



For College use only:	
Student ID::	
Student Name:	
Date received:	

**DISCRETIONARY LEARNER SUPPORT FUND
APPLICATION FORM FOR STUDENTS**

**Please do not submit this form without either P60 for the last tax year
OR last three bank statements**

SECTION 1 – STUDENT PERSONAL DETAILS (PLEASE USE CAPITAL LETTERS)	
Full Name:	Student Id: (if known)
Address:	Date of Birth:
Post Code:	Age: (on 31 st August)
Home tel number:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Mobile tel number:	Nationality:
Email:	
Residential Status:	
<input type="checkbox"/> British citizen <input type="checkbox"/> EU/EEA citizen <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Refugee/Leave to remain <input type="checkbox"/> Humanitarian protection	
If not a British citizen, Passport/ID number:	
Who do you live with?	
<input type="checkbox"/> Parent(s)/guardian(s)/carer(s) <input type="checkbox"/> Partner/Spouse <input type="checkbox"/> Alone/Independently <input type="checkbox"/> Other (Please give details)	
Name(s) of parent(s), guardian(s) or carer(s) <i>(for income purposes)</i>	1.
	2.
If you live with your partner, please provide their name	3.

SECTION 2 – FUNDING HELP REQUIRED (Please tick)	
<i>Please read the guidance notes on the back of this form to help you understand what you may be entitled to:-</i>	
Childcare <input type="checkbox"/>	Travel <input type="checkbox"/>
Essential Equipment <input type="checkbox"/>	Essential Books <input type="checkbox"/>
	Essential Trips <input type="checkbox"/>
Tuition Fees (25% only) <input type="checkbox"/>	Exam/Registration Fees <input type="checkbox"/>

SECTION 3 – COURSE DETAILS

Course title & level:

Start date:

End date:

Were you here last year?

Yes No

If this is your 2nd year, did you receive DLSF last year?

Yes No

SECTION 4 – YOUR HOUSEHOLD INCOME

Please complete this section if the person(s) names in Section 1 are **EMPLOYED OR SELF-EMPLOYED**

	Person 1	Person 2	Person 3
Salary – Annual / Month / Week (please circle) <i>Evidence required: P60 for the last tax year OR last three months' Bank Statements per person</i>			
Other Income – (including Self Employment) <i>(Please state)</i> <i>Evidence required: Any supporting paperwork</i>			
Total earned income	£	£	£

Please complete this section if any of the person(s) named in Section 1 are in receipt of **INCOME BASED BENEFITS**

	PERSON 1	PERSON 2	PERSON 3
Income Support <i>Evidence required: Entitlement/Award dated in the last 3 months</i>			
Job Seekers Allowance (JSA) <i>Evidence required: Entitlement/Award dated in the last 3 months</i>			
Incapacity Benefit <i>Evidence required: Entitlement/Award dated in the last 3 month</i>			
Employment & Support Allowance <i>Evidence required: Entitlement/Award dated in the last 3 months</i>			
Housing Benefit <i>Evidence required: Entitlement/Award dated in the last 3 months</i>			
Council Tax Benefit <i>Evidence required: Entitlement/Award dated in the last 3 months</i>			
Pension Credits <i>Evidence required: Entitlement/Award dated in the last 3 months</i>			
Child Tax Credits <i>Evidence required: FULL current tax year award pages 1-6</i>			
Working Tax Credits <i>Evidence required: FULL current tax year award pages 1-6</i>			
Other (Please state) <i>Evidence required: Any supporting paperwork</i>			
Total income from Benefits	£	£	£
Total Annual per person	£	£	£
TOTAL ANNUAL HOUSEHOLD INCOME			£

Please note: If your Total Annual Household income exceeds £20,817 you will NOT be eligible for funding through the DLSF. Only evidence about the benefits listed are required: please do not include information about other benefits unless specifically requested.

GUIDANCE NOTES

The College is provided with public funds by the Government, via the SFA (Skills Funding Agency) and the EFA (Education Funding Agency), to help learners with the cost of studying. Discretionary Learner Support (DLSF) is an award primarily used to provide support to learners aged 16 and above who are facing financial difficulty with meeting costs associated with learning.

These funds are managed at the College's own discretion, but in line with the SFA/EFA guidance and requirements. NWK College has a duty to ensure that the funds are awarded fairly and to those students most in need.

Please note that decisions are based solely on proof of household income and no other circumstances will be taken into consideration.

THE SUCCESS OF YOUR APPLICATION DEPENDS ON YOUR INDIVIDUAL CIRCUMSTANCES AND IS NEITHER A GIVEN RIGHT NOR IS IT GUARANTEED REGARDLESS OF WHETHER THE CRITERIA IS MET. ANY AWARD MADE IS SUBJECT TO SATISFACTORY ATTENDANCE, PROGRESSION AND BEHAVIOUR.

SCHEME	TRAVEL	16-19 VULNERABLE STUDENT BURSARY	ESSENTIAL COURSE COSTS
What is it?	16-18 - A subsidised bus pass or rail warrant which enables you to get into and home from College on public transport 19+ - A contribution towards the cost of travel	An amount of money granted to the most vulnerable students; children in care, care leavers; students in receipt of income support in their own name; students receiving both DLA and ESA in their own name.	The Fund will provide essential kit and equipment and books in order for the student to achieve their learning aim. It will also fund essential trips and exam and registration (exam fees for over 19's only).
Who is eligible? To be eligible you MUST meet ALL the criteria	.16-18 years of age .Enrolled on a FULL time FE NWK Course .Not receiving help for travel from any other source (e.g. Local Council) 19+ - Household income is LESS than £20,817 (gross)	.16-18 years of age .Enrolled on a FULL time FE NWK course .In Care or .A Care Leaver or .On Income Support (Independently) or .In receipt of both Employment Support Allowance & Disability Living Allowance	.Enrolled on a FULL time FE NWK course .Household income is LESS than £20,817 (gross)
	You will need to provide evidence of income and/or benefits	You will need to provide evidence to confirm your status and income and/or benefits	You will need to provide evidence of income and/or benefits
How much will I receive?	16 – 18 There is no guarantee but DLSF may cover some or all of the cost of an annual Bus Pass or Rail Warrant. No monetary alternative is available. 19+ A contribution towards costs – will not fully cover	There is no guarantee but DLSF may award up to £1200 per year paid in 10 monthly instalments	There is no guarantee but there are variable levels of support available.
How to apply?	By completing this application form in full and providing any evidence to support your application. All awards are subject to available funds so early submission is recommended.		
You will NOT receive funding if you:-	Have outstanding debts to the College; are an international student; have an income above the level shown; are on a New Deal Programme (except students on the New Deal for Lone Parents); have received charitable funding; are studying for a Work Based Learning (WBL) course; are on an apprenticeship training scheme; are studying a Higher Education (HE) course (Level 4 or above); are on a Learn Direct course; are studying a part-time course or fail to provide documents as requested.		

DECLARATION

Please read this information carefully and only sign it if you understand and fully accept the following terms and conditions:-

- We understand that this fund is discretionary* and NWK College's decision is final
- We have read and understood the Guidance Notes at the back of this information form
- We certify that the information provided on this form is true and correct
- We understand that it is the responsibility of the student to inform the Student Finance Team if they withdraw from the course and that we may be required to return or pay back some, if not all, of the award
- We understand that if the student withdraws from the course before the scheduled end date, we will assume full responsibility for any outstanding costs
- We understand that if attendance levels drop below an acceptable level, that we may lose the award
- We understand that if progression and behaviour at College is not satisfactory, that we may lose the award
- We understand that if the application is not successful, for whatever reason, we will be liable for any outstanding fees relating to the course/travel passes and that it is our responsibility to pay these fees on request
- We understand that even though we may have received financial help in previous years through this or similar funds, this is no guarantee of financial help in the current academic year
- We understand that we must provide **ALL** evidence to support the claim and if, for whatever reason, we fail to do so, the application will **NOT** be processed and we will be liable for all outstanding costs to the College.

Applicant/Student's signature:

Date:

Parent/guardian/carer's signature:

Date:

By signing you have agreed to the above terms and conditions

Data Protection:

The information on this form is required by NWK College to assess your eligibility for financial support. By signing you give your consent to the use of these details by NWK College or third parties that require it for the sole purpose of accessing or recording the information and confirming eligibility.

NWK College will process and hold the application and all information in accordance with the Data Protection Act 1998.

Please either hand in person or send your completed application form (and any documentary proof) to:-

**The Student Services Team
North West Kent College
Oakfield Lane, Dartford, Kent, DA1 2JT**

**discretionary means that any awards are made entirely at the discretion or judgement of the College*

**PLEASE COMPLETE THIS PAGE IF YOU REQUIRE ASSISTANCE WITH
CHILDCARE COSTS**

Who is eligible?	<ul style="list-style-type: none"> • Age 20+ • Enrolled on a FULL time FE course at NWK College • With a household income of LESS than £20,817 • Attendance MUST be over 80% • The Childcare Provider MUST be OFSTED registered
How much will be supported?	<ul style="list-style-type: none"> • DLSF will fund 80% of the cost for UP TO TWO CHILDREN • Funding will only be given for childcare whilst the applicant is in College or on Work Experience
What evidence will be required?	<ul style="list-style-type: none"> • A copy of your timetable • A copy of your contract with your Childcare Provider including evidence of charges

Please give details of your dependent children:

	NAME	SURNAME	AGE	DATE OF BIRTH
Child 1				
Child 2				

Please give details of your actual childcare costs with a REGISTERED Childcare Provider:

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	Hours per day	Cost per day	Hours per day	Cost per day	Hours per day	Cost per Day	Hours per day	Cost per day	Hours per day	Cost per day
Child 1										
Child 2										

Please give details of your Childcare Provider (MUST BE COMPLETED IN FULL)

	NAME OF PROVIDER	ADDRESS OF PROVIDER	TELEPHONE NUMBER OF PROVIDER	REGISTRATION NUMBER OF PROVIDER
Child 1				
Child 2				