



## HARDSHIP APPLICATION FORM

This form is for 19+ year old students who would like to apply for financial assistance from the discretionary Learner Support Fund 2009-10.

### Section 1 – Personal Details

First name:		Surname:
Date of Birth:	Age on 31 August 2009:	Gender: Male / Female
Address:		
Email Address:		
Home Telephone:		Mobile:

### Other Personal Information

Please provide information in the box below if you are:

- In care, or have recently left care (learners with learning difficulties and/or disabilities up to age 25)
- On probation
- Eligible for fee remission because you, or someone you are dependent upon, is receiving means-tested state benefit or tax credit
- Taking your first full level 2 course
- Under 25 and taking your first full level 3 course
- Taking a skills for life programme of study
- A learner with learning difficulties and/or disabilities
- A learner who has recently been made redundant
- Supported through the 6 months unemployed training package

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### Section 2 – Course Details

Course Title:	Course Tutor:
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#### *For office use only:*

Form Received:

Interviewed:

Additional info. requested:

Standard award:

Agreed:

Amount:

Category:

CT Report sent:

Documentation complete:

CT Report returned:

FAP Review Date:

Learner advised:

### Section 3 – Financial Statement

Please tick one of the following statements:

I live with my parent(s)/guardian(s)  I live with my partner/spouse   
 I live independently

Have you applied for an Adult Learning Grant? Yes  No

If yes, was your application successful? Yes  No

*Please complete either 3a OR 3b (not both).  
 If you have applied for a Residential Bursary to help with the cost of accommodation, please ignore 3a and 3b and go to Section 4*

**3a: My application for financial help is based on my or my spouse/partner's receipt of an income-related benefit:**

Income Support  **OR** Income-Based Job Seekers Allowance  **OR**

Housing/Council Tax Benefit  **OR** Working Tax Credit

#### Evidence required

(Please attach photocopies of one type of evidence only from the list below):

Type of Benefit	Evidence Required	Please Tick
Income Support	Letter, current at start of course, showing benefit entitlement	
Income-based Job Seekers Allowance	Letter, current at start of course, showing benefit entitlement – Neither ES40 nor contribution-based JSA is acceptable	
Housing/Council Tax Benefit	Letter addressed to your current address, showing entitlement for the year 2009/10	
Working Tax Credit	Tax Credit Award notice for 2009-2010	

**OR 3b: Is your household income less than £25,000?** Yes  No

- *If you are employed, or are dependant on someone who is, please enclose photocopies of the last 3 month's pay slips with this application form*
- *If you are self-employed, or are dependant on someone who is, please enclose photocopies of the tax return for 2008-09 with this application form*

### Section 4 – What do you need assistance with?

#### 4a – Travel

Please give method of transport. If by car or other motorised vehicle, please supply an AA Route Planner with your application to show mileage from your home to EX9 7BY (Bicton College) and your Vehicle Registration Documents

**4b – Books, stationery, safety boots, overalls**

Please state item(s) that you require assistance with:

	Estimated cost
	£
	£
	£

**4c – Equipment (essential items only, those on your kit list)**

*Please enclose receipts if already purchased*

	Estimated cost
	£
	£
	£

**4d – Please list below other items requested, i.e. request for Childcare (aged 20+), Luncheon Vouchers, Field Trip etc.**

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**Section 5 - Declaration**

This section is to be read and signed by the student:

- ◆ I certify the information I have given in this application is true and accurate
- ◆ It is my responsibility to inform the Funding and Transport Officer if I withdraw from my course. In this case, I understand that I may be required to repay some or all of any award made
- ◆ I understand that if my attendance level or progress drops below a satisfactory standard, my award may be stopped
- ◆ I give my consent for relevant information regarding my application to be passed to the Funding Awards Panel
- ◆ I agree to my Course Tutor and Personal Tutor having access to the information on this form
- ◆ I have read and understand this declaration

Signature of Applicant:	Date:
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