



Leading learning and skills

## D0036 FEE CONCESSIONS Application Form 2009-10



| Enrolment Information |                        |
|-----------------------|------------------------|
| Enrolment Date :      | Course Code:           |
| First Name:           | Surname / Family Name: |
| Post code:            | Date of Birth:         |

| Concession Types: Please ✓ relevant box (evidence of benefits must confirm receipt of benefit at start of course) |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Aged 16 - 18 years   | <input type="checkbox"/> Aged 60+ |

| Eligible Benefits:  | Evidence Requirements:   |
|---|--|
| <input type="checkbox"/> <b>Council Tax Benefit/ Housing Benefit</b>  | Letter from Council confirming receipt of Council Tax Benefit or Housing Benefit that is valid on date of enrolment <b>OR</b> Annual Council Tax Statement.  |
| <input type="checkbox"/> <b>Income Support</b>  | Letter from Benefits Agency/ Department of Work and Pensions/ Inland Revenue confirming valid receipt of Income support on date of enrolment.  |
| <input type="checkbox"/> Unemployed people in receipt of <b>Job Seeker's Allowance</b> (Income Based and Contribution Based)  | Document confirming receipt of <b>JSA</b> that is valid on date of enrolment <b>OR</b> Letter from DWP/Inland Revenue confirming benefit and date. <b>Only for courses of no more than 16 GLH per week</b>   |
| <input type="checkbox"/> <b>Unwaged Dependant</b> of those Listed above   | Documents supporting 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.<br><b>OR</b><br>Documents supporting Means Tested Benefit <b>AND</b> evidence of co-residence i.e. council tax statement/ driving licence <b>AND</b> evidence that the unwaged dependant is unwaged; P60/ Benefit book etc. |
| <input type="checkbox"/> <b>Asylum Seekers</b> 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) <b>AND</b> 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.<br>*N.B Asylum seekers must produce new evidence every time the person enrolls onto a new course                    |
| <input type="checkbox"/> A learner, or their partner, who is in receipt of <b>Working Tax Credit (WTC)</b> <b>AND</b> who has a Income of <b>Less than £15, 276</b> | Full Award Notice from Inland Revenue that is valid on the date of enrolment <b>must</b> be provided.<br><b>Section 1</b> - states the nature and amount of the award<br><b>Section 2</b> – will state the household income)   |
| <input type="checkbox"/> A learner who is in receipt of <b>Pension Credit, Guaranteed Credit</b> 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"  |
| <input type="checkbox"/> Income Related <b>Employment and Support Allowance (ESA)</b>   | Document confirming receipt of <b>ESA</b> that is valid on the date of enrolment <b>OR</b> Letter from DWP/Inland Revenue confirming benefit and date.   |

| For office use only                  |                                     |
|--------------------------------------|-------------------------------------|
| Type of evidence provided:           | Date:                               |
| Original award notice seen: Yes / No | Copy of evidence attached: Yes / No |
| Centre Name: Cullompton ACL          | Centre Signature:                   |

D0036 - Fee Concession form - Learner Responsive Model

**NB** Please Note if printed this may not be the most up to date version of the document

**Version Date** 26/08/2009