ACADEMIC YEAR 2020/2021

Lincoln College

Lincoln / Newark / Gainsborough

16-18 LEARNER SUPPORT FUND APPLICATION FORM

(UNDER 19 ON 31/08/2020)

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

FINANCIAL HELP WITH COURSE RELATED COSTS FOR STUDENTS STUDYING A FURTHER EDUCATION COURSE

SCAN AND RETURN COMPLETED FORM AND EVIDENCE TO: FINANCIALSUPPORT@LINCOLNCOLLEGE.AC.UK ALTERNATIVELY, HAND THE COMPLETED FROM IN TO MAIN RECEPTION OR POST COMPLETED FORM AND EVIDENCE TO EITHER:

LINCOLN COLLEGE
FINANCIAL SUPPORT TEAM
STUDENT SERVICES
MONKS ROAD
LINCOLN
LN2 5HQ

NEWARK COLLEGE
FINANCIAL SUPPORT TEAM
FRIARY ROAD
NEWARK
NOTTINGHAMSHIRE
NG24 1PB

IF YOU NEED HELP COMPLETING THIS APPLICATION FORM PLEASE CONTACT A MEMBER OF THE FINANCIAL SUPPORT 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 (DETACH AND KEEP THIS PAGE FOR YOUR INFORMATION)

DATA PROTECTION STATEMENT:

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 Financial Support Team if you require a printed version.

WHO CAN GET HELP FROM THE 16-18 LEARNER SUPPORT FUND?

You must be:

- 'Ordinarily' a resident in the UK/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 31/08/2020, 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, 5 and 6 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 £300.00; travel to a maximum of 2 HE Interviews (proof of interview and journey cost required); UCAS application fee and stationery.
- Free College Meals worth a maximum of £3.50 per day for timetabled days of attendance.
- Travel to College (See Section 6 of Application Form for full details).
- Childcare (See Student Services, Financial Support 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 (a maximum of 20 working days during Autumn Term 2020) 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 2020/2021 only. Applications received after the 22/06/2021 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 leaners 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.**
- **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 Financial Support 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.

UNIQUE ID.				

CONFIDENTIAL

Lincoln College
Lincoln / Newark / Gainsborough

LEARNER SUPPORT FUND APPLICATION
ACADEMIC YEAR 2020/2021 FOR STUDENTS AGED 16-18 ON 31/08/2020

ALL SECTIONS OF THIS FORM MUST BE COMPLETED OR YOUR APPLICATION MAY BE DELAYED

1a. PERSONAL DETAILS:

Surname: Forename(s):

Date of Birth: Age (On 31/08/2020): Student ID:

Full Address: Post Code:

Email Address:

Contact Number Nationality

Have you lived in the UK/EU for the last 3 years? ☐ Yes ☐ No Are you an Asylum Seeker? ☐ Yes ☐ No

1b. PARENT/GUARDIAN DETAILS:

Name: (PG1)

Email Address:

Contact Number Relationship to Student:

Name: (PG2)

Email Address:

Contact Number Relationship to Student:

2. COURSE DETAILS & PLACE(S) OF STUDY:

Course Title: Course Level:

☐ Lincoln College, **Monks Road** ☐ Lincoln College, **CHT** ☐ Lincoln College, **Queens Park** ☐ Rand Park Farm

☐ Newark College ☐ Brook House ☐ Gainsborough College ☐ Other

3. STUDENT BANK DETAILS:

Awards paid by BACS should be paid in to the student's bank account (please note we cannot make cheque payments or payments into Building Society Savings accounts). Take care when completing this section. The College will not accept responsibility for payments made into a wrong bank account due to incorrect or unclear details being entered on this form. **Payments will be delayed if bank details are not clear or not provided.**

Sort Code (6 Digits) - - **Account Number (8 Digits)**

4a. FINANCIAL ELIGIBILITY

Do you (only if you live independently) or your Parents/Guardians receive any of the following benefits or support? Please tick all that apply.

PLEASE TICK	ELIGIBLE EVIDENCE	EVIDENCE YOU WILL NEED YOU TO PROVIDE
	Income Support	*All pages of your award letter dated 2020 confirming receipt beyond 01/04/2020 for the benefit(s) you have ticked.*
	Jobseekers Allowance	
	Pension Credit – Guarantee Credit	
	Council Tax Support	
	Housing Benefit	
	Employment Support Allowance	
	Child Tax Credit/Working Tax Credit but only where Total Income for the year 2020/2021 when added to your Tax Credit for the Period shown on your Final or Amended HMRC Award Notice is below £32,000.	*All pages of Final or Amended Working/Child Tax Credit Award Notice (2020/2021) confirming continued receipt of award beyond 01/09/2020. If you are not able to provide this please provide your Provisional/Annual Review Working/Child Tax Credit Award Notice (2020/2021) and your most recent bank statement showing that the payments received match exactly to your payments shown on your award notice.*
	Universal Credit but only where assessed annual net earnings when added to your Universal Credit monthly payments is below £32,000.	*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. If you have not yet received 3 months UC statements please provide as many as you can and a copy of all pages of your UC Journal.*
	Support under part VI of the Immigration and Asylum Act 1999	*Evidence issued by Home Office*

