



St Helens College



FACT SHEET: 19+ Discretionary Learner Support Fund

For Learners aged 19+ or over on 31st August 2023

Academic Year 2023/2024

What funding is available?

Discretionary Learner Support Funding is available to support students to meet some of the associated costs of learning including Breakfast, Meal Deal, Transport, Books, Equipment, and other essentials. This fact sheet is intended as general guidance only. If you have any queries, please do not hesitate to contact a member of the Learner Support Team on:

St Helens Campuses | financialsupport@sthelens.ac.uk | 01744 73 3766

Knowsley Campuses | financialsupport@knowsleycollege.ac.uk | 0151 477 5850

Please note that funding is limited and cannot therefore be guaranteed. College reserves the right from time to time to review expenditure against the Fund and as a result may alter or close the support package available to students during the academic year.

Who is eligible?

Generally, students who are aged 19 and over and who have enrolled at St Helens College on a programme funded by the Adult Education Budget will be eligible to apply for discretionary funds. There are however some students who may be ineligible because of their residency status or as a result of the type of programme they have enrolled upon, as dictated by the Education and Skills Funding Agency.

Please note that each application is judged on the basis of financial need and therefore awards will vary and not all applicants will be successful. Any award is made subject to continual satisfactory attendance at college.

The following students should apply to the 16-19 Bursary Fund. Those aged:

- 19 or over and have an Education Health Care Plan (EHCP).
- 19 or over (as of 31 August 2023) and continuing a study programme that they began aged 16-18.

Whose income is taken into account?

If you live as a single person, including living with your parent(s), only your income will be taken into consideration. If you live with your spouse/partner your income and that of your spouse/partner will be taken into consideration.

Income Levels:

Students without a cohabitating partner - Income per year (gross) = Up to £30,000 = 100% Assistance

Students with a cohabitating partner - Income per year (gross) = Up to £40,000 = 100% Assistance

Tuition Fees Exam/Reg Fee	→	Yes, in exceptional circumstances and if your income is within the stated income levels and you are a co-funded student. Please include details of why you require financial assistance towards Tuition Fees/Exams/Reg Fee in Sections 9 and 10 and provide three current bank statements for yourself and partner (if you have one).
Travel	→	Yes, if your income is within the stated income levels.
Breakfast	→	Yes, if your income is within the stated income levels.
Meal Deal	→	Yes, if your income is within the stated income levels.
Books/Equipment	→	Yes, if your income is within the stated income levels.
Essential Trips	→	Yes, if your income is within the stated income levels.
DBS Checks	→	Yes, if your income is within the stated income levels and you are not a fully funded student*.
Professional Membership	→	Yes, if your income is within the stated income levels.
Laptop Loan	→	Yes, if your income is within the stated income levels and your Tutor completes section 8 of your application form.
Residential Access Funding	→	Yes, if your income is within the stated income levels and you cannot access provision locally.
Childcare (Please request supplement childcare form if you are applying for childcare support)	→	Approved childcare costs will be paid directly to your childcare provider on a monthly basis, subject to you having satisfactory attendance at college. The maximum amount payable per session is £30.00 per child. A session is a morning or afternoon. Funding is not available when the College is closed for holidays and Bank Holidays.

* Please see the College Fee Discount Policy for details on Fully Funded categories.

PLEASE NOTE THE DISCRETIONARY LEARNER SUPPORT FUND CAN ONLY PAY TOWARDS COURSE RELATED COSTS SUCH AS TRIPS, BOOKS/EQUIPMENT, WHERE THE COST IS NOT INCLUDED IN THE FUNDING RATE.

How and when to apply.

Application forms are available for collection from Reception or Learner Services. On completion of your application form you are required to discuss your requirements with a member of Bursary Team who will check that your form has been completed correctly and that all required information has been provided.

We would encourage all students to apply to the Fund at the earliest opportunity in order to ensure that support opportunities are maximised.

Further Information for Learners in Receipt of Welfare Benefits

If you are in receipt of a state welfare benefit, any direct payment received from the Discretionary Learner Support Funds may affect the amount of benefit you receive, and it is your duty to disclose the amounts received to the appropriate Benefits Agency.

Further information is available from Kieron Potter, Student Finance Manager in Learner Services, contact 01744 623238.

Complaints

The College has a complaints procedure for the receipt of any formal complaint.

Should you wish to make a complaint regarding a 19+ Discretionary Learner Support Fund Bursary Application, please contact Lesley Bryan, Learner Services Manager on 0151 477 5872 who will advise you of the Complaints procedure.

