

LEARNER SUPPORT FUND – Students aged 19+

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 Funding
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).

ADDITIONAL DOCUMENTS ARE REQUIRED IN THE FOLLOWING CIRCUMSTANCES

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.

All students wanting help with CHILDCARE COSTS – there are 3 additional things you need to provide:

1. A fully completed Childcare Support Form for each childcare provider you use.
2. Proof that you are the primary carer for the child/children (eg full birth certificate, child benefit letter or Child Tax Credit notification).
3. A fully complete Timetable Confirmation form.

All students who qualify for the ADVANCED LEARNER LOAN – you need to provide one of the following:

- Advanced Learner Loan Approval letter
- Advanced Learner Loan Summary letter

If your circumstances are not covered in this document, please email studentfunding@bradfordcollege.ac.uk asking for someone to call you.

I do not pay tuition fees because I am on a means tested benefit or a low income

You do not have to provide any documents UNLESS YOU ARE APPLYING FOR CHILDCARE. We will check the evidence you provided at enrolment. If we find you have not paid tuition fees for some other reason, we will be in touch and let you know what to do.

If you want to apply for childcare you will have to provide the relevant income evidence (see below) and the additional childcare documents (shown on page 2).

I or my partner and I are financially independent and have a child/children aged under 16 (18 if the child is in full-time education)

I/We receive 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.
- Show you had a household income of less than £25,000 OR were in receipt of an income related benefit.

I/We are asylum seekers

You need to provide 3 things:

1. Your ASPEN card.
2. A recent receipt showing you have used the ASPEN card in the last week.
3. One of the following:
 - Your ARC card.
 - Home Office paperwork that shows your immigration status.

I/We receive Universal Credit

Please provide one Universal Credit monthly assessment.

This must:

- Be the most recent received.
- Show the calculations used to decide what payments you will receive and any earned income for the period.
- Have you named on it as a claimant (if the assessment you provide does not have a name on you will be asked to bring in additional documents).

I or my partner and I are financially independent but do not have children

I/We receive Working Tax Credits

One of the following documents:

- Your 2020/2021 Working Tax Credit Notification.
- Your 2019/2020 Working 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.
- Show you had a household income of less than £25,000 OR were in receipt of an income related benefit.

I/we are in receipt of Income Based Job Seekers Allowance, Income Support or Income Related Employment Support Allowance

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). It should clearly state which benefit you are receiving.

If your award letter is more than 3 months old (but less than 12 months) we will accept the award letter plus a recent bank statement showing you are still in receipt of the benefit.

I/we receive the Guaranteed Element of Pension Credit

You need to provide your Guaranteed Pension Credit award letter. This must be the most recent (ie no more than 12 months old as these are sent out annually). If you have a partner and both of you receive this we will need either both of your award letters or a joint award letter.

If the award letter is more than 3 months old, you will also need to provide a bank statement showing that the payment is still being received.

I/We receive Universal Credit

Please provide one Universal Credit monthly assessment.

This must:

- Be the most recent received.
- Show the calculations used to decide what payments you will receive and any earnings income for the period.
- Have you named on it as a claimant (if the assessment you provide does not have a name on you will be asked to bring in additional documents).

I/We are asylum seekers

You need to provide 3 things:

1. Your ASPEN card.
2. A recent receipt showing you have used the ASPEN card in the last week.
3. One of the following:
 - Your ARC card.
 - Home Office paperwork that shows your immigration status.

I/we are employed but do not receive Working Tax Credits or Universal Credit

For each person who is employed, one of the following (if a person has more than one job, we need these for each job held):

- Wage slips that cover the previous 4 weeks (eg 1 monthly, 4 weekly or 2 fortnightly).
- If you or your partner have not been working for the full 4 weeks before you apply, we will accept a letter/contract from employers confirming annual salary.

I/we are self-employed but do not receive Working Tax Credits or Universal Credit

For each person who is self-employed, one of the following:

- Most recent audited accounts.
- Most recent official submitted Tax Return.

I/we are employed and self-employed but do not receive Working Tax Credits or Universal Credit

You need to provide 2 things:

1. For each person who is employed, one of the following (if a person has more than one job, we need these for each job held):
 - Wage slips that cover the previous 4 weeks (eg 1 monthly, 4 weekly or 2 fortnightly).
 - If you or your partner have not been working for the full 4 weeks before you apply, we will accept a letter/contract from employers confirming annual salary.
2. For each person who is self-employed one of the following:
 - Most recent audited accounts.
 - Most recent official submitted Tax Return.

I am studying full-time, I am NOT financially independent and depend on my parent(s)/guardian(s)

If you live with a parent/guardian who has a partner who is not your parent/guardian, we would need the income of both your parent/guardian and their partner.

They are employed but do not receive Working Tax Credits

You need to provide one of the following:

- Wage slips that cover the previous 4 weeks (eg 1 monthly, 4 weekly or 2 fortnightly).
- If they have not been working for the full 4 weeks before you apply, we will accept a letter/contract from employers confirming annual salary.

They are self-employed but do not receive Working Tax Credits

For each person who is self-employed, one of the following:

- Most recent audited accounts.
- Most recent official submitted Tax Return.

They are both employed and self-employed but do not receive Working Tax Credits

You need to provide 2 things:

1. For each person who is employed, one of the following (if a person has more than one job, we need these for each job held):
 - Wage slips that cover the previous 4 weeks (eg 1 monthly, 4 weekly or 2 fortnightly).
 - If they have not been working for the full 4 weeks before you apply, we will accept a letter/contract from employers confirming annual salary.
2. For each person who is self-employed one of the following:
3. Most recent audited accounts.
4. Most recent official submitted Tax Return.

They receive Universal Credit

Please provide one Universal Credit monthly assessment for your parent(s)/guardian(s).

This must:

- Be the most recent received.
- Show the calculations used to decide what payments will be received and show any income earned in the period.

They receive Working and/or Child Tax Credits

One of the following documents:

- 2020/2021 Working or Child Tax Credit Notification.
- 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 in receipt of Income Based Job Seekers Allowance, Income Support or Income Related Employment Support Allowance

A benefits award letter dated within the last 3 months. It should clearly state which benefit they are receiving.

If the award letter is more than 3 months old, you will also need to provide a bank statement showing that the payment is still being received.

They are in receipt of the Guaranteed Element of Pension Credit

You need to provide their Guaranteed Pension Credit award letter. This must be the most recent (ie no more than 12 months old as these are sent out annually). If you live with both parent(s)/guardian(s) and they both receive Pension Credit we will need both of the award letters or a joint award letter.

If the award letter is more than 3 months old, you will also need to provide a bank statement showing that the payment is still being received.