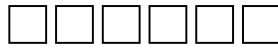




Leading learning and skills



D0036 FEE CONCESSIONS Application Form 2009-10

This form must be completed by all learners who are claiming a fee concession. The completed form should either be posted with a copy of the evidence attached, or taken into your local Centre. Further information and types of evidence is shown overleaf.

Enrolment Information

Enrolment Date:

Course Code:

Learner Information

First Name:

Surname / Family Name:

Post code:

Date of Birth:

Concession Type

Below is a list of benefits for which a concession **may** be given. Please ✓ relevant box.

- | | |
|--|--|
| <input type="checkbox"/> 16 – 18 year old | <input type="checkbox"/> Council Tax Benefit* |
| <input type="checkbox"/> 60 + years | <input type="checkbox"/> Income support* |
| <input type="checkbox"/> Asylum seeker in receipt of equivalent of income based benefit* | <input type="checkbox"/> Unemployed in receipt of Jobseeker's Allowance (income based or contribution based)* |
| <input type="checkbox"/> Working Tax Credit with Household Income below £15,276 ¹ | <input type="checkbox"/> Pensions Guarantee Credit ¹ |
| <input type="checkbox"/> Housing Benefit* | <input type="checkbox"/> Income related Employment and Support Allowance (ESA) – new allowance from 27 Oct 08* |
| <input type="checkbox"/> Unwaged dependant of concession marked * | |

¹ The original Award Notice must be seen by Devon ACL staff, who will take a copy.

The Data Protection Act statement on your enrolment form applies to the information supplied on this form.

For office use only

Type of evidence provided:
(please note evidence of benefits must confirm receipt of benefit at start of course)

Original award notice seen: Yes / No

Copy of evidence attached: Yes / No

Centre Name:

Centre Signature:

Date:

'Concessions* Detail Table'

Learners who are 16 and over and in receipt of **MTB** may be eligible to claim concession.

Evidence must be produced and valid on enrolment of the course, in **all instances originals** of documents must be produced

No photocopies will be accepted.

Once produced MTB evidence is valid for the **whole academic year****

* Concessions are only available to those learners who meet the LSC Eligibility Criteria

* * Devon ACL's academic year runs from 1st August to the 31st July in Line with LSC Guidance.

NB Please note, some concessions may be subject to change, in line with LSC Guidance

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) Only for courses of no more than 16 GLH per week	Document confirming receipt of JSA that is valid on date of enrolment OR Letter from DWP/Inland Revenue confirming benefit and date.
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 (Any other paperwork is not acceptable)
A learner who is in receipt of Pension Credit, Guaranteed Credit element only (Learners on Savings Credit are not eligible for support)	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 Letter from DWP/Inland Revenue confirming benefit and date.

Please note evidence of benefits must confirm that the learner is in receipt of benefit on the date the course commences.

D0036 - Fee Concession form - Learner Responsive Model only 2008-09

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

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