

## D0035 HARDSHIP FUND APPLICATION 2009-10

### 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 31<sup>st</sup> August 2009
- Not on any form of Income Based Benefit
- ALDD Learners (Should this be ILLS0 / In receipt of Incapacity Benefit)
- Have a Household Income under £15, 276
- Enrolled on ALR or ER course

### How to Apply

- Complete this form – please ask your Tutor or Learning Support Co-ordinator to help if you need assistance.
- Return this form to your local centre **evidence**. Please see guidance notes.
- We will send you a letter within 5 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 Hardship Fund.

Personal details	Course Information (from your enrolment form)
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 Code Course Title Day Venue First Date of Attendance

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:	end date:
<input type="checkbox"/> Date received:				
<input type="checkbox"/> Learner meets residency criteria				
<input type="checkbox"/> Satisfactory evidence attached				
<input type="checkbox"/> Application considered by Access & Appeals Panel (if applicable)				
<input type="checkbox"/> Application approved – amount granted    £		£		
		£		
		£		
		£		
<input type="checkbox"/> Application rejected – reason:				
<input type="checkbox"/> Letter sent – Date:				

## Hardship Fund 2009 - 10 Guidance Notes

### Support Available

#### Tuition Fees

- Half (50%) of the Tuition Costs

(Note: Examination Fees, Administration Fees, together with the cost of materials are not included in this discount)

### Evidence Requirements

#### **FINANCIAL SUPPORT WITH COURSE FEES\***

Learners who are not on any form of Income Based Benefit may apply for Financial Support with Course Fees (DACL Hardship Fund) under the following circumstances

Evidence **MUST** be current and valid.

ALDD Learners/ Learners on Incapacity Benefit and on the following course types can apply for a concessionary rate. <b>A / E</b>	<b>Evidence:</b> Current Statement of Incapacity Benefit  <b>Entitlement:</b> Learners may receive 50% off Tuition Fees**	
Leaner With Household Income Under £15, 276 And on <b>A / E</b>	<b>Evidence:</b>	
	<b>Source of Income</b>	<b>Documentary Evidence Required</b>
	<i>Gross Earnings from paid work</i>	P60, or month 12 payslip, or 3 consecutive months payslips
	<i>Net Profit from self employment</i>	Business Accounts, Inland Revenue Tax Return
	<i>Income Support</i>	Letter from Benefits Agency/DWP/Inland Revenue confirming receipt of Income Support (including amount).
	<i>Income-based Jobseeker's Allowance</i>	Letter from Benefits Agency/DWP/Inland Revenue confirming receipt of Income Based Jobseeker's Allowance (including amount).
	<i>Pension Credit (Savings Credit)</i>	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".
	<i>Pension (State or Private)</i>	Official documents confirming receipt of pension, e.g. annual statement.
	<i>Social Security Benefits</i>	Documents from Benefits Agency/DWP/Inland Revenue confirming receipt of Benefits / Jobseeker's Allowance.
	<i>Unearned Income</i>	Official documentation confirming type and amount of income received, e.g. savings/investments interest statement, letter from Benefits Agency, pensions statement, etc
<b>Entitlement:</b> Learners may receive 50% off Tuition Fees**		

\*Please note, applications will be subject to the limits of the Fund and will be considered by the Systems Administrator who will decide on any awards made. Please note: this support cannot be used in conjunction with any other concessions or discounts offered by Devon Adult & Community Learning.

\*\* Unless other wise stated concessions apply **ONLY** to the **Tuition Fee Element** of the total course fee; individuals will be expected to pay the administration fee unless a discount applies. Learners will also be expected to pay for examination fees and costs of material where applicable.