

What is the College Support Fund?

- The College Support Fund is a limited fund available to help with the cost of non-accredited course fees only.
- If agreed, these will be paid directly on the student's behalf.
- Applications are limited to a maximum of £100 per academic year across a maximum of 2 courses.
- Priority will be given to applicants who can demonstrate that attendance on the course will improve their wellbeing or lead to employment.

You can apply for College Support Funding if:

- You meet the residence and eligibility criteria for attending a Sutton College course (please contact Customer Enquiry Centre staff or visit www.suttoncollege.ac.uk for more information).

AND

- You are aged 19 years as of 31st August 2023.

AND

- You enrol on a non-accredited course.

Additional information (please read fully before you complete your application form)

- College Support Funding is limited to £100 per learner per academic year across a maximum of two courses and is not guaranteed.
- If your application is successful, the College Support Fund will fund a maximum of 70% of your course tuition fees – **you will need to pay a minimum contribution of 30% of the tuition fee when you enrol.**
- If you are awarded College Support Funding for a Sutton College course, you are not automatically entitled to support for additional courses. Learners may enquire to the Customer Enquiry Centre for more information on their eligibility.
- If you are awarded College Support Funding, you must commit to attending **at least 90%** of your course.
- Learners wishing to continue in the same subject from one year to the next must show progression; funding will not normally be awarded to repeat the same level or same subject.
- If you are awarded College Support Funding and withdraw before the end of the course without good reason, or if you fail to attend regularly, **you will be asked to repay** all of the funding you have received.
- Learners will not be eligible to re-apply if they have previously received funding and withdrawn, or if their attendance dropped much below 90%, unless they can demonstrate valid reasons for this.
- If a learner applies for funding from both the Learner Support Fund and College Support Fund the limit on the maximum of two courses applies.
- If an applicant is denied, applicants may re-submit no sooner than the following term.
- For those who are denied funding and who have paid a 30% contribution, learners must pay the balance of the fee.

PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO LSF@SUTTONCOLLEGE.AC.UK

Please complete all sections of the form in **BLOCK CAPITALS** and **BLUE/BLACK INK**

Please submit a new application form for each course

SECTION 1: PERSONAL DETAILS

TITLE	FIRST NAME	LAST NAME/FAMILY NAME
ADDRESS		
POSTCODE		
TELEPHONE NUMBER	DATE OF BIRTH	
EMAIL ADDRESS		
SUTTON COLLEGE LEARNER ID NUMBER		

SECTION 2: COURSE DETAILS

COURSE CODE	
COURSE TITLE	
COURSE START DATE	COURSE END DATE

SECTION 3: FUNDING REQUESTED

Learners may apply for a maximum of £100 from across a maximum of 2 courses per academic year.

COURSE FEE	AMOUNT CLAIMED
£	£

SECTION 4: EVIDENCE OF SITUATION

Please indicate what evidence you are submitting to support your application:

- Proof of means-tested benefit
- Payslip (dated within the last 3 months)
- Self-assessment / tax return
- Employment contract
- Other (please specify) _____

SECTION 5: ADDITIONAL INFORMATION

Explain in the box below why you wish to take the course and why you require financial support, including how you feel the course will be beneficial to your mental wellbeing.

Your application will be automatically rejected if this box is not completed.

SECTION 6: DECLARATION BY APPLICANT

- I understand that my application does not mean that I will automatically get help from the College Support Fund, even if I am eligible.
- I understand that, following an assessment of my application, it may be rejected if I do not meet the criteria, there is a lack of income evidence produced, or if there is insufficient funds.
- I understand that, if my application for help with tuition fees is approved, the College Support Fund will pay a maximum of 70% of my course fee and I will need to pay a minimum 30% contribution when I enrol for the course named on this form.
- If my application is rejected I will be asked to pay the balance of the full cost of my Sutton College course, if I have paid a 30% contribution and I will be notified of the reasons for rejection.
- If I fail to attend at least 90% of the course, or if I leave my course (without good reason) I will pay back any money that College Support Fund has paid toward my course fees.
- I have read and understood the Guidance Notes on the front of this form.
- The details that I have provided on this form are true and I will inform Sutton College if my circumstances change.

I UNDERSTAND AND AGREE TO THE STATEMENTS ABOVE:

LEARNER SIGNATURE _____

DATE _____

PLEASE RETURN YOUR FORM TO THE CUSTOMER ENQUIRY CENTRE OR EMAIL TO LSF@SUTTONCOLLEGE.AC.UK

SECTION 7: OFFICE USE ONLY

I confirm that I have:

- **Checked and verified the learner's proof of eligibility for College Support Fund.**
- **Checked that the learner has completed all sections of the application form.**
- **Checked that the learner has provided copies of all evidence required.**

STAFF INITIALS:

EVIDENCE SEEN:

DATE:

Learner has paid minimum 30% contribution

CONTRIBUTION PAID: £

Approved by:	Entered on LSF Spreadsheet:	Payment entered on UNIT-e	Student Periodic updated: