

# ACADEMIC YEAR 2019/2020 ONLY

TRAVEL COSTS

UNIFORM/EQUIPMENT/STATIONERY COSTS

FREE COLLEGE MEALS

## LEARNER SUPPORT FUND APPLICATION FORM

**Lincoln  
Newark  
Gainsborough**

College

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

# 19+

**(19 OR OVER 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 19 plus on 31/08/2019, on an Education & Skills Funding Agency funded course, and have started at the College on a course of Further Education (FE). **It is not available to learners on Full Cost courses, Higher Education courses, waged Apprenticeships, Community Learning or provision with learning aims that are identified as wholly funded from other sources. It is also not available to learners in prison, or a Young Offender Institution or who have been released on temporary licence, such as day release.**
- If you are studying a level 3 or above FE course you will not be able to receive support unless i) you are eligible for the 19+ Advanced Learner Loan and have used your loan to pay all or part of your course fee or ii) you are aged 19-23 and studying towards your first Full Level 3 qualification. **Should it be found at a later date that you do have a Full Level 3 qualification or above you will be required to repay any support you have received unless you make a successful application for an Advanced Learner Loan.**
- Able to show you meet our financial and other eligibility criteria (see Sections 4, 6 and 7 of Application form for full details).

**PRIORITY IS GIVEN TO SUPPORTING THE FOLLOWING STUDENTS:**

- Priority Group 1 – you are in receipt of one of the Benefits shown in Section 4A of the application form.
- Priority Group 2 - you live with your parents and your gross income is less than £7,500 per year py.
- Priority Group 3 - you live independently as a single person and your gross income is less than £15,000 py.
- Priority Group 4 - you live with a partner but without any dependent children and your gross household income is less than £22,500 py.
- Priority Group 5 - you live independently or with a partner and have dependent children for whom you claim child benefit and your gross household income is less than £30,000 py.

**FINANCIAL SUPPORT AVAILABLE**

- Course related costs, including: Uniform and Equipment considered by your curriculum area essential for your course, up to a maximum of £250.00 (**Students who qualify for full fee remission or a 19+ Advanced Learner Loan can only get help toward these costs if the items requested will be taken outside of the learning environment. Should this not be the case it is the responsibility of the College School you are studying with to provide what you need to successfully complete your course**); UCAS application fee; travel to a maximum of 2 HE interviews (proof of interview and journey cost required); Disclosure and Barring Service check. **If you receive full fee remission or a 19+ Advanced Learner Loan, it will be the responsibility of the College School you are studying with to pay for the DBS check.** Please note we are unable to help with the cost of laptops, books, cameras, trips etc.
- Travel to College (See section 6 for further details).
- 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.

## HOW DO I APPLY FOR HELP FROM THE 19+ 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:

- Students receiving income-related benefits must declare payments to the appropriate authorities, such as the Department of Work and Pensions (DWP). These payments may be disregarded by the DWP for benefit purposes at their discretion.
- If you would like another person to have permission to discuss your application with us please ask the Welfare Team for a Third Party Consent Form.
- 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.
- Except in certain circumstances awards will only be made if your attendance is above 90%.
- Applications received after the 22/06/2020 will not be accepted.
- The minimum award we will make, subject to eligibility is £10.00.
- **This fund is cash limited. Support cannot be guaranteed. The College is no longer able to make cheque payments**

## 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.

If you provide suitable, photocopied evidence for any of the benefits listed below that are in your name you may qualify for help with course related costs and/or travel. If you tick any of the boxes below you do not need to complete Section 4B. Please go to Section 5.

<input type="checkbox"/> <b>Income Support</b>	<input type="checkbox"/> <b>Pension Credit – Guarantee Credit</b>	<input type="checkbox"/> <b>Housing Benefit</b>
<input type="checkbox"/> <b>Employment Support Allowance</b>	<input type="checkbox"/> <b>Council Tax Support</b>	<input type="checkbox"/> <b>Jobseekers Allowance</b>
<input type="checkbox"/> <b>Child Tax Credit/ Working Tax Credit:</b> but only where Total Household Income shown on your <b>Final or Amended</b> HMRC Award Notice for 2019/20 is below £16,190. <i>(Please enclose all pages of Final or Amended Working /Child Tax Credit Award Notice (2019/2020) confirming continued receipt of award beyond 01/09/2019).</i>		
<input type="checkbox"/> <b>Universal Credit:</b> with net earnings not exceeding the equivalent of £7,400 pa <i>(Please enclose 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).</i>		

##### Section 4B - Eligibility through Gross Household Income (Priority Groups 2 to 5)

If you provide suitable, photocopied evidence that your circumstances meet one of our Priority Groups 2 to 5 you may qualify for help with course related costs and/or travel. Please tick all evidence boxes below which apply and attach current evidence	Self	Partner
Gross Earnings <i>(Please enclose last 3 payslips if paid monthly or last 6 if paid weekly).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Child Maintenance Payments. <i>(Please enclose last 3 months bank statements)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Self Employed <i>(Please enclose 2018/2019 Statement of Income/Expenditure from your Accountant on Headed Paper)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Working/Child Tax Credit (but only where Total Income for the year 2019/20 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). <i>(Please enclose all pages of Final or Amended Working/Child Tax Credit Award Notice (2019/2020) confirming continued receipt of award beyond 01/09/2019).</i>	<input type="checkbox"/>	<input type="checkbox"/>
Universal Credit: 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 <i>(Please enclose 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).</i>	<input type="checkbox"/>	<input type="checkbox"/>
No income, not receiving any benefits. <i>(please enclose copy of last 3 months bank statements as proof)</i>	<input type="checkbox"/>	<input type="checkbox"/>

