

What is the Learner Support Fund?

- The Learner Support Fund is a limited fund available to learners who may have difficulties completing their course because they cannot afford all the costs involved.
- Learner Support Funding is not guaranteed.
- The Learner Support Fund is offered to learners that are on a low household income or in receipt of a means-tested state benefit.
- The amount of funding offered and the eligibility criteria may vary during the academic year or Term in which your course is running. You may not receive all of the funding you request.
- Funding is available to help with the cost of Sutton College course **tuition fees, exam fees, essential books, course materials/memberships, childcare and travel costs (where reasonable)**. Stationery costs are not included.
- Please read the information on this sheet carefully. If you still have queries about your eligibility then please contact a member of the Sutton College Customer Enquiry Centre staff by telephone on **0208 2894700** or email LSF@suttoncollege.ac.uk

You can apply for Learner Support Funding if:

- You meet the residency 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 course that leads to a qualification or employment opportunity.
- AND**
- Your household income is less than **£30,000 per year (gross)** or receive a means-tested benefit. Evidence **MUST** be provided.

Please note you are not eligible if you are paying the Non-Funded fee for your course.

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

GENERAL

- Learner Support Funding is limited to £500 per learner per Academic Year and is not guaranteed.
- If you receive a means-tested state benefit you must inform the Department for Work and Pensions (DWP) that you are receiving Learner Support Funds to support your learning.
- If you are applying because you are receiving a low income, you must provide evidence of income in the form of P60, current payslips, tax returns or proof of other means-tested benefits.
- Applications will not be accepted without receipt of this proof.
- If your application is successful, the Learner 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 (if applicable) when you enrol.**
- If you are awarded Learner 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.

- Funding will not normally be allowed for exam retakes.
- Learners wishing to continue 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.
- Learners must sit/undertake the exam/accreditation for their course. Failure to do so will result in no more funding being granted.
- If you are submitting a claim for materials, membership, travel etc. that require reimbursement to you then you **MUST** attach a bank statement in addition to your evidence of low income.

ATTENDANCE & COMMITMENT

- If you are awarded Learner Support Funding, you must commit to attending **at least 90%** of your course.
- If you experience difficulty in studying, or are considering leaving your course, please speak to your tutor or Customer Enquiry Centre staff as soon as possible so we may try to help you.
- If you are awarded Learner 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 has unavoidable reasons for withdrawing they must contact the Learner Support Fund department to explain and provide reasons/proof in writing.

MATERIALS

- Reimbursement is only made on the production of valid receipts.
- Reimbursement is always made retrospectively, and payments are not made in advance.
- Materials claims can be for essential books, course materials, kits and other approved items deemed necessary for completion of the course. Stationery items (e.g. pens, pencils, notepads, binders, printing etc.) are not included. Do not purchase items without prior approval from the College.
- Sutton College shall have the right to request the return of certain materials and equipment (e.g. kits) at the end of the course.
- Sutton College reserves the right to keep a learner's work for display and marketing purposes where the learner has not been charged course expense fees for the materials.

TRAVEL

- Assistance may be considered toward the cost of travel, where reasonable, provided the learner cannot study the same course nearer to home.
- Receipts, tickets or proof of travel must be provided.
- Travel costs will only be paid on days on which the learner attends College.

CHILDCARE (Please see the Childcare Application form for full details)

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

**LEARNER SUPPORT FUND
2023/24
APPLICATION FORM**

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

Please submit a new application form for each course

How we will use your information in accordance with the General Data Protection Regulation:

- The Learner Support Fund is part of the allocation Sutton College receives from the Education and Skills Funding Agency and the GLA Adult Education Budget to support learners on accredited courses.
- Your application form and financial documents will be stored electronically to substantiate our claim to the ESFA and GLA and will be retained for 7 years in accordance with Sutton College's Data Protection policy.
- All information provided is confidential and all paper copies of forms and evidence will be destroyed once processed.
- The ESFA and Sutton College privacy notices can be found at www.suttoncollege.ac.uk.

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: ASSISTANCE REQUIRED

Please indicate what you are applying for Learner Support Funding toward:

- Tuition fees:** Learners applying for assistance with tuition fees must pay a minimum contribution of 30% of the course fee and must supply evidence of low household income.
- Exam fees**
- Course materials/memberships:** receipts must be submitted at time of application.
- Childcare:** Please complete a separate Learner Support Fund Childcare application form and provide details of your children and OFSTED-registered childcare provider.
- Travel costs (where reasonable):** tickets must be submitted.

ITEM	AMOUNT CLAIMED
TUITION FEES: Learners must pay a minimum 30% contribution.	£
EXAM FEES	£
CHILDCARE: You will need to complete an additional Childcare Application form.	£
COURSE MATERIALS/EXPENSES	£
TRAVEL: Estimate of total travel costs for duration of course.	£
TOTAL 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**
- Bank statement** (for use with reimbursement claims only. You **MUST** submit other evidence in addition to your bank statement. You **MUST** submit a bank statement for reimbursement of materials/travel.)
- 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 your plans to obtain future employment or education.

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 Learner 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 Learner Support Fund will pay a maximum of 70% of my course fee and exam 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 Learner Support Fund has paid toward my course fees.
- I have read and understood the Guidance Notes on the front of this form.
- I will inform the Department of Work and Pensions (DWP) that I am receiving Learner Support Funds.
- 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 Learner 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:
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