAD  
NEWARK  
NOTTINGHAMSHIRE  
NG24 1PB

IF YOU NEED HELP COMPLETING THIS APPLICATION FORM PLEASE CONTACT A MEMBER OF THE WELFARE TEAM, STUDENT SERVICES ON 01522 876000 (LINCOLN CENTRE, GAINSBOROUGH COLLEGE AND OUTREACH STUDENTS) OR 01636 680680 (NEWARK COLLEGE STUDENTS).

## PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM

### WHO CAN GET HELP?

You must be:

- 'Ordinarily' a resident in the EU for all of the last 3 years (other rules may apply) and have started at the College on a course of Further Education funded by the Education & Skills Funding Agency (ESFA).
- Aged 16-18 on 31/08/2019, facing financial barriers to participation or need help to stay in education and able to show you meet our financial and other eligibility criteria (see Sections 4 and 5 of the Application Form for full details).

### FINANCIAL SUPPORT AVAILABLE:

- Course related costs including, but not exclusively: uniform and equipment considered by your curriculum area essential for your course, up to a maximum of £250.00; travel to a maximum of 2 HE Interviews (proof of interview and journey cost required); UCAS application fee and stationery. Please note we are unable to help with the cost of Laptops, Books, Cameras, Trips etc.
- Free College Meals worth a maximum of £3.00 per day for timetabled days of attendance only. Your Free College Meals entitlement starts from the date you attend an induction. Support will not be backdated under any circumstances. You will get full details of the scheme should your application be successful.
- Travel to College (See Section 5 of Application Form for full details).
- Childcare (See Student Services, Welfare Team for details).

### HOW DO I APPLY FOR HELP FROM THE 16-18 LEARNER SUPPORT FUND?

- Together with your completed Application Form, enclose photocopies of all financial evidence requested or a decision will be delayed
- We will let you know by email/letter within 10 working days (15 working days during Autumn Term 2019) whether or not your application has been successful or if we need further evidence. Emails sent to accounts external to the college may be encrypted. The initial email you receive will include instructions how to open any encrypted email.

### OTHER INFORMATION:

- Any award paid for a specific item (e.g. equipment) may be deemed the property of the College and you may be asked to return or repay it on completion of your course or if you withdraw early from it.
- Support agreed is for 2019/2020 only. Applications received after the 22/06/2020 will not be accepted unless you are following a Traineeship course.
- **This Fund is not available to learners on Higher Education courses, waged apprenticeships or any waged training undertaken. It is not available to learners serving a custodial sentence, or who have been remanded to a secure institution, or who have been released from a custodial sentence on a temporary licence. Other rules and regulations may apply.**
- Where an award is being paid to a bank account it should be the student's bank account to ensure that there is no conflict with benefit agencies. This is a national rule. Receipt of the 16-18 Learner Support Fund does not affect receipt of certain benefits. You should contact the Benefits Agency to see if this applies to you.
- **This fund is cash limited. Support cannot be guaranteed.** The minimum award we will make, subject to eligibility is £10.00.

### WHAT HAPPENS IF MY APPLICATION IS UNSUCCESSFUL?

- If your application is unsuccessful we will email you and let you know the reason why.
- If you wish to appeal this decision please write to the Welfare Team Leader, Student Services, Lincoln College, Monks Road, Lincoln, LN2 5HQ who will provide a written reply to your appeal within 10 working days.

### WHAT IF I WANT TO MAKE A COMPLAINT?

- If you are unhappy with any aspect of the administration of your application or the service you have received you can let us know through the College's Customer Complaints and Grievance Procedure. Contact the College on the telephone number shown over leaf or visit our website <https://www.lincolncollege.ac.uk/support> for full details.

**DETACH AND KEEP THIS PAGE FOR YOUR INFORMATION**



#### 4. FINANCIAL ELIGIBILITY

Section 4A - Eligibility through receipt of benefit/support.	Support Available		
	Free College Meals	Course Related Costs	Travel
Do you (only if you live independently) or your Parents/Guardians receive any of the following benefits? Please tick any that apply. If you can tick any of the following boxes please check and attach the evidence required as stated below and then move to Section 5. If not, progress to Section 4B.			
<input type="checkbox"/> <b>Income Support</b>	✓	✓	✓
<input type="checkbox"/> <b>Income-based Jobseekers Allowance</b>	✓	✓	✓
<input type="checkbox"/> <b>Pension Credit - Guarantee Credit</b>	✓	✓	✓
<input type="checkbox"/> <b>Income-related - Employment Support Allowance</b>	✓	✓	✓
<input type="checkbox"/> <b>Support under part VI of the Immigration and Asylum Act 1999</b>	✓	✓	✓
<input type="checkbox"/> <b>Child Tax Credit:</b> but only where Total Household Income shown on your <b>Final or Amended</b> Award Notice for 2019/2020 is below £16,190 <b>and</b> you are <b>not</b> in receipt of Working Tax Credit.	✓	✓	✓
<input type="checkbox"/> <b>Working Tax Credit <u>run-on</u>:</b> paid for 4 weeks after you <b>stop</b> qualifying for Working Tax Credit	✓	✓	✓
<input type="checkbox"/> <b>Universal Credit:</b> with net earnings not exceeding the equivalent of £7,400 pa	✓	✓	✓
<input type="checkbox"/> <b>Contribution-based - Jobseekers Allowance</b>	✗	✓	✓
<input type="checkbox"/> <b>Contribution-based - Employment Support Allowance</b>	✗	✓	✓
<input type="checkbox"/> <b>Council Tax Support</b>	✗	✓	✓
<input type="checkbox"/> <b>Housing Benefit</b>	✗	✓	✓
<input type="checkbox"/> <b>Child Tax Credit,</b> but only where Total Income for the year 2019/2020 added to your Tax Credit for the Period shown on your <b>Final or Amended</b> HMRC Award Notice for 2019/2020 is between £16,190 and £30,000.	✗	✓	✓
<input type="checkbox"/> <b>Working Tax Credit,</b> but only where Total Income for the year 2019/2020 added to your Tax Credit for the Period shown on your <b>Final or Amended</b> HMRC Award Notice for 2019/2020 is below £30,000.	✗	✓	✓
<input type="checkbox"/> <b>Universal Credit,</b> where net earnings exceed the equivalent of £7,400 pa <b>and</b> the Take Home Pay on your Universal Credit Monthly Award Notice added to your Universal Credit monthly payment is below £30,000	✗	✓	✓

#### Evidence required to support eligibility through receipt of benefit/support (photocopies only please)

- All pages of Final or Amended Tax Credit Award Notice (2019/2020) confirming continued receipt of award beyond 01/09/2019.
- All pages of your last 3 months Universal Credit Award Statements printed from your on-line account. *(This will allow us to calculate your average monthly income).*
- All pages of award letter for any other Benefit listed above dated 2019 confirming receipt of benefit from 01/04/2019

Section 4B - Eligibility through Parent/Guardian Total Household Income.	Support Available		
	Free College Meals	Course Related Costs	Travel
If you tick any of the following boxes, please check and attach the evidence required as stated below then move on to Section 5.			
<input type="checkbox"/> <b>Total Gross Household Income Below £30,000</b>	✗	✓	✓
<input type="checkbox"/> <b>Total Gross Household Income Between £30,000 and £38,000 (Option 5 Travel Only)</b>	✗	✗	✓
PG1 Employed/Self Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	PG2 Employed/Self Employed <input type="checkbox"/> Yes <input type="checkbox"/> No		

#### Evidence required to support eligibility through Income Based Assessment (photocopies only please)

- Total Gross Earnings (Please enclose last 3 payslips if paid monthly or last 6 if paid weekly)
- Child Maintenance Payments (Last 3 months bank statements)
- Pension – State and Occupational (Last 3 months pension statements if received or 2018/2019 P60)
- Self Employed (2018/2019 Statement of Income/Expenditure from your Accountant on Headed Paper)
- Any other income not identified above.

## 5. TRAVEL ASSISTANCE: ADDITIONAL ELIGIBILITY CRITERIA (PLEASE TICK THE RIGHT OPTION BELOW FOR YOU)

- Except in exceptional circumstances, you **must** travel more than 3 miles to the nearest Lincoln College site which offers your study programme, as shown by the shortest suggested route, including walking, on Bing Maps.
- Transport support will only be provided from the Term in which you applied to the Learner Support Fund.
- Awards made are based on the cost of Travel at the beginning of the Academic Year 2019/2020.

### 5A. Lincolnshire County Council (LCC) Post 16 Transport pass

- Option 1** – I have already purchased the Lincolnshire County Council (LCC) Post 16 Transport Pass. To Receive this support you **must provide proof** that you have paid for the pass.
- Option 2** – We will pay LCC the full cost of their pass if you are eligible for it but can't afford it. To get this support you must apply for the pass and let us have a copy of the letter from LCC which confirms your eligibility. If you select Option 2 you give your consent for your name, address, date of birth and LCC TRA No being shared with LCC for the purpose of receiving their pass. If you do not wish to do this you should select Option 1 or Option 3 Travel

You can get **more information** and **apply** for the Lincolnshire County Council (LCC) Post 16 Transport Pass at: [www.lincolnshire.gov.uk>parents>schools>school-transport>16+-transport](http://www.lincolnshire.gov.uk>parents>schools>school-transport>16+-transport)

Travel will be calculated at the lowest reasonable cost (daily or weekly) based on your timetable at college. If you live within the Lincoln Stagecoach Mega Rider/Mega Rider Plus zones you will be made an award as shown in Option 3 below. For more information about the Stagecoach Mega Rider tickets see [www.stagecoachbus.com](http://www.stagecoachbus.com)

### 5B. I am not using the Lincolnshire County Council (LCC) Post 16 Transport pass, but would like to apply for financial support with travel. Please use Section 7 to let us know how you travel to college each day.

