

Date as Postmark

Dear Sir/Madam

### **19+ DISCRETIONARY STUDENT SUPPORT FUND 2023/24 – Hereford and Holme Lacy Campus**

Please find enclosed an application form for the 19+ Student Support Fund (LSF).

If you are applying for assistance with childcare costs, we will also require evidence from your childcare provider confirming these costs, and evidence of their Ofsted registration.

Applicants should note that the LSF is limited, and applications will be considered on a first come, first served basis.

### **Submitting your Form with Income Evidence**

It is important that you return your form as soon as possible to [bursaries@hlcollege.ac.uk](mailto:bursaries@hlcollege.ac.uk) **with supporting evidence – this must include full name, address and income received**. Until completed applications and accompanying evidence are submitted, forms cannot be processed.

- Upon completion, **all required evidence of income needs to be attached to your application**, as we are unable to process it without this.
- Attached is information on the requirements if photographs of documents are sent by email.
- Any information that cannot be clearly understood will be rejected and will delay the application assessment process.
- Disability benefits are excluded from household income for assessment purposes.
- Bank Statements **cannot** be accepted as evidence of income or benefits.

If you have any queries, or require any assistance in completing your application, please contact Student Finance through the main College switchboard for the campus at which you are intending to study.

Yours faithfully

Student Finance



**Head Office:**  
Folly Lane, Hereford, HR1 1LS  
Tel: (01432) 352235

Email: [enquiries@hlcollege.ac.uk](mailto:enquiries@hlcollege.ac.uk)  
Web: [www.hlcollege.ac.uk](http://www.hlcollege.ac.uk)

# HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

## 19+ Discretionary Student Support Fund 2023/24

### 1 College Policy

The ESFA (Education and Skills Funding Agency) allocates the College an annual sum of money to provide financial assistance to individuals with specific financial hardship preventing them from taking part or continuing in learning.

**The Adult (19+) LSF can be used to financially support students with:**

- ✓ Childcare costs (you must be over 20) (**Note: Child-carer MUST be Ofsted registered**)
- ✓ Accommodation (where a student has to stay away from home to study – specific conditions apply)
- ✓ Transport (students must live at least 3 miles from campus)
- ✓ Tuition, registration and exam fees
- ✓ Course related costs including course trips, books, equipment and materials
- ✓ Disability related costs.

Applicants should note that all requests for LSF assistance are assessed on the basis of 'relative financial need' and that **not all applications will be successful**. Applicants may not receive all monies requested. Maximum grant amounts are set for each category of support. It is a student's responsibility to ensure that they have adequate financial arrangements in place before enrolling on a course.

**No application will be considered if household income exceeds £26,000 per annum. Outcomes for income levels below this amount will vary according to individual / household circumstances.**

### 2 Eligibility

**You may be able to claim support from the Student Support Fund if the following applies:**

- ✓ Individuals enrolled on a ESFA funded full or part-time Further Education course who are resident in areas of England outside of devolved authority areas
- ✓ Students must have been ordinarily resident in the UK for 3 years prior to the start of their course
- ✓ Non-UK nationals in the UK must have settled or pre-settled status under the EU Settlement Scheme and have lived continuously in the EEA, Gibraltar or UK for at least 3 years
- ✓ Students attending specialist rural crafts courses or certain Outdoor Adventure courses who have to live away from home or a course specifically requires regular, repeated study out of normal college hours.
- ✓ Students in receipt of an Education, Health and Care Plan (EHCP)
- ✓ Continuing students who are resident in devolved authority areas who have not completed their learning by 31 July 2023, but started their learning before the devolution date
- ✓ Students resident in England, including those resident in a devolved authority area undertaking a 19-24 traineeship programme

**You cannot claim for support from the Student Support Fund if you are:**

- X Under 19 on 31<sup>st</sup> August 2023
- X An overseas or EEA student who is eligible for tuition fee support
- X On an Adult and Community learning course
- X On an apprenticeship programme
- X On **ANY** courses not funded by the ESFA.

### 3 Application procedure and supporting documentation

The Discretionary 19+ Student Support Fund is allocated to the college by the ESFA in June for the forthcoming academic year. All applications are considered on an annual basis – **continuing students must re-apply requesting support for second or subsequent years of their course.**

This Student Support Fund Policy accompanies the application form. Guidance in completing the form is available through the College Student Services and Student Finance.

Funds are strictly limited and therefore awards are subject to availability of sufficient funds. All application forms will be dealt with on a first-come, first-served basis on an annual basis until funds are exhausted. **Current students must re-apply to request support for second or subsequent years of their course.** Should insufficient funds be available, applications will be rejected, even if they would otherwise have been accepted.

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Where the supporting documentation has not been submitted, the application form will be returned unprocessed and will only be considered once the form is re-submitted with the full, relevant supporting documentation.

All application forms requesting support from the Student Support Fund are means tested, and proof of income is required before an application form can be processed. **No application will be accepted if the applicant does not disclose any income source. Bank statements cannot be accepted as evidence.**

Proof of all household income information given in the application will be required in order for an application to be processed. You must include **all** pages of any tax credit award notices or benefits notifications. If you are applying for assistance with childcare costs, evidence of cost from your childcare provider, and proof of the Ofsted registration is required.

#### **4 Submitting an Application**

To reduce the amount of paperwork the College is handling, our preferred method of receiving your application, is via email. Please complete the application overleaf and email it with your supporting evidence to [bursarie@hcollege.ac.uk](mailto:bursarie@hcollege.ac.uk). Every application form will be dealt with chronologically, at the following campuses of the Herefordshire, Ludlow and North Shropshire College including County Training.

If you cannot email your application, please contact us at the email address above to discuss your options or telephone your campus.

The College aims to process applications within 6 weeks of receipt of the completed form with the correct supporting evidence. Decisions may be delayed if all necessary documentation has not been provided with the application.

#### **5 Payment Method**

For the majority of bursary recipients, payments will be made 'in-kind' to cover costs owed to the College (eg, to cover additional costs such as materials, equipment, etc) that the College purchases on the student's behalf. Third parties may also receive direct payment (eg, landlords, childcare providers) wherever possible, and not through the student. Any payments due to applicants will be paid directly into the student's bank account. Any payments to cover ongoing expenses will be paid in termly instalments subject to continued satisfactory attendance (at least 90%), behaviour and progress.

Where students receive financial support and withdraw from their course, or their attendance falls below minimum requirements, steps will be taken to recover monies paid.

#### **5 Appeals Procedure**

Students who disagree with the decision regarding their application can appeal against it. The appeal must be made within 7 working days of being notified of the decision. Applicants should state clearly their reasons for disagreeing with the decision.

The appeal will be handled as follows:

- The application will be reviewed by the Head of Finance and Head of Student Services, who will consider whether the initial assessment was correct. The applicant will be notified of the outcome within 10 working days of receipt of appeal.
- If the applicant disagrees with the decision made by the Head of Finance / Head of Student Services, the applicant will be referred to the College Finance Director, who will review the decision further. The applicant will be notified of the outcome of this review within 10 working days.
- Should the dispute remain unresolved, the Principal will make the final decision as soon as is practicable.

#### **6 Publicity**

The Student Support Fund is promoted through the prospectus. Leaflets giving advice on alternative forms of funding are available from Student Services.

All information provided by students will be treated in confidence and will be handled in accordance with the Data Protection Act 1998.

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# 19+ Discretionary Student Support Fund Application 2023/24



Herefordshire,  
Ludlow & North  
Shropshire College

**OFFICE USE: DATE APPLICATION RECEIVED:** \_\_\_\_\_

This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

**Please complete the form and email it to [bursaries@hlcollege.ac.uk](mailto:bursaries@hlcollege.ac.uk) with your supporting evidence or bring it to reception at the relevant campus.**

Student Details					
Title:		Student First Name:		Student Surname:	
DOB:			Age: (You must be 19) on 31 August 2023 to apply):		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a <b>Level 2 qualification</b> (eg 5 GCSEs at Grade C (Grade 4) or above or NVQ Level 2 or equivalent <b>and</b> are you under 24?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a <b>Level 3 qualification</b> (eg 2 A'Levels, 4 AS Levels) or NVQ Level 3 <b>and</b> are you under 24?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Course Title:</b> _____				Yr1 <input type="checkbox"/>	Yr2 <input type="checkbox"/>

## 19+ Discretionary Student Support Fund (see policy section 2)

To qualify you must be aged 19 or over on 31 August 2023 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Time sheets must also be completed to enable you to receive bursary payments if you have a work placement.

## 19+ Discretionary Support - Criteria

Your household income is one of the criteria which will help us to assess your application. If your **TOTAL Household income exceeds £26,000 per annum, you will not be eligible for an LSF payment.**

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for LSF payments.

Full TCAN Notice (22/23)	<input type="checkbox"/>	Income Support/Universal Credit (last 3 months full award notice)	<input type="checkbox"/>	P60 April 22/23	<input type="checkbox"/>
Self-employed earnings (official tax return 21/22)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for relevant household members for last 3 months	<input type="checkbox"/>

**Please list all the names of the household members with financial responsibility for College costs:**

Name and income evidence for each relevant household member	Relationship to Student

**Declaration:** I confirm that I have disclosed the full household income Yes  No

The amount of financial assistance you receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. If your application is successful, you will receive payment 'in-kind' to cover any Tuition and Exam Fees and Additional Costs the College charges for study materials, clothing and equipment and course field trips.

**There may be other costs that are required to be covered.** Please indicate where you will need financial assistance in the table below. Note: it cannot be guaranteed that **all** the required costs will be covered. This information is strictly confidential and will only be used for this assessment purpose.

<b>19+ Discretionary Support – Criteria</b>	<b>Tick if required</b>
<b>Travel</b> (if living more than 3 miles from college). State weekly mileage to and from college if travelling by car:	<input type="checkbox"/>
<b>Accommodation</b> (see policy for eligibility) Lodger or Letting Agreement and Payment Schedule must be provided	<input type="checkbox"/>
<b>Childcare</b> (evidence and details of Nursery/Childminder charges and Ofsted registration required):	<input type="checkbox"/>
<b>Other additional costs</b> (please specify): _____	<input type="checkbox"/>

### **Student Bank Details (see policy section 5)**

Please provide your **bank details** below, as printed on your bankcard or statement (see policy for payment process). Bursary payments will be paid directly into Student's bank account only (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' eg, by purchasing any equipment required or providing students with a travel pass.

Account Name: \_\_\_\_\_ BIB Reference (Admin Use Only): \_\_\_\_\_  
 Account Number: \_\_\_\_\_ (8 digits) Sort Code: \_\_\_\_\_ (6 digits)

#### **STUDENT DECLARATION**

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for LSF payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the LSF Scheme will be paid on condition of standards of attendance and behaviour, as explained in the 19+ Discretionary LSF Policy.  
**HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which the LSF is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the LSF Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to LSF payments, and all payments are based on the information I have provided.
- I am clear that the LSF payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs ie. meals, miscellaneous course costs, childcare, etc.
- I understand I have the right to appeal if I disagree with the outcome of my LSF Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained in the 19+ Discretionary LSF Policy.

**I confirm I have read the 19+ Discretionary LSF Policy which was given to me with this application.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If submitting screen shots, please ensure the files are clearly labelled by month, and contain the following information:

Example of a Universal Credit monthly award notice

<b>How your Universal Credit payments are worked out</b>	
This is based on your circumstances between 1 December 2020 and 31 December 2020	
<b>1. First, we bring together the basic parts of Universal Credit that apply to you.</b>	
<b>Standard Allowance for you and your partner</b>	£498.89
<b>Housing Element</b>	£354.68
<b>Child Element</b> From 06/04/2017 Universal Credit will only pay the child element for 2 children or qualifying young people unless certain exceptions apply. For further information on when an exception may apply, see <a href="http://www.gov.uk">www.gov.uk</a>	£508.75
Children on your claim XX XX We pay £277.08 for your first child or qualifying young person. For each other eligible child or qualifying young person, we pay £231.67	
ESFA note: there can be other/different elements in this section.	
<b>Amount</b>	<b>£1,362.62</b>
<b>2. Next, we take account of any non-work income and other benefits you receive as well as your savings and capital.</b>	
<b>The total we take off for these items is:</b>	<b>£0.00</b>
<b>3. We then take account of your take-home pay</b>	
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.	
Your take-home pay for this period is <b>£1,352.85</b>	
The first £192.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this £192.00 reduces your Universal Credit by 63 pence.	£731.34
<b>The total we take off for take-home pay is:</b>	<b>£731.34</b>
<b>4. Lastly, we take account of any loans, advances, deductions and overpayments or third party payments you have.</b>	
Social Fund	£22.15
Budgeting Allowance	£15.00
<b>The total we take off for these items is:</b>	<b>£37.15</b>
<b>Total adjustments</b>	<b>£768.49</b>
<b>Your Universal Credit monthly payment for this period</b>	<b>£593.83</b>

ESFA note: institutions should use the two highlighted figures, take-home pay and the amount of Universal Credit after deductions, when assessing household income.