Qualifying Evidence

Job Seekers Allowance (Income Based)

Please provide a copy of your Job Centre Plus letter, confirming that you are currently receiving Job Seekers Allowance (Income Based). If the Job Centre letter is dated more than 3 months previous, we will accept it, with the accompanying current bank statement, which clearly shows the benefit transaction.

Employment Support Allowance (Income Related)

Please provide a copy of your Job Centre Plus letter, confirming that you are currently receiving Employment Support Income (Income Based). If the Job Centre letter is dated more than 3 months previous, we will accept it, with the accompanying current bank statement, which clearly shows the benefit transaction.

Income Support

Please provide a copy of your Job Centre Plus letter, confirming that you are currently receiving Income Support. If the Job Centre letter is dated more than 3 months previous, we will accept it, with the accompanying current bank statement, which clearly shows the benefit transaction.

Universal Credit (provided the annual combined net earnings and the amount of Universal Credit, after deductions, as stated on the UC Award Statement are below the stated income levels)

Please provide a copy of your most recent payment assessment statements – Statements must include the dropdown paragraph under the 'Other support you may be able to get' heading.

Tax Credit Award Notice for 2023/2024 (all 6 pages)

Please note that we do not accept a Provisional Tax Award Notice.

The Guarantee Element of State Pension Credit

Please provide your Annual Pension Statement for 2023/24.

Support under part VI of the Immigration and Asylum Act 1999

A letter or document showing evidence of support under Section 95 or Section 4 of the above Act.

P60 for the Tax Year 2022-2023 or you previous 3 months wage slips.

Bank Account Details (if applicable)



St Helens College



Application: 19+ Discretionary Learner Support Fund / Adult Learner Loan Bursary
For Learners aged 19+ or over on 31st August 2023
Academic Year 2023/2024

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**

Answer all the questions in the order that they appear, following any instructions accordingly.

Make sure you sign and date the application form.

Photocopied documents must be provided with your Bursary Fund Application. Please note that we will not be responsible for the loss of original documents if you choose to submit these.

Section 1: Your Personal Details

First Name

Surname

Your date of birth (DD/MM/YY)

Age on 31/08/2023

Are you an Asylum Seeker?

Yes

No

Home Address:

Postcode:

Email Address

Home Telephone

Mobile Telephone

Section 2: About your Partner

Do you live with your partner?

Yes

No

(A partner is defined as someone you are married to/have a civil partnership with, or live with as though you are married to/have a civil partnership with)

If yes, please provide details below.

First Name:

Surname:

Section 3: About your Financial Circumstances

Please make sure that you provide photocopies of the relevant evidence.

Do you (and/or your partner if you live with one) receive of any of the following benefits?

Please tick the relevant box(es) below and provide a photocopy of your evidence of entitlement to this benefit. This evidence should be in the form of a letter (no older than 3 months), from either the Jobcentre Plus, the Pension Service, or the D.W.P. If your evidence is older than 3 months old, please also provide a current bank statement showing current receipt of benefit.

- | | |
|---|--------------------------|
| Income Based Job Seekers Allowance | <input type="checkbox"/> |
| Income Support | <input type="checkbox"/> |
| Guaranteed Element of State Pension Credit | <input type="checkbox"/> |
| Income Related Employment & Support Allowance | <input type="checkbox"/> |
| Universal Credit * | <input type="checkbox"/> |

*Provided the annual combined net earnings and the amount of Universal Credit, after deductions, as stated on the UC Award Statement are below the stated income levels)

NOTE: If you have ticked any of the above categories go straight to Section 4

If not, are you (and/or your partner if you live with one) in receipt of Working Tax Credit or Child Tax Credit for the year 2022/23 which shows a gross taxable income for the 2022/23 tax year below the stated income levels?

- | | | |
|-----|--------------------------|--|
| Yes | <input type="checkbox"/> | Please provide your full Tax Credits Award Notice for 2023/24 |
| No | <input type="checkbox"/> | I/We are in employment, but we are not eligible for Tax Credits.
Please provide evidence of gross taxable income for 2022/23 below the stated income levels
i.e P60's for you and your partner, if you have one. |

Section 4: Advanced Learner Loans Bursary Applicants ONLY

Is the course on which you have enrolled eligible for an Advanced Learner Loan?

- | | | | | |
|-----|--------------------------|----|--------------------------|---------------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | (please go direct to section 5) |
|-----|--------------------------|----|--------------------------|---------------------------------|

Have you been approved and taken out your Advanced Learner Loans through Student Finance England?