4b. FINANCIAL ELIGIBILITY – THROUGH PARENT/GUARDIAN TOTAL HOUSEHOLD INCOME

PLEASE TICK		EVIDENCE YOU WILL NEED YOU TO PROVIDE
	Paid Employment (if not in receipt of any benefits and gross household income is below £38,000*)	*Enclose last 3 payslips if paid monthly or last 6 if paid weekly*
	Self-Employment (if not in receipt of any benefits and gross household income is below £38,000*)	*2019/2020 Statement of Income/Expenditure from your Accountant on Headed Paper*
	Pension – State and Occupational	*Last 3 months pension statements if received or 2019/2020 P60*
	Child Maintenance	*Last 3 months bank statements*

***If your gross household income has been assessed between £32,000 and £38,000 you will only be eligible for Option 5 Travel. You must also meet the additional travel assistance eligibility criteria. (See Section 6)**

5. FREE COLLEGE MEALS

Your eligibility for Free College Meals will be automatically assessed if you provide evidence of one of the following: **Income Support, Jobseekers Allowance, Pension Credit, Employment Support Allowance, Universal Credit, Child Tax Credit, Support under part VI of the Immigration and Asylum Act 1999.**

To be eligible for Free College Meals, you (the student) must be in receipt of, or living with Parent(s)/Guardian(s) who are in receipt of, one or more of the following benefits

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Pension Credit – Guarantee Credit**
- **Income-related Employment and Support Allowance (ESA)**
- **Child Tax Credit** (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC)
- **Working Tax Credit run-on** – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- **Universal Credit** with net earnings not exceeding the equivalent of £7,400 p/a
- **Support under part VI of the Immigration and Asylum Act 1999**

Free College Meals is worth a maximum of £3.50 per day for timetabled days of attendance only. Your Free College Meals entitlement starts from the date you accept Lincoln College's FCM terms & conditions. Support cannot be backdated under any circumstances.

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

- Except in exceptional circumstances, you **must** travel more than 2.5 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 2020/2021.
- Millage will be paid at a rate of 20p per mile.

6a. 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 either in full or one of the instalments.

☐ **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.

We would strongly recommend, however, that where ever possible you pay the first instalment of the pass of £96.50 before 31/07/2020. If you are able to do this LCC guarantee you will receive your pass before the start of the 2020/2021 academic year. If you can do this we will refund your payment as in Option 1 above and will take responsibility for paying all future instalments to LCC.

You can get **more information** and **apply** for the LCC Post 16 Transport Pass at:
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.

6b. I AM NOT USING THE LINCOLNSHIRE COUNTY COUNCIL (LCC) POST 16 TRANSPORT PASS

☐ **Option 3** - We will award you a maximum of £19.00 per week if you live more than 2.5 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 £40.00 per week if you live more than 2.5 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 2.5 miles from the College site you attend and your parent(s)/guardian(s) are assessed as having a gross household income between £32,000 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.

6c. DETAILS OF JOURNEY (OPTION 3, 4 AND 5 ONLY)

I TRAVEL TO COLLEGE BY:		FROM	TO	
☐	Car/Motorcycle			[redacted]
☐	Bus			Bus Service Provider: *e.g. Marshalls, Stagecoach*
☐	Train			Do you have a 16-17 Saver Rail Card? ☐ Yes ☐ No Do you have a 18-25 Rail Card? ☐ Yes ☐ No

If you travel by public transport attach a week's ticket(s) here as proof of cost of journey. **You do not need to do this if you travel by either Train or a Stagecoach bus**. If you do not attach your bus ticket(s) your application may be delayed.

7. 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 £300.00. The maximum award for stationery is £20.00. Please note we are unable to help with the cost of 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 must also attach a photocopy of your completed course requirements Order Form if you require support**	
Equipment:	☐ Yes	☐ No	£
Uniform:	☐ Yes	☐ No	£
Stationery:	☐ Yes		
UCAS Application Fee:	☐ Yes		
University Interview Travel Costs:	☐ Yes		

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

- 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.
- I confirm that if I have supplied evidence from my Parent(s)/Guardian(s) or partner to support this application I have obtained their permission.
- 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.
- 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 understood the Data Protection Statement, Eligibility Criteria and Rules and Regulations contained in the information attached to this application form.
- We understand this application may be refused or the Student may receive a reduced Learner Support Fund award if their attendance is below 90% and/or 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 2020/2021 Academic Year only and that we must re-apply for any future academic year.
- We agree to inform the Financial Support 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			