

LEARNER SUPPORT FUND – 16 to 18 year olds

DOCUMENTS NEEDED 2020-2021

IMPORTANT NOTES

This document is for students who are on a further education course at Bradford College. It is NOT for students who are attending Bradford College as part of their apprenticeship, students who are on community/leisure, on full cost or Higher Education (ie HNCs or degrees) courses.

How to use this document:

- 1 – Look for **the heading** that best describes your situation.
- 2 – The *headings in italics* give you the income options. Pick which one you fall into.
- 3 – The documents needed are given below these headings.

All pages of the documents we ask for must be provided.

All documents should be sent electronically to studentfunding@bradfordcollege.ac.uk. They should all have your name and College ID number written on them. The title of the email should have your College ID number – LSF Evidence as the title.

If you are unable to do this you will need to post a photocopy of the documents needed to:
FE Student Finance, David Hockney Building, Bradford College,
Great Horton Road, BRADFORD BD7 1AY

All documents will be quarantined on arrival, there will be a delay of up to 3 working days in dealing with documents sent by post. All documents must have your name and College ID number written on them. The Student Finance Team/College take no responsibility for lost documents.

If you provide documents that do not name you on them or where the address is different to the one recorded on College systems, you will need to bring in evidence of your relationship to the person named on the document, eg your birth certificate.

For those on Universal Credit, paper documents are not provided. Documents can be downloaded from the claimant's journal/on-line portal and forwarded to Student Finance Team. Anyone having difficulty with this, needs to contact the Jobcentre.

Universal Credit Income - When Universal Credit assess income they assess net income (ie after tax, national insurance and superannuation has been deducted). The Learner Support Fund income threshold is £25,000 gross (ie before tax, national insurance and superannuation has been deducted). If tax, national insurance and superannuation is taken off £25,000, the net threshold for the Learner Support Fund is £19,920 (or £1660 per month).

We will need to check bank details provided are correct. Please provide a copy of your bank statement/letter or bank card (clearly showing your name and account details), this is in addition to the other documents.

If your circumstances are not covered in this document, please contact FE Student Finance by email asking them to call you.

I live with my parent(s) or guardian(s)

They receive Child Tax Credits for me

One of the following documents:

- Your parent(s)' or guardian(s)' 2020-2021 Working or Child Tax Credit Notification.
- Your parent(s)' or guardian(s)' 2019-2020 Working or Child Tax Credit Annual Review for the year ending April 2020 (this must have a black line across the middle we cannot accept the ones with a red line).

They are asylum seekers, we are all supported through the National Asylum Support Service

You need to provide 3 things:

1. Your parent(s)' or guardian(s)' ASPEN card.
2. A recent receipt showing they have used the ASPEN card in the last week.
3. Home Office paperwork that shows all of your family members.

They are in receipt of Universal Credit

Please provide 3 Universal Credit monthly assessments. If they do not have 3 assessments please email studentfunding@bradfordcollege.ac.uk and ask them to call you.

These must:

- Be consecutive.
- Be the most recent received.
- Show the calculations used to decide what payments will be received and any income earned.
- Have the name of the claimant on the assessment (if the assessments you provide don't have a name on them you will be asked to provide additional documents).

Universal Credit assessments are available through the on-line portal and should be downloaded and either forwarded to us or printed. If your parent(s)/guardian(s) are having difficulty with this, please contact the Jobcentre.

We are EEA citizens who have been in the UK for less than 6 months so my parent(s)/guardian(s) are unable to claim Child Tax Credits for me

You need to provide 3 sets of information:

1. Proof of income for the parent(s)/guardian(s) you live with. This includes any of the following:
 - Wage slips covering the 4 weeks immediately before applying.
 - If these cannot be provided we will accept a letter from their employer confirming their annual wage OR their employment contract.
 - Up-to-date benefit letter.
2. Up-to-date bank statement for ALL accounts held by the parent(s)/guardian(s) you live with and their partner (if they have one living with them) – this includes savings accounts.
3. Evidence that the income provided is for people looking after you financially.

I support myself, or myself and my child(ren), financially

I am in receipt of Income Support

There are 2 things you need to provide:

1. Your Income Support Award letter. This must be:
 - In your name.
 - Dated within the last month.This must NOT state that you are not allowed to be in education.
2. Evidence that you are supporting yourself financially – for example:
 - A tenancy agreement in your name.
 - A child benefit letter showing you receive child benefit.
 - A Child Tax Credit Notification showing you receive child tax credits for your child.
 - Two recent utility bills in your name (this excludes mobile phone bills).

I am in receipt of Universal Credit

You need to provide 2 things

1. Your Universal Credit assessment showing how your benefit was calculated. This must be:
 - In your name.
 - Dated within the last month.
2. If your Universal Credit assessment does NOT have the Housing Element on it you will need to provide evidence that you are supporting yourself financially – for example:
 - A tenancy agreement in your name.
 - A child benefit letter showing you receive child benefit.
 - Two recent utility bills in your name (this excludes mobile phone bills).This must NOT state that you are not allowed to be in education.

I am working and earn £25,000 (gross) or less

There are 2 things you need to provide:

1. One of the following:
 - Wage slips covering the 4 weeks immediately before applying.
 - If these cannot be provided we will accept a letter from your employer confirming your annual wage OR your employment contract.
2. Evidence that you are supporting yourself financially – for example:
 - A tenancy agreement in your name.
 - A child benefit letter showing you receive child benefit.
 - Two recent utility bills in your name (this excludes mobile phone bills).
 - Evidence that you contribute to household bills if you are still living at home.

I receive Disability Living Allowance or Personal Independence Payments in my own right AND I also receive Employment Support Allowance or Universal Credit in my own right

There are 2 things you need to provide:

1. One of the following documents:
 - Your Disability Living Allowance award letter for the current year.
 - Your Personal Independence Payment award letter for the current year.
2. One of the following documents:
 - Your Employment Support Allowance Award letter for the current year.
 - Your most recent Universal Credit assessment. This should show your Universal Credit calculations.

I have been in Social Services care and am now classed as a care leaver

Written confirmation from the local authority that provides your leaving care services. This can be either a letter or email, but it must clearly be from the local authority. A standard form for your Social Worker to complete is available on request, please email student funding@bradfordcollege.ac.uk.

You will be a care leaver if you have previously been a looked after child for a period of 13 weeks. This period must have started after you were 14 and ended after the age of 16.

Under the Children Act 1989 I am classed as a “looked after child”

Written confirmation from the local authority that looks after you (usually your Social Worker) that you are a “looked after child” under the Children Act 1989. This can be either a letter or email, but it must clearly be from the local authority. A standard form for your Social Worker to complete is available on request, please email student funding@bradfordcollege.ac.uk.

I am an Unaccompanied Asylum Seeker in the Care of Social Services

Written confirmation from the local authority that looks after you (usually your Social Worker) that you are an Unaccompanied Asylum Seeker in the care of the local authority. This can be either a letter or email, but it must clearly be from the local authority. A standard form for your Social Worker to complete is available on request, please email student funding@bradfordcollege.ac.uk.

I live with a partner who supports me financially

My partner claims income related benefits for both of us

An income related benefit is one where your household income has been assessed in order to get the benefit. Some benefits such as Personal Independence Payments and Contribution Based Job Seekers Allowance are given because you meet other criteria.

You need to provide:

- A benefits award letter dated within the last 3 months (you should be named on this or it should be obvious that the claim is for 2 people).

My partner receives support through the National Asylum Support Service for both of us

You need to provide 4 things:

1. Your partner's ASPEN card.
2. A recent receipt showing they have used the ASPEN card in the last week.
3. Your ARC card.
4. Evidence that you are living together as a couple.

My partner and I receive Working or Child Tax Credits

One of the following documents:

- Your 2020-2021 Working or Child Tax Credit Notification.
- Your 2019-2020 Working or Child Tax Credit Annual Review for the year ending April 2020 (this must have a black line across the middle we cannot accept the ones with a red line).

Whichever document you provide it must:

- Have you named on it as well as your partner.
- Show you had a household income of less than £25,000 (gross) OR were in receipt of an income related benefit.

My partner receives Universal Credit

You need to provide 2 things:

1. 3 Universal Credit monthly assessments. If your partner does not have 3 assessments please email studentfunding@bradfordcollege.ac.uk and ask them to call you.

These must:

- Be consecutive.
- Be the most recent received.
- Show the calculations used to decide what payments will be received and any income earned.
- Have the name of the claimant on the assessment (if the assessments you provide don't have a name on them you will be asked to provide additional documents).

Universal Credit assessments are available through the on-line portal and should be downloaded and either forwarded to us or printed. If your partner is having difficulty with this, please contact the Jobcentre.

2. Evidence that you are living with your partner. If you are named on the Universal Credit assessment, this is not needed.

My partner and/or I are working, we earn less than £25,000 per annum (gross) but do not receive Working Tax Credits or Universal Credit

There are 2 things you need to provide:

1. One of the following (for your partner and/or you – depending on who is working):
 - Wage slips covering the 4 weeks immediately before applying.
 - If these cannot be provided we will accept a letter from their employer confirming their annual wage OR their employment contract.
2. Evidence that you are living with your partner and are supporting yourself financially – for example:
 - A tenancy agreement in both names.
 - A child benefit letter showing you receive child benefit.
 - Two recent utility bills – one in your name, one in your partner's name (this excludes mobile phone bills).