

1. Who can Apply

Learners can apply for financial help towards certain costs of their course if they are (Please ✓ Tick);

- At least 19 years of age on 31st Aug 2010
- Not on any form of Income Based Benefit
- Enrolled on ALR or ER course
- Learners who have a Total Household Income under £15, 726

2. How to Apply

- Complete this form – please ask your Tutor or Learning Support Co-ordinator to help if you need assistance.
- Return this form with **evidence of your Income**. Please see guidance notes.
- Applications will be processed **subject to the limits** of the Course Fees Support fund
- Please note if you do not provide evidence of income your application will be returned to you and will not be processed.
- You should be informed when you apply, if you are eligible, of the reduced fee for the course. However, if we cannot then we will write to you within 10 working days.

NOTE: this support cannot be used in conjunction with any other concessions offered by Devon Adult & Community Learning.

Learner's Name:		Course Information (from your enrolment form)	
Date of Birth:		Course Title:	
Your Partner's Name:		Course Code:	

Sources of Income (for tax year to April 2010)	You (£)	Your Partner (£)	Office Use Only
Gross Earnings from paid work			
Net Profit from Self Employment			
Income Support			
Pension Credit			
Pension (State and Private)			
Social Security Benefits i.e. carers allowance, Incapacity Benefit, contributions based jobseeker's allowance			
Unearned Income (received for you or your partner)			
Income for Shares, Interest on savings and investments			
Income from Lettings			
Widow's Pension			
Widowed Mother's Allowance			
Widowed Parent's Allowance			
Total	£	£	
Household Total		£	

Please note: If you have already been means tested by a government agency and have official documentation indicating your household income you do not need to send in documents as listed above. All we require is a copy of official documentation confirming your household income e.g. Child Tax Credits Notice from the Inland Revenue

Learner Declaration	
I confirm that the information given on this form is correct and that I will advise you should my financial circumstances change. I understand that if my application is unsuccessful I will be liable to pay the full fee(s) due.	
Signature	Date

For Office use Only	
<input type="checkbox"/> Learner meets residency criteria	<input type="checkbox"/> Application approved – amount granted £
<input type="checkbox"/> Satisfactory evidence attached	<input type="checkbox"/> Fees Paid to Date:
<input type="checkbox"/> Application returned – more details required	<input type="checkbox"/> Outstanding Fees Payable:
<input type="checkbox"/> Application rejected – reason:	<input type="checkbox"/> Refund Processed (if applicable):

Guidance Notes

Evidence Requirements

Source of Income	Documentary Evidence Required
Incapacity Benefit	Letter from Benefits Agency/DWP/Inland Revenue confirming receipt of Incapacity Benefit (including amount).
Gross Earnings from paid work	P60, or month 12 payslip, or 3 consecutive months payslips
Net Profit from self employment	Business Accounts, Inland Revenue Tax Return
Income Support	Letter from Benefits Agency/DWP/Inland Revenue confirming receipt of Income Support (including amount).
Pension Credit (Savings Credit)	Full award notice "How Pension Credit has been worked out". The amount of each element of the award will be shown under the section headed "Your Pension Credit".
Pension (State or Private)	Official documents confirming receipt of pension, e.g. annual statement.
Social Security Benefits	Documents from Benefits Agency/DWP/Inland Revenue confirming receipt of Benefits / Jobseeker's Allowance.
Unearned Income	Official documentation confirming type and amount of income received, e.g. savings/investments interest statement, letter from Benefits Agency, pensions statement, etc

Please return your completed application form and supporting evidence to your local centre.

Bideford ACL, Bideford Arts Centre, The Quay, Bideford EX39 2EY

Cullompton ACL, The Learning Centre, Exeter Road, Cullompton EX15 1DX

Exmouth ACL, The Kennaway Centre, 10 - 12 Victoria Road, Exmouth EX8 1DL

Ilfracombe ACL, Two Lanes Centre, Belvedere Road, Ilfracombe EX34 9JH

Newton Abbot ACL, Teign House, Kingsteignton Road, Newton Abbot, TQ12 2QG

Seaton ACL, St Clare's Education Centre, Fore Street, Seaton EX12 2AN

Tavistock ACL, The Alexander Centre, Plymouth Road, Tavistock PL19 8BU

Totnes ACL, The Mansion, Fore Street, Totnes TQ9 5RP