

APPLICATION FOR Adult Education Budget



Learner Support Fund

FULL TIME COURSES

2021/2022

N.B. Please read the Adult Education Budget (AEB) Learner Support Fund Policy & Guidance BEFORE completing this form.

Please tick which applies:

- Student aged 19 or over on the 31st August 2021 and enrolling on the second year of a two year course or student aged 19 or over with an EHCP. *(you will need to complete a 16-19 application form)*
- Student applying or approved for an Advanced Learner Loan *(you will need to complete an Advanced Learner Loan Bursary Form)*

Applicant Personal Details

Student Reference Number

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Surname: _____

First Name: _____

Address: _____

Post Code: _____

Date of Birth: _____

Home Tel No: _____

Mobile No: _____

Your College Email:

2 0 _____ @student.chelmsford.ac.uk

IMPORTANT

Please note all correspondence relating to Bursary will be sent to your College email address.

Study Programme Details (Course name and level)

If you were a full time learner at Chelmsford College during 2020/2021, please tick here

Household Details

Please state who you live with and their relationship to you

Name	Relationship to you, e.g. mother/father	Are they employed?

Name of Parent/Guardian and Contact Details:

Work No: _____

Mobile No: _____

Financial Assessment and Qualifying Benefits:

A copy of your current Council Tax letter must be submitted with your supporting evidence.

Please tick ALL that apply to you and provide SUPPORTING EVIDENCE. Evidence should be dated no more than 3 months old unless otherwise stated. It is YOUR responsibility to provide copies of the relevant evidence (see Notes).

PLEASE TICK EACH STATEMENT THAT APPLIES TO YOU:

I am in receipt of a qualifying benefit	<input type="checkbox"/>
I have no income and I am a dependant of someone who is in receipt of a qualifying benefit	<input type="checkbox"/>
I have no income and I am the dependant of my Parent(s)/Guardian(s) who earn less than £21,000	<input type="checkbox"/>
I work and I earn an income	<input type="checkbox"/>
I have a partner and my partner earns an income	<input type="checkbox"/>

PLEASE TICK THE EVIDENCE YOU ARE PROVIDING WITH THIS APPLICATION:

Universal Credit (monthly net income below £1493.34) (Evidence: last three Universal Credit Award Statements)	<input type="checkbox"/>
Income Support (Evidence: Letter dated within three months of the application)	<input type="checkbox"/>
Jobseeker's Allowance (income based) (Evidence: Letter from DWP dated within three months of the application)	<input type="checkbox"/>
Employment & Support Allowance (income related) (Evidence: Letter dated within three months of the application)	<input type="checkbox"/>
Working Tax Credit (gross annual earned income £21,000 or below) (Evidence: Full copy of 2021/2022 Award Notice showing income £21,000 or below)	<input type="checkbox"/>
Child Tax Credit (gross annual earned income £21,000 or below) (Evidence: Full copy of 2021/2022 Award Notice showing income £21,000 or below)	<input type="checkbox"/>
Guaranteed element of State Pension Credit (Evidence: Letters dated within three months of the application)	<input type="checkbox"/>
P60 / Current Payslips (gross annual earned income £21,000 or below)	<input type="checkbox"/>
Other (please specify and enclose evidence):	<input type="checkbox"/>

Supporting information should be provided below:

Applications from households with an income exceeding £21,000 are not normally considered. However, if you feel that you have extenuating circumstances, please submit an application and provide a covering letter to explain your situation. Supporting evidence should also be provided.

Please tick which costs you require financial assistance for:

- Travel** - please read the Travel Scheme information at www.chelmsford.ac.uk/support/travel-schemes.asp
N.B. Financial support for travel can only be provided where criteria has been met. You will be required to complete a separate form.
- Essential Equipment / Uniform** - if required, please obtain the relevant forms from your department and return them to the Student Support Office for ordering as soon as possible to avoid delays.
- Tuition Fees** - please provide a letter outlining your exceptional circumstances for consideration.
- Childcare** - request application form (*see policy notes*).
- Discretionary Bursary** - a BACS form will need to be completed so payments can be made directly into your bank account. These payments are to contribute to the cost of essential books, trips, DBS Check and UCAS Fees and may impact on any benefits you receive.

N.B. Only costs deemed essential to the completion of your course will be awarded and all financial assistance is subject to availability of funds.

Please write any additional notes or comments below:

Declaration

I am a UK citizen / EU citizen (or spouse, civil partner or child of UK/EU citizen) and have been in the UK / EEA or Switzerland for the past 3 years. Yes / No

OR

I have settled status and have been in the UK for the past 3 years. Yes / No

OR

I am an officially recognised refugee (or spouse, civil partner or child of refugee). Yes / No

I have read and understand the Adult Education Budget Learner Support Fund Policy & Guidance.
I have provided relevant income/benefit evidence.

I agree that, to the best of my knowledge, the information I have given is correct.

I agree to provide the College with details of any changes in personal circumstances as they occur.

I understand the continuation of any award is conditional on achieving an attendance of 90% or above across my study programme and meeting College expectations for coursework and behaviour.

I understand that all funds are discretionary subject to availability of funds and if demand exceeds the College allocation, reduced awards may be given.

In processing this application, we will store the data you have supplied both as part of this form and within our electronic systems and databases. It will be necessary for the College to contact you by either letter, email or phone. You are asked to consent to this processing below. Should you refuse to consent, we will be unable to progress your application further.

I confirm that I have read the notes on how my data will be stored and used and how I may be contacted, I give my consent for it to be processed in this way.

Signed _____ **Date** _____

Your application will not be processed if you have not provided supporting evidence.

This document can be found on the Chelmsford College website www.chelmsford.ac.uk and may be converted to other formats if appropriate (Braille, Large Print, Other Languages etc).

Forms to be returned as soon as possible with supporting evidence to:

Student Support, Chelmsford College, Moulsham Street, Chelmsford Essex, CM2 0JQ

For STAFF use only

Date Received: _____

Staff Initials: _____

Assessed Category		Rejected <input type="checkbox"/>	Referred to panel <input type="checkbox"/>
	Note		

Support Agreed

TRAVEL	ECC <input type="checkbox"/>	College <input type="checkbox"/>	Course Costs <input type="checkbox"/>	Tuition Fees <input type="checkbox"/>	Childcare <input type="checkbox"/>	BACS <input type="checkbox"/>
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Additional Support Agreed

Date & Staff Initials	Notes