

# 19+ Learner Support Fund 2022-2023

PLEASE NOTE THIS FORM & EVIDENCE MUST BE RETURNED ELECTRONICALLY TO:

[FUNDINGAPPLICATIONS@WIGAN-LEIGH.AC.UK](mailto:FUNDINGAPPLICATIONS@WIGAN-LEIGH.AC.UK)

NO PAPER FORMS CAN BE ACCEPTED

**Applications must be submitted for consideration before 10/06/23**

- Please refer to guidance notes for eligibility in Part E of this application
- An explanation of how your personal information is handled can be found in the Privacy Notice on the Wigan and Leigh College website

**Important Note – Eligibility to this fund does not guarantee an award. Funding is limited and will be allocated on a first come, first served basis.**

## PARTS A, B AND C – TO BE COMPLETED BY THE STUDENT

Part A: Personal Information					
Surname			Forename		
Address			Student Badge Number		
			Postcode		
Date of birth		Age at 31/08/22		Nationality	
Do you support yourself financially?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Any family dependants?	How many?	Ages?
			Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Part B: Section 1 – Eligibility through receipt of benefit/support. Please tick any that apply.**  
**If you can tick any of the boxes below please check the evidence requirement below and then move to Part C. If not, progress to Part B, Section 2.**

Universal Credit	Yes <input type="checkbox"/>	Pension Tax Credits	Yes <input type="checkbox"/>
Job Seekers Allowance/ Employment Support Allowance	Yes <input type="checkbox"/>	Incapacity Benefit/ Disability Living Allowance	Yes <input type="checkbox"/>
Income Support	Yes <input type="checkbox"/>	Working/Child Tax Credits	Yes <input type="checkbox"/>
Asylum Seeker (If yes, please supply a photocopy of your ID card and documentation)	Yes <input type="checkbox"/>	Other (please specify)	

### Evidence to Support eligibility through receipt of benefit

- Proof of benefits: Working Family/Child Tax Credit document (2022-23), Universal Credit document, benefit confirmation letter (dated within 3 months of application).
- If you have ticked one of the benefit categories above and can provide evidence, please move to part C.

**Any direct payment you receive from the Learner Support Fund may affect the amount of benefit you are entitled to receive and it is your duty to disclose the amount to the Benefits Agency.**

**Part B: Section 2 – Eligibility through low income circumstances**  
**If you tick this section please check the evidence requirement then move to Part C. If not, please move to Part B, Section 3.**

Member of low income household (below £25,000)?	Yes <input type="checkbox"/>
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### Evidence to Support eligibility through Low income circumstances

- Proof of earnings, e.g. Working Family/Child Tax Credit document (2022-23) or P60 (2021-22) or last 6 weekly or last three months wage slips.

## Part B: Section 3 – Eligibility through circumstances of hardship or widening participation postcode

If you live in a widening participation postcode you may be eligible to claim support with only a short description of your circumstances in the space below.

Widening participation postcode	Yes <input type="checkbox"/>	Office verified (Office use only)
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If you are not in a widening participation post code you will need to provide information and evidence to support your application for funding based on circumstances of hardship. This should include information about dependents, income, essential expenditure (e.g. rent/mortgage, bills, loan repayments etc.) and any other information you consider relevant to support your application.

### Evidence to Support eligibility through circumstances of hardship

- Proof of earnings, e.g. P60 (2021-22) or last 6 weekly or three months wage slips,
- 3 months recent bank statement showing essential expenditure,
- Any other documentation that you consider relevant.

