**LMC LEARNER SUPPORT FUND**

**FINANCIAL SUPPORT FORM 2021-22**

**If you are aged 16-18 at 31st August 2021 AND you are in receipt of Income Support or Universal Credit in your own right OR you receive DLA or PIP AND UC or ESA OR you are classed as a Looked After Child or Care Leaver, do not complete this form. You need to complete the vulnerable bursary form.**

**If you are an apprentice do not complete this form - contact Student Money on 01524 521469.**

**If you live in Galgate or further south and require only a bus pass, no financial evidence is required; you just need to complete Section 1 and sign the form.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office use only** | **TRAVEL** | **ADDITIONAL COURSE COSTS** | **LUNCHES** | **LSF CHILDCARE**  Yes No N/A |
| Date received | Miles | Art shop credit | \*FSMs | **CARE TO LEARN**  Yes No N/A |
| Date approved | Stagecoach pass | Uniform/PPE | FSMs 4 weekly off-site payments | **HARDSHIP** |
| Yes No |
| Approved by | Galgate/Garstang pass | Kit/Equipment | LSF lunches |  |
| **ADVANCED LEARNER LOAN** | 4 weekly travel | **UNIVERSITY EXPENSES** | LSF 4 weekly off-site payments | **SUNDRIES** |
| **Approved**  Yes No N/A | Ticket refunds | Open days/Interview travel |  | Termly payment |
| Free bus | UCAS fee |  |

1. **YOUR DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student Number: |  | Name: |  | |
| Date of birth: |  | Age in years on 31 August 2021: |  | |
| Home address: |  | Term time address ( if different to home address): |  | |
| Email: |  |  |  | |
| Student’s mobile number: |  | Home telephone: |  | |
| Are you aged 19-25 years AND have an Education Health Care Plan (EHCP)? | Yes No | Are you a Young Carer registered with a Young Carers’ organisation? | | Yes No |
| Are you returning for the 2nd year of your course? | Yes No |  | | |
|  | | | | |
| Course Title & Level | | | | |
| Advanced Learner Loan Customer Reference Number | | | | |

1. **YOUR HOUSEHOLD CIRCUMSTANCES:**

|  |  |  |
| --- | --- | --- |
| STUDENT STATUS | PLEASE TICK |  |
| I live with a parent/guardian |  | How many parents or guardians in the household?  Names of parents or guardians you live with:  1.  2.  How many other children aged under 18 live in the same household? |
| I live with a spouse or partner |  | Name of spouse or partner you live with: |
| I live alone/independently |  |  |
| I live in shared accommodation |  |

1. **YOUR HOUSEHOLD INCOME – needs to be less than £35,000, before tax, including income from any means-tested benefits:**

* If you are aged 16-19, living with a parent or guardian, please complete with the details of those parents and guardians named in Section 2.
* If you are aged over 19 please complete using your details and those of any spouse or partner named in Section 2. If you have no apparent means of income, we might ask for your parent or guardian’s income details if you still live at home with them.
* If you are a Young Carer and registered with a Young Carers’ organization your household income will not be assessed however, we will require a letter from the organization confirming your Young Carer status.

