

Who can Apply:

Learners can apply for financial help towards certain costs of their course if they are;

- At least 19 years of age on 31st August 2009 (20 years of age on 31st August 2009 for childcare costs)
- In receipt of a means tested benefit, or the unwaged dependent of someone in receipt of means tested benefit (please see guidance notes)
- Enrolled on FE qualification course

How to Apply

- Discuss your needs and the course requirements with your Tutor.
- Complete this form – please ask your Tutor or Learning Support Co-ordinator to help if you need assistance.
- Return this form to the Senior Data Clerk, Adult & Community Learning, Buckland House, Park Five, Sowton, Exeter EX2 7ND with a copy of your **evidence of benefits**. P.T.O for examples of acceptable evidence.
- We will send you a letter within 10 days of receipt of your application to let you know whether your application has been successful, and if not, the reason why.
- Please note if you do not provide evidence of benefits your application will be returned to you and will not be processed.
- Applications will be processed subject to the limits of the Learner Support Fund.

Personal details	
Title (Ms / Miss / Mrs / Mr)	
Surname / Family Name	
First Name(s)	
Date of Birth	
Address	
Postcode	
Have you lived in the EU/UK for the last 3 years?	Yes / No
Are you an Asylum Seeker or Refugee?	Yes / No

Course Information (from your enrolment form)	
Course Code	
Course Title	
Day	First Date of Attendance:
Venue	
Financial Support Requested	
<input type="checkbox"/> Childcare (Must be Ofsted Registered)	£
<input type="checkbox"/> Course equipment/resources	£
<input type="checkbox"/> Dependant care	£
<input type="checkbox"/> Exam/accreditation fees	£
<input type="checkbox"/> Travel costs* @ 25p per mile	£
if claiming travel costs how far do you travel to get to and from your course?	miles

Please tell us briefly how extra funding will enable you to complete your course

Learner Declaration
I confirm that the information given on this form is correct. I confirm that I am not receiving any financial support for the costs shown above from any other source and that I intend to complete my course of study, including any associated assessments. I understand that support for travel, care and communications costs will be met only for sessions that are actually attended.
Signature Date

For office use only					
Course details	no of sessions:		glh per session:		session times:
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> Date received: <input type="checkbox"/> Learner meets residency criteria <input type="checkbox"/> Evidence of MTB attached <input type="checkbox"/> Application considered reasonable by Team Leader (course equipment/resources) <input type="checkbox"/> Application considered by Access & Appeals Panel (if applicable) <input type="checkbox"/> Application approved – amount granted £ <div style="text-align: right; margin-right: 20px;">£ £ £</div> </div> <div style="width: 48%;"> <input type="checkbox"/> Application returned – more details required <input type="checkbox"/> Application rejected – reason: <input type="checkbox"/> Letter sent – Date: </div> </div>					
Evidence received (childcare - include Ofsted registration)			Funds reimbursed to Learner		
Date	Ref	£	Date	Chq	£
Date	Ref	£	Date	Chq	£
Date	Ref	£	Date	Chq	£
Date	Ref	£	Date	Chq	£
Date	Ref	£	Date	Chq	£
Date	Ref	£	Date	Chq	£
Date	Ref	£	Date	Chq	£
Total		£	Total		£

Eligible Benefits:	Evidence Requirements:
Council Tax Benefit/ Housing Benefit	Letter from Council confirming receipt of Council Tax Benefit or Housing Benefit that is valid on date of enrolment OR annual Council Tax Statement.
Income Support	Letter from Benefits Agency/ Department of Work and Pensions/ Inland Revenue confirming valid receipt of Income support on date of enrolment.
Unemployed people in receipt of Job Seeker's Allowance (Income Based and Contribution Based)	Document confirming receipt of JSA that is valid on date of enrolment OR Letter from DWP/Inland Revenue confirming benefit and date. Only for courses of no more than 16 GLH per week
Unwaged Dependant of those Listed above	Documents supporting Income Based Benefit (Means Tested Benefit), which include a named dependant, i.e. husband, wife, co-habiting partner or child, of the person in receipt of the benefit. OR Documents supporting Income Based Benefit AND evidence of co-residence i.e. council tax statement/ driving licence AND evidence that the unwaged dependant is unwaged; P60/ Benefit book etc.
Asylum Seekers in receipt of the equivalent of Income Tested Benefit, and their dependants	Evidence from the Home Office confirming Asylum Seeker Status E.g. Application Registration Card (ARC) AND A copy of a person's post office receipt of the equivalent of Income Tested Benefit, which must have been issued in the same month that the learner enrolls. *N.B Asylum seekers must produce new evidence every time the person enrolls onto a new course
A learner, or their partner, who is in receipt of Working Tax Credit (WTC) And who has a Income of Less than £15, 276	Full Award Notice from Inland Revenue that is valid on the date of enrolment must be provided. Section 1 - states the nature and amount of the award Section 2 – will state the household income
A learner who is in receipt of Pension Credit, Guaranteed Credit element only	Pension Credit Full Award Notice, 'How your award has been worked out'. The amount of each element of the award will be shown under "Your Pension Credit" (Any other paperwork is not acceptable)
Income Related Employment and Support Allowance (ESA)	Document confirming receipt of ESA that is valid on the date of enrolment OR Letter from DWP/Inland Revenue confirming benefit and date.

**LEARNER SUPPORT FUNDS 2009/10
(GUIDANCE NOTES)****Support Available – Request is reasonable if following are met:****1. Childcare costs:**

- £5 per course hour per child up to a maximum of £500 per learner in an academic year (1st August – 31st July). Additional ½ hours maximum is available to enable travel to/from class.
- No money will be paid if you do not attend a class.
- Receipts for the childcare costs must be sent in every month.
- Childcare must be a registered provider with Ofsted.
- Learner must be aged 20 or over.

2. Course equipment / Resources:

You can claim for:

- Special items which you **must** have for your course e.g. a textbook up to a maximum of £30 in an academic year (1st August – 31st July).
- Specialist equipment, e.g. big print dictionary, up to a maximum amount of £3 x total course hours. This will remain the property of Devon County Council and must be returned to DCC at the end of the course unless agreed otherwise in writing.

You cannot claim for pens, paper, notepads, quality paper and pencils for art classes.
Discretion of Team Leaders regarding appropriate equipment.

3. Carer costs:

To help pay for a carer to look after your dependent relative while you are at your class.

- £5 per hour up to a maximum of £500 per learner in an academic year (1st August – 31st July).
- Additional ½ hours maximum is available to enable travel to/from class.
- No money will be paid if you do not attend a class.
- Receipts for the carer costs must be sent in every month.

4. Accreditation/Examination Fees:

- Full repayment if the examination costs are £20 or less.
- Three-quarters (75%) if the costs are more than £20.
- No money will be paid out until you have taken the assessment.

5. Transport costs:

- 25p per mile up to a maximum of £250 for the academic year (1st August – 31st July).
- Round trip must be at least 10 miles.
- No money will be paid if you do not attend a class.
- Receipts