

## APPLICATION FOR FINANCIAL SUPPORT

For students aged 19 years and older on 31st August 2017 applying for support from

### **Discretionary Learner Support Fund Or Advanced Learning Loan Bursary**

Please note this is only for people attending a Norfolk Community Learning Services accredited course. It is not available for leisure classes.

#### APPLICANT INFORMATION

Name:

Date of birth:

Home phone:

Mobile Phone:

Current address:

Email address:

*All correspondence will be emailed unless you tell us you would prefer it posted.*

NATIONALITY:

NATIONAL INSURANCE NO:

#### COURSE DETAILS

Course name:

*I am not currently undertaking this learning with any other provider.*

Venue:

Start date:

End date (if known):

Tutor name (if known):

Have you applied for an Advanced Learning Loan to cover your course fees?

*Only applicable for level 3 or above. If no, the bursary is not available.*

## PERSONAL CIRCUMSTANCES AND INCOME

Please complete this box to give more information about you and your need for assistance. You can tell us about anything you feel is important regarding your financial circumstances or about how this course/training supports your employment goals. Also, if you have particularly high travel or materials costs please give details as this could increase the funding we are able to offer you.

Please tell us your <b>personal</b> annual income ignoring any benefit payments ( if no income please put £0):	£
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Please tell us the income of your spouse/partner ignoring any benefit payments ( if no income please put £0):	£
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<b>Tick any benefits received :</b>	You	Spouse/partner
Job seekers allowance		
Employment support allowance		
Disability living allowance		
Income support		
Personal independence payments		
Universal credit		
Council tax/housing benefit		
Guaranteed pension credit		
Working tax credits		
Carer's allowance		
Child tax credits		

**Please tick any of the following that apply to you. You may be asked to provide evidence if needed.**

I have a disability	
I have a learning difficulty	
I have a dependent child/children	
I am a lone parent of child/ren under the age of 19	
I am unemployed and waiting for the outcome of a benefit application	
I claim JSA and am attending this course/training as part of my JSA agreement	

## FINANCIAL SUPPORT

**Please tick which of the following costs you need help with**

<b>Course fees:</b>	Full cost £	
<b>Travel costs:</b>		
Approximate return mileage each day if travelling by car	Miles	
Cost of a return bus/train fare if travelling by public transport	£	
<b>Childcare fees – OFSTED registered only</b>		
Name and address of nursery or childminder		
Contact name, email address and/or phone number		
Full name of child 1	Age	
Full name of child 2	Age	
If you receive any 2 or 3 year old government funding please show how many hours per week	Child 1	Hours
	Child 2	Hours
Approximate childcare costs	£ per hour or £ per session	

**Any other costs**

Please give brief details and an estimated cost:

## NOTES ABOUT THIS APPLICATION

**COURSE FEES:** For level 1 or 2 courses DLSF can fund up to 70% of course fees or £600, whichever is the largest, depending on your circumstances. We are unable to pay any fees for applicants who are studying at level 3 or above. An Advanced Learning Loan can be applied for if necessary for fees. The bursary can then help with travel, materials or childcare.

**TRAVEL COSTS:** If approved we will reimburse you. You will be sent a claim form and asked for your original bus tickets and/or fuel receipts so please keep hold of these from the beginning of your course. Please note nothing will be paid if course fees are outstanding.

**MATERIAL COSTS:** We can fund a maximum of £75 towards essential items such as books, stationery etc. If funding is approved you will be required to claim costs back using original receipts. If you are unable to purchase items please let us know and we will see if we can purchase for you, but this will delay you having the items. Please note nothing will be paid if course fees are outstanding.

**CHILDCARE COSTS:** We try to arrange to pay your childcare provider direct. Please ensure you give contact details so we can call or email them. If you receive 2 or 3 year old funding we expect you to use this for your course time. If you are under 20 years old at the start of your course you will need to apply to Care to Learn for childcare costs. See [www.gov.uk/caretolearn](http://www.gov.uk/caretolearn).

**DEPARTMENT OF WORK AND PENSIONS:** Please note it is your responsibility to tell the DWP about any learner support you receive, as payments may affect your eligibility to state benefits.

**ADDITIONAL LEARNER SUPPORT:** Please note this application is for financial support. If you need support in the classroom or dyslexia screening please contact our learner services team at [learner.services@norfolk.gov.uk](mailto:learner.services@norfolk.gov.uk)

## SIGNATURES

*Finally, please sign to say that you have read and agree with the following declaration:*

I declare to the best of my knowledge and belief that the statements made on this form are true and correct in every respect. If requested, I will supply any additional information that may be required to verify the statements given. I understand that failure to provide information relevant to my claim may mean the application will not be accepted.

Signature of applicant:

Date:

Please return your completed form to:  
**Learner Support Funding Applications**  
**Norfolk Community Learning Services**  
**Wensum Lodge**  
**169 King Street**  
**Norwich**  
**NR1 1QW**