- | | | |
|-----|--------------------------|--|
| Yes | <input type="checkbox"/> | Please provide a copy of your Advanced Learner Loan Award Notice |
| No | <input type="checkbox"/> | Please make an appointment with the Student Finance and Welfare Guidance Manager to discuss your requirements further. |

Section 5: Course Details & Timetable *(To be completed by your Course Tutor)*

Course Title:

Level of Course Name of Tutor

Start date End date

Year of study 1 2 3 Resit Campus

Please enter the start and finish times in the timetable below to confirm when the student is due to attend classes on your course. Please also include compulsory work placement sessions by indicating 'P' on the Placement Days.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
Finish Time					

Does the Student need to undertake a compulsory work placement? Yes No

If yes please provide the name, address and start/end dates:

Name: ...

 Address:
 Start date:
 End date:

Tutor Name:

Tutor Signature:

Date:

Section 6: Type of Assistance Available

Please indicate below the type of assistance you are applying for. Please complete this section in conjunction with the fact sheet.

Advanced Learner Loan Bursary Applicants ONLY:

Childcare (evidence of child's date of birth required)	<input type="checkbox"/>	<i>Please ensure the childcare supplement form is completed if you are applying for childcare</i>	
Books/Equipment	<input type="checkbox"/>	Residential Support	<input type="checkbox"/>
Breakfast / Meal Deal	<input type="checkbox"/>	Additional Learning Support	<input type="checkbox"/>
Laptop Loan (please complete section 8)	<input type="checkbox"/>	Other (e.g., Trips/DBS check)	<input type="checkbox"/>
Travel Expenses	<input type="checkbox"/>	Bus pass <input type="checkbox"/> Petrol <input type="checkbox"/>	

Discretionary Learner Support Fund Applicants ONLY:

Childcare (evidence of child's date of birth required)	<input type="checkbox"/>	<i>Please ensure the childcare supplement form is completed if you are applying for childcare</i>	
Books/Equipment/Uniform	<input type="checkbox"/>	Tuition / Exam Fees (please complete section 9)	<input type="checkbox"/>
Breakfast / Meal Deal	<input type="checkbox"/>	Residential Support	<input type="checkbox"/>
Laptop Loan (please complete section 8)	<input type="checkbox"/>	Other (e.g., Trips/DBS check)	<input type="checkbox"/>
Travel Expenses	<input type="checkbox"/>	Bus pass <input type="checkbox"/> Petrol <input type="checkbox"/>	

Section 7: Aged 19 and over confirmation of no income

I confirm that I currently receive no income, and financial support is provided by:

Parents/Guardians

Please provide three of your own most recent bank statements.

Section 8: Laptop Loan - To be completed by Course Tutor

Which do you wish to loan? Laptop

Please state why the student would benefit from the loan of a laptop. Please ensure that this includes the reasons why this item is required to complete the programme i.e., the academic justification.

Tutor Signature:

Date:

Section 9: Tuition Fee Declaration

Please state why this support is essential to you and how this course will enhance your future employment opportunities.

Section 10: Childcare Statement (if applicable)

In order to be considered for assistance towards external childcare costs, you must have explored the availability of a place with the College's internal childcare provision.

To do this you will need to contact the college nursery on 01744 62 3132 or email nglover@sthelens.ac.uk

To be completed by the college nursery

The college is unable to provide internal childcare provision for this applicant:

Signed:

Date:

Section 11: Students Undertaking

- I confirm that I am not in receipt of a waged apprenticeship or in receipt of any funding for this course from the DWP (Department of Working Pensions).
- I confirm that the information given on this form is accurate and complete and that falsification on this form could lead to disciplinary action/prosecution.
- I agree to repay any sums advanced to me if I leave my course prematurely.
- I understand that random checks are made on individual applications.
- Any monies paid to me through this fund will be dependent upon satisfactory attendance.
- I understand to inform Student Services of any changes to the information provided within this form.
- I give my explicit consent to the processing of the information contained in this form. The information will be used for the purpose of processing this application only.
- The information I have provided on this form is correct and I agree to observe the rules and regulations of the College. I agree to St Helens College processing personal data contained in this form, or other data which the College may obtain from me or other people, for any purposes connected with my studies or my health and safety whilst on the premises or for any other legitimate reason.
- **Childcare claims only - I give my explicit consent to the release of information regarding payment of childcare costs to the childcare provider stated on this application.**
- **I am responsible to repay any outstanding monies to my childcare provider if I leave/complete my course prematurely.**
- **Childcare claims only – I understand that funding is not available during the college holidays:**
 - **Week Commencing: 30/10/23, 25/12/23, 01/01/24, 12/02/24, 01/04/24, 08/04/24, 27/05/24.**
 - **Additional Days: 29/03/24, 06/05/24,**

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform Students about the Individualised Student Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about Students and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR Student data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-student-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact Students to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

I have read and agree to the terms and conditions of the Learner Support Fund/Advanced Learner Loan Bursary Fund.

Name:

Date:

Signature: