

2022 – 2023 Application Form for:

19+ Learner Support Fund

20+ Learner Support Child Care Fund



Part 1 Application Form

Do not fill this form in if:
You are aged 24 or over at the start of your course and it is a level 3 or 4 qualification.
You are over 19 and you have a full level 3 already.
You are aged 19-24 and have an EHC plan.
You are aged 16-18 on 31 August 2022.
Please check with the Student Financial Assistance team who can, if applicable, help identify the correct form for you to use to apply for financial assistance whilst at College.

Section 1: Student's Personal Details

First Name	Surname
Date of Birth	Age on 31st August 2022
Address	
Postcode	Email
Telephone (landline)	Telephone (mobile)

Section 2: Student's Course Details

What is the full title of the course you have applied for?
----- Please note it is important that you write the correct full name of the course you will be studying. If you have received an offer letter it will be on this. OR it will be on your enrolment form/in the adult prospectus.
At which College site will you be studying?
<input type="checkbox"/> Caudon Campus <input type="checkbox"/> Burslem Campus <input type="checkbox"/> Other
Is your course <input type="checkbox"/> Full time? <input type="checkbox"/> Part time?
How many days per week will you be attending college for your course?

Section 3: Student's Residency Status

3.1	Have you lived in the UK/EU/EEA/Switzerland for less than 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No				
3.2	Are you a British Citizen or a Citizen of the EU, a Citizen of the EEA or a Swiss National? <input type="checkbox"/> Yes (Go to Section 4) <input type="checkbox"/> No (Go to Question 3.3)				
3.3	What is your current immigration status in the UK? (tick one box only and then go to Section 4)				
<input type="checkbox"/>	Indefinite Leave to Enter/Remain	<input type="checkbox"/>	Discretionary Leave to Enter/Remain	<input type="checkbox"/>	Exceptional Leave to Enter/Remain
<input type="checkbox"/>	Leave to Enter as a student	<input type="checkbox"/>	Asylum Seeker	<input type="checkbox"/>	Full Refugee Status
<input type="checkbox"/>	Humanitarian Protection	<input type="checkbox"/>	Leave to Enter to accompany spouse/parent	<input type="checkbox"/>	Leave to Enter as a visitor

Section 4: Student's Personal Circumstances

All Students – Please read through the statements below and tick the one which applies to you

<input type="checkbox"/>	I am 24 or under and I live with my parent(s)/Carer(s) Please fill in Section 4 and then go to Section 6 – we need their household income details. Please note that we will only consider you as not dependent on your parent(s)/carer(s) if we are satisfied that you live independently within their household. (We will require evidence of income which is sufficient to support you and evidence that you pay rent or towards household expenses.) If you wish to discuss further please contact Student Financial Assistance.
<input type="checkbox"/>	I am aged 24 or under and I live with my parents(s)/carer(s) but I claim income related benefits in my own right Please go to Section 6 – we need details of your income only
<input type="checkbox"/>	I live independently Please go to Section 6 – we need details of your income only
<input type="checkbox"/>	I live with a spouse or partner Please fill in Section 5 and then go to Section 6 – we need details of your income and that of your spouse/partner

Section 5: Household Details

Please enter details of Student Parent(s)/Carer(s)/Guardian(s) or Spouse/Partner as applicable in the table

Adult A	First Name	Surname
	Relationship to Student	
Adult B	First Name	Surname
	Relationship to Student	

Section 6: Income Details

Please read through the list of different types of income/benefits in the table below

Please tick **all** boxes which apply to your current financial circumstances (and your spouse/partner if you have one) and enclose the evidence requested. (Photocopies are acceptable).

Do not hand in this form without enclosing the correct evidence as we will not assess your application without it.

Income/Benefit	Evidence Required	Tick to confirm evidence enclosed with application
Income Support	Recent award letter dated within 3 months which states entitlement to Income Support.	<input type="checkbox"/>
Job Seekers Allowance	Recent award letter dated within 3 months which states entitlement to Income Based Job Seekers Allowance.	<input type="checkbox"/>
Employment Support Allowance	Recent award letter dated within 3 months which states entitlement to Income Based Employment and Support Allowance.	<input type="checkbox"/>
Guarantee Element of Pension Credit	Recent award letter from the Pension Service, which states your entitlement to Pension (guarantee) Credit.	<input type="checkbox"/>
Working Tax Credit AND/OR Child Tax Credit	Working Tax credit 2022/2023 Tax Credit Award Notice (all pages) or your final 2021/2022 Tax Credit Annual Review for year ended 05/04/2022.	<input type="checkbox"/>
State, Occupational or Personal Pension	Recent award letter from the DWP or letter from relevant organisation dated within 3 months, which shows the amount of payment received.	<input type="checkbox"/>
Earnings from employment	If monthly paid – the most recent wage slip for each person who is working. If weekly paid, the most recent weekly pay slip for each person who is working.	<input type="checkbox"/>
Universal Credit	Your three most recent UC statements from DWP, which state your monthly income.	<input type="checkbox"/>
Any other income (Do not include Child Benefit, DLA, PIP or Attendance Allowance)	We need to know if you have any income other than those listed above. If you have, please tick adjacent box and provide relevant evidence.	<input type="checkbox"/>