- Option 3** - We will award you a maximum of £19.00 per week if you live more than 3 miles from the College site you attend, within your Local Authority's designated travel area for College but do not wish to apply for their pass.
- Option 4** - We will award you a maximum of £36.00 per week if you live more than 3 miles from the College site you attend and outside your Local Authority's designated travel to College area.
- Option 5** - We will award you a maximum of £12.00 per week toward the cost of travel if you live more than 3 miles from the College site you attend and your parents/guardians are assessed as having a gross household income between £30,000 and £38,000 py. (Option 5 support is made available through the Lincoln College Hardship Fund)

Options 3, 4 and 5 will be paid in 5 instalments, which will be detailed in the travel award letter sent to successful applicants. To receive your award you must maintain a minimum attendance level of 90% for each half-term (including Tutorials, Maths, English and Work Experience) or your next payment will be reduced or withheld.

## 6. DETAILS OF COURSE RELATED SUPPORT REQUIRED:

We strongly recommend that you purchase any essential items on your college equipment and/or uniform list before you start your course or as soon as possible thereafter. If you have paid for any of the items listed below please attach a receipt or bank statement as proof of payment. If you cannot afford to pay for your uniform or equipment please attach a photocopy of the college order form as evidence of cost as we will transfer the funds to the relevant College department on your behalf. Due to the high volume of requests for support we receive during the Autumn Term please be aware that it if we pay your award to the relevant College department it will take considerably longer for you to receive your uniform/equipment. The minimum award we will make is £10.00. The maximum combined award for uniform/equipment costs is £250.00. The maximum award for stationery is £20.00. Please note we are unable to help with the cost of laptops, books, cameras, trips etc.

Course related items for which support is available.	If you have paid for any of the items listed below please tick "Yes" and attach receipt or bank statement as proof of purchase/payment	If you are unable to pay for Equipment/Uniform costs please tick "No" below. You <b>must</b> also attach a photocopy of your completed course requirements Order Form if you require support	
Equipment:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£
Uniform:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	£
Stationery:	<input type="checkbox"/> Yes		
UCAS Application Fee:	<input type="checkbox"/> Yes		
University Interview Travel Costs:	<input type="checkbox"/> Yes		

## 7. ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION:

## 8. DATA PROTECTION:

Lincoln College is subject to the requirements of the General Data Protection Requirements legislation, 2018. The Student Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the General Data Protection Requirements legislation. Personal data may be used within the College for the purpose of determining whether or not you should receive assistance from the Learner Support Fund or other College services. With the exception of students eligible for Option 5 Travel support some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that Learner Support Funds and College Funds have been allocated in accordance with ESFA and College Guidelines. As part of this process, auditors will wish to view a small sample of Application Forms and evidence. The data will not be passed to any other third party without your consent, except where the College is legally required to do so. Your data will be held securely and kept confidential for 6 academic years in accordance with our audit requirements. Lincoln College has a detailed privacy notice for our students. See <https://www.lincolncollege.ac.uk/privacy-policy> for full details or contact the Welfare Team if you require a printed version.

## 9. DECLARATION: - YOU AND YOUR PARENT/GUARDIAN MUST READ THIS SECTION CAREFULLY AND SIGN BELOW

- We confirm that all the information supplied is correct and agree that the College may seek further evidence as necessary to substantiate any statement made, and may require either of us to attend an interview in relation to this application in order to confirm financial need.
- I confirm that if I have supplied evidence from my parent/guardian or partner to support this application I have obtained their permission.
- We understand that if false or incomplete information is submitted, or if the Student or Parent/Guardian does not tell Lincoln College about any part of their income that is relevant the matter may be referred to the Department of Education or the Police. In addition the Student could face disciplinary action and the Student and Parent/Guardian may face prosecution. The College will seek to recover any payments the Student is not eligible for.
- We confirm that we have read and understand the Data Protection Statement set out in Section 8.
- I “the student” confirm I am not a Waged Apprentice or in waged training, I am not serving a custodial sentence, or have been remanded to a secure institution and have not been released from a custodial sentence on temporary licence.
- I “the student” give permission for the College to discuss this application with the designated Parent(s)/Guardian(s) shown in Section 1B of this application form.
- We also confirm that we have read & understand the eligibility criteria and rules and regulations contained in the information attached to this application form.
- We understand the Student may not receive Learner Support Fund support if their attendance is below 90% and their behaviour does not meet the College requirements.
- We understand the Student or Parent/Guardian may have to repay or return any support received if the Student withdraws early from their course.
- We are aware that the information we have provided and any funding received in support of this application covers the 2019/2020 Academic Year only and that we must re-apply for any future academic year.
- We agree to inform the Welfare Team in writing of any change to our personal, family, financial circumstances and bank details.
- We understand that even if our circumstances appear to meet the eligibility criteria of this Fund support may not be given if any of the evidence we have submitted shows that we do not have a financial need.
- We understand that support from this Fund cannot be guaranteed as the terms of it may be subject to change without notice, and as it is cash limited.

**Student Signature:**

**Date:**

**Parent/Guardian Signature:**

**Date:**

**Parent/Guardian Print Name**