

# Learner Support Fund 19+ Students

Application Form 2017/18



Complete this form in **BLACK INK** and in **BLOCK CAPITALS**  
Answer all of the questions required—enter N/A where appropriate  
Make sure you **SIGN** and **DATE** the application on the back page

## Section 1—Student Details

Student number (on your ID card)           Leave blank if unknown

First name (in full)

Surname (in full)

Date of birth   /   /      Age (in years) on **31st August 2017**

If you are under 19 on 31st August you should complete form FS02 for young learners

Home Address

Home telephone number

Mobile telephone number

Postcode

Email address

## Section 2—Payment Details

- Complete ALL the boxes below, including the Roll Number if you have a building society account.
- The account details provided must be in the name of the student not their parent/guardian/partner etc.
- Make sure your account can accept BACS Direct Credits—you can check this with your bank/building society
- Please be aware that we **CANNOT** pay into Post Office Card Accounts

Bank Name (e.g. Barclays)

Account Holder Name (e.g. J Bloggs)

Sort Code (always 6 digits)   -   -

Account Number (always 8 digits)

Roll Number (building society only)

## Section 3—Your Residential Status

Please tick one of the following:

British Citizen  EU/EEA Citizen  Discretionary Leave to Remain  Refugee Status  Asylum Seeker

## Section 4—Student Learning Programme

Course Title

College Campus

City

Hillsborough

Peaks

Olive Grove

Fir Vale

### Advanced Learner Loan

Are you studying on a Level 3 course?

Yes

No

▶ If no, proceed to Section 5

If yes, have you previously achieved a Level 3 qualification?

Yes

No

If yes, or if you are over 24, have you successfully applied for an Advanced Learner Loan?

Yes

▶ Please send a copy of a letter from Student Finance England confirming your loan has been approved

No

▶ To apply for this Financial Support, and if you have previously achieved a Level 3 qual. or are over 24, you must have successfully applied for an Advanced Learner Loan (to cover all or part of your tuition fees)

To apply please visit [www.gov.uk/advanced-learner-loan](http://www.gov.uk/advanced-learner-loan) or call 0300 100 0619

## Section 5—About the other people living in your home

Question 5.1: Do you live with your parent(s)/guardian(s)?

Yes

No

Question 5.2: Do you live with a partner?

(A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership)

Yes

▶ Please complete section 5A below ▼, then go to Question 5.3

No

▶ Go to Question 5.3

Section 5A: About your partner

First Name

Surname

Date of Birth (DD/MM/YY)

Occupation

Question 5.3: Are there any children under 18 living in your home for whom you/your partner have parental responsibility?

Yes

▶ Please complete Section 5B below ▼, then go to Section 6

No

▶ Go to Section 6

Section 5B: About your children

First Name

Surname

Date of Birth (DD/MM/YY)

If you have more than three children, please attach their details on a separate sheet

## Section 6—About how you are planning to get to/from College

Bus

Car

Cycle

Train

Tram

Walk

Taxi


Do you hold a Disabled Person's Travel Pass or a Mobility Pass that already entitles you to free travel?

Yes






No

## Section 7—About your financial circumstances

In order for us to process your application as quickly as possible, please ensure you complete this section carefully—answer all the required questions in order and follow the instructions below.

Make sure you include photocopies of the relevant supporting evidence where you see the  symbol.


**Question 7.1: Do you (or your partner if you have one) receive any of the following benefits?**

	Yes	No		Yes	No
 Income Support	<input type="checkbox"/>	<input type="checkbox"/>	 Pension Credit: Guarantee Credit	<input type="checkbox"/>	<input type="checkbox"/>
 Jobseekers Allowance (income-based)	<input type="checkbox"/>	<input type="checkbox"/>	 Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
 Employment & Support Allowance (income-related)	<input type="checkbox"/>	<input type="checkbox"/>			

If you have ticked 'Yes' to any of these categories, please send a photocopy of a letter (**dated within the last three months**) from Jobcentre Plus or The Pension Service confirming your/their entitlement. Please proceed to Section 8.


If you have ticked 'No' to all of these, please go to Question 7.2.

**Question 7.2: Do you (or your partner if you have one) receive Housing Benefit or Council Tax Benefit?**

**Yes** ▶ You need to send a photocopy of your/their Housing Benefit/Council Tax Benefit statement that  is **dated from March 2017 onwards** then go straight to Section 8

**No** ▶ Answer Question 7.3

**Question 7.3: Do you (or your partner if you have one) receive Working Tax Credit or Child Tax Credit?**

**Yes** ▶ You need to send a full photocopy of your/their **Tax Credits Award Notice for 2017/18** with your  application then go straight to Section 8

**No** ▶ Answer Question 7.4

**Question 7.4: Please tick the relevant box to tell us about your employment status:**

Employed   Self Employed   Private Pension   Not Employed

**Question 7.5: If you have a partner, please tick the relevant box to tell us about their employment status:**

Employed   Self Employed   Private Pension   Not Employed

If you, or your partner, are employed, please send copies of your last three months' payslips with your application.

If you, or your partner are self-employed, please send a copy of your most recent Self-Assessment return (Form SA302) from HMRC, this can be printed off if you do your tax return online or requested by phoning 0300 200 3310.

If you, or your partner, receive a private pension, please provide a copy of information from the pension scheme administrators outlining your gross pension per year.

## Section 8—Supporting Information

Please use the space below to give information in support of your application if not covered by the previous sections.

## Section 9—Student Declaration

Please carefully read the following and sign/print your name in the boxes below. By signing,

### YOU CONFIRM THAT:

- The information you have given on this form is—to the best of your knowledge—correct and true

### YOU UNDERSTAND THAT:

- You may be committing an offence if you fail to disclose any information that may affect your application
- Awards from the Learner Support Fund are made on a loan basis; if you successfully complete your course, the loan may be converted into a non-repayable grant
- Any equipment provided must be returned to the academic department at the end of your course
- If you leave your course early, the College may ask you to return any money, equipment or travel pass given to you from the Learner Support Fund
- **All awards made from the Learner Support Fund are conditional on your continued adherence to the College's ABC rules (Attendance, Behaviour and Completion of work) - support will be halved if attendance falls below 90% and stopped completely if below 85%**

Student signature

Student name (print)


Today's date  /  /

### Adviser Details

If someone from the College or any other organisation has helped you complete this form, please write their details here:

Adviser's Name  Job Title  Tel. No.

### What to do when you have completed this form:

Please check you have provided all relevant supporting evidence, if you see the  then you may need to supply additional evidence. Please note:

- All evidence should be marked with the name and date of birth of the applicant or their student number on each page
- **Send good quality photocopies, not originals.** If originals are sent, we will presume we can keep these on file—they will NOT be returned automatically.

### Send your completed form to:

**Financial Support, The Sheffield College, Livesey Street, Sheffield S6 2ET**

**\*Please ensure you use the correct postage as it may cost more than a 1st class stamp**


**Or hand it in to Student Services at your local centre**


**Confidentiality:** applications are only seen by staff involved in the delivery of Financial Support. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made.

**Data Protection Act 1998:** The Sheffield College is a data controller in terms of the 1998 legislation. Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support.

The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

### If you need any further information or help with making an application, please contact us:

 Email us: [financial-support@sheffcol.ac.uk](mailto:financial-support@sheffcol.ac.uk)

 Call Financial Support on (0114) 260-2211/2288/2216

 Visit Student Services at your College

 Visit our website: [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

**ⓘ Alternative formats of this application form are available on request**