Section 7: Other Funding

Will you be receiving any other funding to help with the travelling costs? Yes No
 If yes, please give details (include any Job Centre Plus Work Programme Funding)

If you are not applying for help with childcare costs, please read and sign Part 3: The Declaration and provide your bank details and signature in Part 4 Your Bank Details

Part 2 Applying for help with Childcare

If you will be under 20 at the start of your course, do not fill in this part of the application form

Ask Student Financial Assistance for details of the Care to Learn Childcare Scheme

Section 8: Your Childcare Provider Details

Fill in the sections below according to how many children you are claiming childcare for. Please fill in as accurately as you can to reflect the childcare needed for your timetabled classes in college.

Child 1

Name of Child	Child's Date of Birth
Name of Childcare Provider	
Address of Childcare Provider	

Type of Childcare Provision (please tick)			
Nursery <input type="checkbox"/>	Childminder <input type="checkbox"/>	Before School Club <input type="checkbox"/>	After School Club <input type="checkbox"/>
How much does the childcare cost? Per day/half day/ before school/after school		Will the Provider charge during the school holidays? If yes, how much? Per day/half day/before school/after school	
£		£	

Child 2 (if applicable)

Name of Child	Child's Date of Birth
Name of Childcare Provider	
Address of Childcare Provider	

Type of Childcare Provision (please tick)			
Nursery <input type="checkbox"/>	Childminder <input type="checkbox"/>	Before School Club <input type="checkbox"/>	After School Club <input type="checkbox"/>
How much does the childcare cost? day/half day/before school/after school		Will the Provider charge during the school holidays? If yes, how much? day/half day/ before school/after school	
£		£	

Section 9: Other Funding for Childcare Costs

Please read the statements below. Please tick any which are applicable to the child/children named on this application.

<input type="checkbox"/> I will be entitled to claim 3 year old funding for my child	<input type="checkbox"/> I will be getting help from Job Centre Plus towards my childcare costs
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Section 10: Evidence of Receipt of Child Benefit

In order to apply for help with childcare costs from the 19+ Learner Support Fund Bursary for your child/children, you must receive Child Benefit payments for them. We need to see evidence which shows this.

Please tick one of the following and enclose the evidence requested. Please note we cannot process your application without this evidence.	
<input type="checkbox"/>	Recent letter of Entitlement to Child Benefit which names child/children.
<input type="checkbox"/>	Copy of child's/children's birth certificate(s).

- Please tick if in receipt of childcare element for working tax credits and state the days childcare element is used for.

Part 3 Declaration by Student

<p>You confirm that: You have filled in all applicable sections and have enclosed all necessary evidence. That the information that you have given on this form is to the best of your knowledge, correct and true. You will inform the College in writing of any change to your circumstances.</p> <p>You agree that: Stoke on Trent College can process data contained in this form along with supporting evidence provided as well as on your Student Learning Agreement in order to access your eligibility for Discretionary Learner Support. If you have given personal information relating to anyone else on this form, you have obtained their permission to do so. Your information, where relevant will be shared with 3rd party organisations. Application forms and associated evidence is stored securely on campus: for learners studying offsite this data will be stored at one of our main sites (Cauldon or Burslem).</p> <p>You understand that: You are applying for Public Funds and that you may be committing a criminal offence if you omit to disclose any information that may affect your application.</p> <p>You undertake to: Repay on request from the College any award that you the Student are not entitled to or any award which has been issues if you the Student withdraw from your course.</p> <p>You agree that: If your attendance falls below 90%, you have poor behaviour or make unsatisfactory academic progress, payment for travel and other costs will not be made.</p>

General Data Protection Regulations Agreement Please tick one of the following options:	
I have read and understood the GDPR statement and I agree to the holding and sharing of my data in relation to this application.	<input type="checkbox"/>
I don't agree to the holding of my data in relation to this application and sharing it for funding purposes.	<input type="checkbox"/>

Name	Date
Signature	

All applications forms can be returned **by post** to our Cauldon Campus, or **email** to student.assistance@stokecoll.ac.uk

Student Financial Assistance, Stoke on Trent College, FREEPOST ST1055, Stoke Road, Shelton, ST4 2DG

If possible, please send photocopies of evidence, however any original evidence documents will be returned if you have clearly indicated that you want them to be returned.