**LMC LEARNER SUPPORT FUND**

**FINANCIAL SUPPORT FORM 2022-23**

**If you are an apprentice or studying for an HNC/HND - do not complete this form - contact Student Money on 01524 521332/521469.**

**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.**

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| --- | --- | --- | --- | --- |
| **Office use only:** | Date received: | Date approved: | Approved by: | Miles: |
|  | ADVANCED LEARNER LOAN APPROVED: yes no n/a | | | |

1. **STUDENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number: |  | Name: |  |
| Date of birth: |  | Age in years on 31 August 2022: |  |
| Address (including postcode): |  | Term time address ( if different to home address): |  |
| Contact Email Address: |  | Contact Mobile Number: |  |
|  | | | |
|  | | | PLEASE HIGHLIGHT OR CIRCLE |
| Are you aged 19-24 years AND have an Education Health Care Plan (EHCP)? | | | Yes No |
| Are you returning for the 2nd year of your course? | | | Yes No |
|  | | | |
| Course Title & Level | | | |
| Advanced Learner Loan Customer Reference Number (CRN) | | | |

1. **A) PERSONAL CIRCUMSTANCES – ONLY COMPLETE SECTION 2A IF AGED 16-18 YEARS.**

*IF YOU PUT A X IN ANY ONE OF THE STATEMENTS BELOW GO STRAIGHT TO SECTION 4*

|  |  |  |
| --- | --- | --- |
| STUDENT STATUS | X | EVIDENCE REQUIRED |
| In care or a care leaver. |  | Letter from local authority confirming your current or previous looked-after status including the date when you became a Looked After Child and details of any additional funding to support your time at College e.g. as part of your PEP. |
| \*Aged 16-18 and in receipt of Universal Credit (UC) because you are financially supporting yourself and a dependant, such as a child or partner, who is living with you. |  | UC statements (all pages) for the most recent 3 months with confirmation you are allowed to study PLUS tenancy agreement/utility bills and copy of birth certificate for your child(ren) if applicable. |
| \*Aged 16-18 and in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right AND Universal Credit (UC) or Employment and Support Allowance (ESA) in your own right. |  | DLA or PIP award letter dated within last 3 months (or 3 months bank statements to show ongoing payment) AND UC statements (all pages) for the most recent 3 months with confirmation you are allowed to study or your ESA award letter or ESA evidence on UC statement. |

1. **B) PERSONAL CIRCUMSTANCES**

*IF YOU PUT A X IN EITHER STATEMENT BELOW GO STRAIGHT TO SECTION 4*

|  |  |  |
| --- | --- | --- |
| STUDENT STATUS | X | EVIDENCE REQUIRED |
| Asylum seeker in receipt of support under Part VI of the Immigration and Asylum Act 1999? |  | ARC (both sides of card) or Home Office letter dated within last 12 months (all pages). |
| Young Carer registered with a Young Carers’ organisation. |  | Letter from the organisation confirming you are a young carer. |

1. **HOUSEHOLD INCOME** *PUT AN**X IN ONE OF THE STATEMENTS BELOW*

* If you are aged 16-19, living with a parent or guardian, please complete with the details of those parents and guardians in your household.
* If you are aged over 19 please complete using your details and those of any spouse or partner in your household. 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.

|  |  |  |
| --- | --- | --- |
| HOUSEHOLD INCOME | X | EVIDENCE REQUIRED |
| Household income from earnings, before tax, is £35,000 or less. |  | If you receive Universal Credit (UC) in addition to your earnings, provide UC statements (all pages) for the most recent 3 months.  If you do not receive Universal Credit (UC), provide pay slips for the most recent 3 months or tax credit award letter for the current financial year (all pages) or P60. |
| Self-employed and with household income from earnings, before tax, of £35,000 or less. |  | If you receive Universal Credit (UC) in addition to your earnings from self-employment, provide UC statements (all pages) for the most recent 3 months PLUS company registration or tax return form PLUS self-declaration form (available on request).  If you do not receive Universal Credit provide pay PAYE details for the most recent 3 months or tax return form or statement from accountant or tax credit award letter for the current financial year (all pages) or P60 or pay slips for the most recent 3 months. |
|  | | |
| Universal Credit (with net earnings not exceeding equivalent of £7400 per annum)\*. |  | UC statements (all pages) for the most recent 3 months.  If self-employed - provide UC statements (all pages) for the most recent 3 months 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). |
| Housing Benefit and/or 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. |
| No source of income - Please provide details in the box below. | | |

1. **STUDENT’S BANK DETAILS**

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

1. **WHAT SUPPORT ARE YOU APPLYING FOR?** *(please tick any box)*

|  |  |  |  |
| --- | --- | --- | --- |
| Travel |  | Course expenses (kit, uniform, PPE, trips, etc) |  |
| Lunches |  | UCAS application costs (application fee, travel costs for open day & interviews) |  |
| \*Childcare |  |  | |

*\*You need to complete an additional childcare form for each childcare provider. If you are aged under 20 on 31-8-22 you need to apply to Care to Learn.*

**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 2023 otherwise payment cannot be made.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT NAME** *(please print)* |  | | | | | | | |
| **STUDENT SIGNATURE** |  | | | | | | | |
| **DATE:** |  |  |  |  |  |  |  |  |

**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 be contacted by email, within 10 days of receipt of your form, 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.