<b>Part C: Support Required</b>									
<p>How much financial assistance do you require?</p>	<b>Total Amount</b>								
<p><b>Transport</b> – You must live 2+ miles from the college centre or placement that you are attending in order to be eligible.</p> <p>Number of days per week travel in college/work placement: <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span></p> <p><b>Please provide proof of travel:</b> bus/train tickets showing the cost of 1 weeks travel or fuel receipts. All must be dated after the start of your course.</p> <ul style="list-style-type: none"> <li><b>NB</b> - for students who are in receipt of Disability Living Allowance or Incapacity Benefit, all forms of transport will be considered.</li> <li><b>Asylum Seekers cannot receive financial repayment but may be eligible for a bus pass.</b></li> </ul>	<p>£ _____ per week</p> <p style="text-align: right;">Please provide bus pass: Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(Asylum seekers only)</small></p>								
<p><b>Course Fees</b> – 90% contribution towards course fee up to 1 year in length</p> <ul style="list-style-type: none"> <li>Students on 2 year courses - a contribution towards fees should be applied for each year.</li> </ul> <p><b>Exam Re-sits</b> – Up to one exam re-sit will be paid for internally if your overall attendance is 90% or above.</p>	<p>£ _____</p>								
<p><b>Lunches</b> – An allocation of £3.00 per day will be available on all days that students are timetabled to attend college for use in the college refectories (subject to refectory opening times). This allocation will be accessed via the student card at the tills.</p>	<p>Please tick if required: Yes <input type="checkbox"/> No <input type="checkbox"/></p>								
<p><b>Books, Electronic Equipment and Resources</b> – (e.g. cameras, laptops &amp; course specific software) – Up to £800 for items not available or with limited availability through the College Learning Resources Centres.</p> <p>If your application for this option is successful you will be contacted to discuss in more detail the equipment you have listed. Any equipment agreed will then be purchased on your behalf. <b>Please be aware that we have the right to refuse reimbursement for items already purchased prior to applying for funding.</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d1c4e9;"> <th style="width: 60%;">Item</th> <th style="width: 40%;">Cost</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table> <p style="margin-top: 10px;">I certify that the learner requires the above resource(s) because it is beneficial to a positive outcome to the course.</p> <p>Tutor Name (please print): _____</p> <p>Tutor Signature: _____</p>	Item	Cost							<p>£ _____</p>
Item	Cost								
<b>IT Equipment</b>									
<p>Where it is a requirement of a level 3 course that learners need to study on line loaned IT equipment will be made available for the duration of study. For all other groups of learners IT requirements will be assessed on an individual basis.</p>									
<p><b>College Trips/Uniform/Clothing/PPE/Materials</b> – Related to your course &amp; beneficial to a positive outcome.</p> <p>The fund will internally pay for the cost of the trip(s). For Uniform/Clothing/PPE/Materials the college will either reimburse you for cost of purchase (please provide receipts &amp; your bank details for this option) or will purchase on your behalf through your department – this must be agreed with your course tutors in advance.</p> <p>Trip, date and cost : _____</p> <p>Uniform/Clothing/PPE/Materials description and cost: _____</p>	<p>£ _____</p>								
<p><b>University/Job Interviews</b> – Please provide proof of your travel to your university/job interview along with evidence of the interview and we will refund the cost directly into your bank account.</p>	<p>£ _____</p>								
<b>Total £</b>									

**A student who has received financial assistance and does not complete the course may be asked to repay all or part of the funding.**

**This form must be signed in all applicable sections by your tutor. Any attempt to forge a tutor's signature will result in disciplinary action.**

## PART C – TO BE COMPLETED BY STUDENT

### **Part C: Signature to Support Application**

*By signing this declaration, I do so having read and understood Section E: Further Information and Guidance.*

By signing and submitting my application, I agree to the collection of my personal and financial information for assessment purposes. These will be held in accordance with the General Data Protection Regulations.

<b>Signature of Student</b>	<b>Date</b>
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Please be aware that due to fund restrictions it may not be possible to provide all of the support that you request.

**Please submit your completed application to  
fundingapplications@wigan-leigh.ac.uk with ALL required evidence  
– no evidence or insufficient evidence will result in your application  
being returned to you delaying the assessment process.**

**Applicants MAY be called for interview.**

## PART D – TO BE COMPLETED BY STUDENT

### **19+ Learner Support Fund**

#### **Part D: Bank Information Form**

Payments cannot be made into Building Society or Post Office accounts

Applicants EBS No (office use only)	
Applicants Full Name	
Full Name as on bank card	
Name of Bank	
Sort Code (6 digits)	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="margin: 0 10px;">—</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="margin: 0 10px;">—</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">X</div> </div>
Account Number (8 digits)	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin-right: 5px;">X</div> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center;">X</div> </div>

**Please check that you have supplied the correct details for the account you want the award to be paid into, we cannot accept liability for payments being made into incorrect accounts – this must always be the students own bank account.**

<b>Signature of Student</b>	<b>Date</b>
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**Please note: It is the student's responsibility to advise The Funding Team  
if their bank details change in year.**

## Part E: Further Information & Guidance

### SUMMARY

The guidance has been simplified for ease of use – all applications are subject to the full terms and conditions of The Education and Skills Funding Agency Guidelines 2022/23 however, this may be subject to change. (Please see Department of Education publications)

***Eligibility to this fund does not entitle you to an award, funding is limited and no further awards can be made once it has been used. The college reserves the right to amend or change this offer to best meet the needs of the students applying to the fund; this could include a reduced offer supporting for instance travel only if the fund is over subscribed.***

**The Fund will close 10<sup>th</sup> June 2023 to new applications.**

### Who can apply?

To be eligible for financial assistance from the Learner Support Fund you must be **aged 19 years or over on 31/08/22** and be enrolled on an ESFA funded course (full or part time) at Wigan & Leigh College.

***Any student on a Higher Education, self-financing course or receiving an Advanced Learner Loan will not be eligible to apply to this particular fund.***

You must provide information about the circumstances of your financial hardship if you are not in receipt of one of the benefits listed in Part B, section 1 or are a member of a household with an income which exceeds £25,000.

Please note if you are exempt from paying any fees because you are fully funded your essential equipment for the course will be provided for you but you can apply for additional resources and external support (such as transport costs) to help you achieve.

Asylum Seekers are eligible to apply for assistance but cannot receive support in the form of cash. Other alternatives will be made to help with support.

### DATA PROTECTION

Wigan & Leigh College collect information about our students for a variety of reasons as declared in our data control registration, details of which are available on the Information Commissioner's Office website. Please see your fee receipt/learning agreement for further information.

- An explanation of how your personal information is handled can be found in the Privacy Notice on the Wigan and Leigh College website.

### ATTENDANCE

Learner Support payments are **not an entitlement** they are to support your attendance and engagement in a college programme so that you can make the best of your educational opportunity. Your attendance will be monitored as follows:

- Attendance is checked every ½ term before making ½ termly payments. It is based on the ½ term prior to payment.
- If your attendance is below 90% for the term then you will lose your funding payment.
- We will write to you at your home address if we are not making a payment.
- Reasonable adjustment will be made for those with disabilities or severe medical conditions. Please speak to the Funding Team about an individual attendance plan.

***Attendance, behaviour and attitude to studies = the best outcome from your chosen course.***

### PAYMENTS

Awards for Academic Year 2022-2023 will run from September 2022 to June 2023. All payments will be made to your bank account on the dates specified in your funding offer letter. Please be aware that bank holidays and your banks policies may affect how quickly payments reach your account.

We will back date any payments to the start of the month in which we receive your fully completed application and all correct evidence has been received.

**Please Note** – Processing your application form may take longer at the beginning of the academic year due to high volumes of applications being received.

### NOTIFICATION OF AWARDS

We will write to you giving you the full details of the award you have been offered. Please **keep this letter** as you will need it during the academic year.

- You will be notified in writing if we are not making payment due to your attendance.
- You can check your own attendance on Pro Portal. Any issues should be discussed with your Personal Tutor or Student Liaison Officer.

### APPEALS

- Appeals can be made in writing within 15 days from receipt of the award notification to: The Director of Finance, Wigan & Leigh College, PO Box 53, Parsons Walk, Wigan, WN1 1RS.
- All appeals about decisions or payments must be submitted before **1<sup>st</sup> June 2023** to allow time for a review to be carried out before the funds close at the end of the academic year.
- Please be aware, the college cannot accept appeals about awards being refused or reduced where the reason given is that the funding has been fully utilised.

**PLEASE KEEP THIS PAGE OF THE APPLICATION FORM FOR YOUR INFORMATION**