Based on the details provided in Section 2, please complete the employment status of people living in your household with financial responsibility for you and/or who contribute to the household income. **Tick all sources of income that apply to each person and provide evidence of each source.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **3a) Employment** | **Parent/ Guardian 1** | **Parent/ Guardian 2** | **Student aged over 19** | **Spouse or partner living with you** |  |
| Employed and on a means-tested benefit |  |  |  |  |  |
| Employed and not on a means-tested benefit |  |  |  |  |  |
| Self – employed and on a means-tested benefit |  |  |  |  |  |
| Self-employed and not on a means-tested benefit |  |  |  |  |  |
| Unemployed/not working |  |  |  |  |  |
| **3b) Earned Income and Benefits**  \* indicates benefits that qualify for Free School Meals otherwise you will be allocated LSF Funded meals | **Parent/ Guardian 1** | **Parent/ Guardian 2** | **Student aged over 19** | **Spouse or partner living with you** | **Evidence** |
| Universal Credit  (with net earnings not exceeding equivalent of £7400 per annum)\* |  |  |  |  | 3 most recent months of Universal Credit statements – all pages of each statement.  If self-employed provide 3 most recent months of Universal Credit statements PLUS company registration or tax return form PLUS self-declaration form – *available on request.* |
| Income Support\*  Income related ESA\*  Income related JSA\* |  |  |  |  | Award letter (all pages) PLUS 3 most recent months of supporting bank statements to show ongoing claim. |
| Guaranteed element of state Pension Credit\* |  |  |  |  | Award letter (all pages) PLUS 3 most recent months of supporting bank statements to show ongoing claim. |
| Working Tax Credit run-on\* |  |  |  |  | Tax credits award letter for current financial year (all pages). |
| Child Tax Credit (and not entitled to Working Tax Credit) with annual gross income of no more than £16,190\* |  |  |  |  | Tax credits award letter for current financial year (all pages). |
| Support under Part VI of the Immigration and Asylum Act 1999\* |  |  |  |  | ARC Card or Home Office letter dated within last 12 months (all pages) |
| Income from earnings |  |  |  |  | Pay slips for most recent 3 months or tax credit award letter for current financial year (all pages) or P60 or 3 most recent months of Universal Credit statements – all pages of each statement.  If self-employed - tax credits award letter (all pages) or most recent tax return or 3 most recent months of Universal Credit statements PLUS company registration or tax return form PLUS self-declaration form *– available on request.* |
| Housing Benefit  Council Tax Benefit |  |  |  |  | Original award letter (all pages) dated or stamped in last 3 months to show ongoing claim. |
| HC2 Certificate |  |  |  |  | Certificate showing full help with health care costs. |
| Universal Credit |  |  |  |  | 3 most recent months of Universal Credit statements – all pages of each statement. |
| No source of income |  |  |  |  | Please provide details in the box below. |
|  | | | | | |

1. **FINANCIAL NEEDS ASSESSMENT:**

* The details you provide in this assessment will be used to decide what level and type of funding is required.
* If your situation or needs change, during the academic year, you can contact the Student Money Team to review your circumstances and needs.
* Funding type 6 is dependent on any funds remaining after 1-5 have been allocated*.*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.TRAVEL** | What will be your main method of travelling to College? *(please circle your answer)* | | | | |  | **Staff use only**  **Estimated Cost** | |
| get a lift | walk | cycle | drive | bus | College bus |  | **£** | |
|  | | | | | | | | |
| **2. ADDITIONAL COURSE COSTS** | What additional costs does your course have?  *(please circle any that apply)* | | | | |  |  | |
| Uniform/PPE | Kit/equipment | Trips | Books | Art materials | Other |  | *Check items on approved course expenses list* | |
| £ | £ | £ | £ | £ | £ | **£** | |
| **2a)** Do you already have any of the items required? eg if returning to 2nd year or you have been given items. *(please circle your answer)*  Yes No  If yes, what items do you still need to purchase? | | | | | |  |  | |
|  | | | | | | | | |
| **3. MEALS** | Will you require a meal at College? *(please circle your answer)*  Yes No | | | | |  | *\*FSM* | |
|  | | | | | | | | |
| **4. UNIVERSITY EXPENSES** | Please indicate if you intend applying to university or will be attending any university open days or interviews during this academic year?  *(please circle any that apply)* | | | | |  | *Check on L3 course & discuss travel costs* | |
| UCAS application fee | | Open Days | | Interviews | | **£** | |
|  | | | | | | | |  |
| **5. CHILDCARE** | Requiring childcare?  Yes No  Aged 20 or over on 31-8-21 - complete a College childcare form for each childcare provider.  Aged under 20 on 31-8-21 - apply to Care to Learn. | | | | |  |  | |
|  | | | | | | | | |
| **6. TERMLY SUNDRIES CREDIT** | Do you pay your own broadband/internet bills?  *(please circle your answer)*  Yes No  Will you have any other expenses, such as stationery, in order to complete your studies?  *Please state items you expect to need.* | | | | |  | T1 £40 T2 £30 T3 £30  **£** | |
|  | | | | | | | | |
| **Office use only: SUMMARY OF FUNDING APPROVED** | | | | | |  | | |
|  | | | | | | 1 | £ | |
| 2 | £ | |
| 3 |  | |
| 4 | £ | |
| 5 |  | |
| 6 | £ | |
| **Signature of Student Money Team:**  **Date:** | | | | | | **TOTAL** | **£** | |

