

ACADEMIC YEAR 2020/2021



19+ LEARNER SUPPORT FUND APPLICATION FORM

(19 & OVER ON 31/08/2020)

TRAVEL

FREE
COLLEGE
MEALS

UNIFORM

EQUIPMENT

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 FORM 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. 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 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 19+ 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 ESFA.
- Aged 19 plus on 31/08/2020, on an ESFA 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 £8,000 per year py.
- Priority Group 3 - you live independently as a single person and your gross income is less than £16,000 py.
- Priority Group 4 - you live with a partner but without any dependent children and your gross household income is less than £24,000 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 £32,000 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 £300.00 (**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 books, cameras, trips etc.
- Travel to College (See section 6 for further details).
- Free College Meals 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 the Lincoln College's FCM terms & conditions. Support cannot 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 (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:

- 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.
- 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 22/06/2021 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.**

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.				
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**LEARNER SUPPORT FUND APPLICATION
ACADEMIC YEAR 2020/2021 FOR STUDENTS AGED 19 OR OVER 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

At your term time address do you live:

Alone with spouse/partner with parents/guardians in halls/shared house

1b. PARENT/GUARDIAN/PARTNER DETAILS (IF APPLICABLE):

Please only complete this section if you give permission for the College to discuss this application and any possible payment decisions with the Parent/Guardian/Partner shown below.

Name:

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

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.

PLEASE TICK	ELIGIBLE EVIDENCE	EVIDENCE YOU WILL NEED YOU TO PROVIDE
<input type="checkbox"/>	Income Support	<i>All pages of your (the student) award letter dated 2020 confirming receipt beyond 01/04/2020 for the benefit(s) you have ticked.</i>
<input type="checkbox"/>	Jobseekers Allowance	
<input type="checkbox"/>	Pension Credit – Guarantee Credit	
<input type="checkbox"/>	Council Tax Support	
<input type="checkbox"/>	Housing Benefit	
<input type="checkbox"/>	Employment Support Allowance	
<input type="checkbox"/>	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.	<i>All pages of your (the student) 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.</i>
<input type="checkbox"/>	Universal Credit but only where assessed annual net earnings when added to your Universal Credit monthly payments is below £32,000	<i>All pages of your (the student) 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.</i>

4b.

FINANCIAL ELIGIBILITY – THROUGH HOUSEHOLD INCOME

PLEASE TICK		EVIDENCE YOU WILL NEED YOU TO PROVIDE
SELF	PARTNER	
<input type="checkbox"/>	<input type="checkbox"/>	Paid Employment (if not in receipt of any benefits and gross household income is below £32,000) <i>Last 3 payslips if paid monthly or last 6 if paid weekly</i>
<input type="checkbox"/>	<input type="checkbox"/>	Self-Employment (if not in receipt of any benefits and gross household income is below £32,000) <i>2019/2020 Statement of Income/Expenditure from your Accountant on Headed Paper</i>
<input type="checkbox"/>	<input type="checkbox"/>	Pension – State and Occupational <i>Last 3 months pension statements if received or 19/20 P60</i>
<input type="checkbox"/>	<input type="checkbox"/>	Child Maintenance <i>Last 3 months bank statements</i>
<input type="checkbox"/>	<input type="checkbox"/>	No income, not receiving any benefits <i>Last 3 months bank statements</i>

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 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 <u>must</u> 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 ESFA funded course.
- The maximum the College will award per academic year is £1,440.00 (£40.00 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 2.5 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 2020/2021.
- This Fund is **NOT** available to students receiving travel 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

I TRAVEL TO COLLEGE BY:		FROM	TO	
<input type="checkbox"/>	Car/Motorcycle			
<input type="checkbox"/>	Bus			Bus Service Provider: e.g. Marshalls, Stagecoach
<input type="checkbox"/>	Train			Do you have an 18-25 Rail Card? <input type="checkbox"/> Yes <input type="checkbox"/> No

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.

- 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 2019/2020.

In addition, 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.

PLEASE TICK	ELIGIBLE EVIDENCE	EVIDENCE YOU WILL NEED YOU TO PROVIDE
<input type="checkbox"/>	Income Support	<i>All pages of your (the student), or your parent(s)/Guardian(s) award letter dated 2020 confirming receipt beyond 01/04/2020 for the benefit(s) you have ticked.</i>
<input type="checkbox"/>	Income-based Jobseekers Allowance	
<input type="checkbox"/>	Pension Credit – Guarantee Credit	
<input type="checkbox"/>	Income-related Employment and Support Allowance (ESA)	
<input type="checkbox"/>	Child Tax Credit (provided you are <u>not</u> entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC)	<i>All pages of your (the student), or your parent(s)/Guardian(s) 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.</i>
<input type="checkbox"/>	Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit	
<input type="checkbox"/>	Universal Credit with net earnings <u>not exceeding</u> the equivalent of £7,400 p/a	<i>All pages of your (the student), or your parent(s)/Guardian(s) 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.</i>
<input type="checkbox"/>	Support under part VI of the Immigration and Asylum Act 1999	<i>Evidence issued by Home Office</i>

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.

8. 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 the bank account details given on this form are my own.
- I also confirm that I have read & understand the Data Protection Statement, eligibility criteria and rules and regulations contained in the information attached to this application form.
- I understand this application may be refused or I may receive a reduced Learner Support Fund award if my attendance is below 90% and/or my behaviour does not meet 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 ESFA'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 2020/21 Academic Year only and that I must re-apply for any future academic year.
- I agree to inform the Financial Support 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; a Higher Education student; 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: