

# Learner Support Fund 16-18 students

DT	VB

GUIDANCE NOTES  
BLACK PEN CAPITAL LETTERS

IMPORTANT

the LSF team about your award.

Please allow 14 days after your enrolment before you contact

OFFICIAL USE ONLY

Date Received	Student ID	Travel miles	Days Attend	FCM	Checked by

VB	AOL Award	Student Award	Travel	FCM	Email sent	Assessed by
						Initials: Date:

## Personal Details

First name(s)  Family name

Date of birth

Home address

Postcode

Home  Mobile

Email address\*

\*Mandatory field, unable to process without email address

Please confirm if you have an EHCP? Yes  No

## Course Details

Course title

Course code  Start date  End date

Centre of study

## Financial Information – personal / household income

Do you live with at least one of your Parent(s) / Guardian(s) and are you 18 or over?  No

If Yes please complete the table below

Full Name	Relationship to you	Employment status	Contact number

Number of dependents in household

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## **BANK DETAILS**

**PAYMENTS CANNOT BE MADE WITHOUT THIS INFORMATION**

Payments for items that you will purchase will be made to your bank or building society account. The details of payments will be shown in your award letter. Please complete the section below with the details of your account that you wish your

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# Free College Meals



# Guidance Notes 2024/25

Please read this page carefully. If you do not understand any of these notes, please ask for help at Student Services.

Please note that **ONLY FULLY COMPLETED APPLICATIONS CAN BE ACCEPTED.**

Funds are limited and no award can be guaranteed. All awards made are discretionary.

The College reserves the right to withdraw or reduce awards subject to availability of funds.

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## What is the Learner Support Fund?

The Learner Support Fund provides financial help to students who, without its assistance, would have difficulty enrolling on or completing a course.

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## Am I eligible?

- Studying for an eligible qualification
- Settled in the UK or have a pre-settled status
- Claiming a means tested Benefit OR a low income.  
This will be based on the previous tax year's income unless there has been a change in circumstances.

Low income is defined as:

Age	Gross income below
16-18	Household income below £30,250

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## Who is not eligible?

- Students studying a Higher Education course (i.e. HND, Foundation Degree)
- Work-based learners/Apprentices
- Students studying a Full Cost Recovery course

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## What can the Learner Support Fund help with?

The fund can help towards the costs listed below. You may need to make a contribution towards these costs. For successful applicants aged 16-18 years-old, help is available towards:

- The cost of transport – if you live more than 3 miles from the College or have a disability, learning difficulty or ill health.
- Course-related costs – these are determined by your course tutor
- Students who start late will receive pro-rata payments

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## BACS payment

In order to receive LSF payments by BACS students must have their own bank account except in exceptional circumstances where a student is unable to administer their own account. Students are able to open a basic bank account, for information on how to do this please visit [moneyadviceservice.org.uk](https://moneyadviceservice.org.uk)

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## Free College Meals

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