1. **STUDENT’S BANK DETAILS:** These are required in case we need to make any payments directly to you. For example lunch payments during work placement or any future lockdowns.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bank Name eg Santander |  | | | | | | | |
| Branch Location |  | | | | | | | |
| Account Holder’s Name |  | | | | | | | |
| Sort Code |  |  | **-** |  |  | **-** |  |  |
| Account Number |  |  |  |  |  |  |  |  |
| Roll Number (Required for Building Society accounts) |  | | | | | | | |

1. **STUDENT DECLARATION** (please sign to confirm you have read and understood the declaration):

**I confirm that:**

The information provided on this form is, to the best of my knowledge, correct and true.

I am not on a work-based learning scheme, an apprenticeship, or a higher education course.

I have not applied for help with any general living costs.

I shall inform Student Money, in writing, of any changes to my personal, family or financial circumstances, including change of address and timetable.

I have not applied to any other organisation (e.g. charitable trust) or local authority, for any help that the College might provide me with through the LMC Learner Support Fund.

Lancaster and Morecambe College can process my personal data on this form and my Student Learning Agreement in order to assess my eligibility for the LMC Learner Support Fund.

I shall check my college email account and mobile phone, for messages from Student Money, on a regular basis.

I shall call the Absence Hotline (on 01524 521533) if I am going to be absent.

**I understand that:**

If I leave my course early, the College will ask me to return any money, equipment or travel pass that has been funded through the LMC Learner Support Fund and will not refund any outstanding, approved course expenses.

Good behaviour and an attendance rate of at least 90% must be maintained or support could be withdrawn.

I may be committing a criminal offence if I fail to disclose any information that may affect my application.

I shall need to reapply each academic year, with new evidence, if I want financial support to continue.

Any claims for travel refunds and refunds on additional course costs such as kit and uniform must be submitted before 31st July 2022 otherwise payment cannot be made.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT NAME (please print)** |  | | | | | | | |
| **STUDENT SIGNATURE** |  | | | | | | | |
| **DATE FORM COMPLETED:** |  |  | \_ |  |  | \_ |  |  |

**What happens next:**

1.     Submit your completed form, with the appropriate evidence, to a member of the Student Money Team, in the Hexagon, or email the form with scanned/uploaded documents to studentmoney@lmc.ac.uk.

2.     You will receive a text message or phone call, within 10 days of receipt of your form, to the mobile number stated in section 1, stating what financial support has been approved or if more information is required.

3.     If you are unhappy with the decision made about your application you can appeal, in writing, to Victoria Carter, Engagement Manager, at v.carter@lmc.ac.uk

**Privacy Notice (How we use your personal information)**

As part of the assessment and delivery of financial support we collect your personal details. We will use your information for purposes related to your application for financial support. This information is processed as part of our public interest task of providing education and training.

The College Privacy Notice can be found at https://www.lmc.ac.uk/the-college/college-policies/privacy-statement-cookiepolicy. This outlines why we collect your personal information, the lawful basis for processing your data, how we share your data, how long we keep your personal information, how we transfer your personal information outside of Europe, any automated decisions we take about you and your rights under the General Data Protection Regulation.