#### 5. 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 amount 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 must 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		

## 6. TRAVEL ASSISTANCE: ADDITIONAL ELIGIBILITY CRITERIA

- Support is only available for days that you attend a timetabled Education & Skills Funding Agency (ESFA) funded course.
- The maximum the College will award per academic year is £1,269.00 (£36.00 per week); you will be responsible for paying any additional travel costs. The Fund will **NOT** reimburse car parking charges or parking fines
- You must live a minimum of 3 miles away from college and use the cheapest and most appropriate mode of transport and can only claim for one return journey from and to your normal place of residence per day. The rate per mile for travel by car/motorcycle is 20p. You will only be paid this rate if you are the driver. We will work out your mileage using the most direct route to College, including walking, according to 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 cost of Travel at the beginning of the Academic Year 2019/2020.
- This Fund is **NOT** available to students receiving travel or expenses funding through the Department of Work and Pensions, Job Centre Plus or Local Authority
- Travel support will only be given to the nearest Lincoln College site offering your course except in exceptional circumstances

Travel Support (Complete all that apply)		From	To
<input type="checkbox"/>	I travel to College by Car/Motorcycle		
<input type="checkbox"/>	I travel to College by Bus		
<input type="checkbox"/>	I travel to College by Train		

If you travel by public transport attach one 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 tickets your application cannot be processed.

Travel awards 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.

## 7. FREE COLLEGE MEALS

To be eligible for the Free College Meals Scheme you **MUST** be aged between 19 and 24. You **MUST** also be subject to an Education Health Care Plan (EHCP) or be classed as a 19+ Continuer. In addition, you or your parents/guardians **MUST** also receive one of the Benefits shown below.

- Please tick here if you are aged 19-24 and subject to an EHCP.
  - Please tick here if you are classed as a 19+ Continuer and continuing on the same programme and level of study you did in academic year 2018/2019
- |  |   |
|--|---|
| <input type="checkbox"/> <b>Income Support</b>   | <input type="checkbox"/> <b>Income-based Jobseekers Allowance</b> |
| <input type="checkbox"/> <b>Income-related Employment Support Allowance</b>  | <input type="checkbox"/> <b>Pension Credit – Guarantee Credit</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> HMRC Award Notice for 2019/2020 is below £16,190 <b>and</b> you are <b>not</b> in receipt of Working Tax Credit. <i>(Please enclose all pages of Final or Amended Working /Child Tax Credit Award Notice (2019/2020) confirming continued receipt of award beyond 01/09/2019).</i> |   |
| <input type="checkbox"/> <b>Universal Credit:</b> with net earnings not exceeding the equivalent of £7,400 pa <i>(Please enclose 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).</i>  |   |
| <input type="checkbox"/> <b>Working Tax Credit run-on:</b> paid for 4 weeks after you stop qualifying for Working Tax Credit   |   |

## 8. ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION:

## 9. 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. Some of the information gathered in this form is required by the 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 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.

## 10. DECLARATION: - YOU MUST READ THIS SECTION CAREFULLY AND SIGN BELOW

- I confirm that all the information supplied is correct and agree that the College may seek further evidence as necessary to substantiate any statements made, and may require me to attend an interview in relation to this application in order to confirm financial need.
- I understand that if I am receiving income-related benefits I must declare payments to the appropriate authorities, such as the Department of Work and Pensions (DWP). These payments may be disregarded by the DWP for benefit purposes at their discretion.
- I confirm that if I have supplied evidence from my parent/guardian or partner to support this application I have obtained their permission.
- I understand that if false or incomplete information is submitted, or I do not tell Lincoln College about any part of my income that is relevant the matter may be referred to the Department of Education or the Police. I could face disciplinary action and/or prosecution. The College will seek to recover any payments I am not eligible for.
- I confirm that I have read and understand the Data Protection Statement set out in Section 9.
- I confirm that the bank account details given on this form are my own.
- I also confirm that I have read & understand the eligibility criteria and rules and regulations contained in the information attached to this application form.
- I understand that, except in exceptional circumstances, I will only receive support if my attendance is above 90% and my behaviour meets the College requirements.
- I understand I may have to repay or return any support received if I withdraw early from my course.
- I understand that if I'm aged 19-23 and receive first Full Level 3 fee remission, should it be found at a later date that I do have a Full Level 3 qualification or above I will be required to repay any support I have received unless I make a successful application for an Advanced Learner Loan.
- I understand that if I am aged 19 and continuing a programme which I began when I was 18, or I am aged 19 to 24 and received fee remission as I am in receipt of an Education Health and Care Plan, any support I receive will be through the Education Funding Agency's 16-19 Bursary Fund.
- I am aware that the information I have provided and any funding received in support of this application covers the 2019/20 Academic Year only and that I must re-apply for any future academic year.
- I agree to inform the Welfare Team in writing of any change to my personal, family, financial circumstances and bank details.
- I 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 understand that even if my circumstances appear to meet the eligibility criteria of this Fund support may not be given if any of the evidence I have submitted shows that I do not have a financial need.
- I 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:**

**Print Name:**