

# STUDENTS AGED 19+

## LEARNER SUPPORT FUND

### DOCUMENTS NEEDED 2021/2022

#### **IMPORTANT NOTES:**

**This document is for students studying Further Education courses at Bradford College.**

**Students who are doing community, leisure, full cost or Higher Education (i.e. HNC or Degree) courses or attending Bradford College as part of an apprenticeship will not be eligible for help through the Learner Support Fund.**

All pages of supporting documents must be provided. Photocopies of supporting documents can also be posted. All supporting documents must have your name and College ID number written on them and posted to:

FE Student Funding, Bradford College, GF19 David Hockney Building,  
Great Horton Road, BRADFORD, BD7 1AY

If any of the documents do not have you named within them or if the address is different to the one showing on College Systems, we will need evidence of your relationship to the person named on the document(s), e.g. birth certificate.

**We need to check any bank details provided, please provide a copy of either a bank statement/bank letter or bank card, this needs to show the name of the account holder, sort code and account number.**

If your circumstances are not covered within this document, please contact FE Student Funding for further advice.

#### **ADDITIONAL DOCUMENTS ARE REQUIRED IN THE FOLLOWING CIRCUMSTANCES**

##### **Help with childcare costs:**

- Fully completed Childcare Support Form for each childcare provider
- Proof that you are the primary carer for the child/children (e.g. birth certificate, child benefit letter or Child Tax Credit Notification)
- Fully completed Timetable Confirmation Form

##### **Students who qualify for the Advanced Learner Loan:**

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

## Financially independent or financially independent with child(ren)

### **Receive tuition fee remission due to low income/means tested benefits**

No supporting documents required.

**N.B.:** If applying for childcare support additional supporting documents **NEEDED** (refer to page 1).

### **Do not receive tuition fee remission but:**

#### **Receive Income Support/Income Based Job Seekers Allowance/Income Related Employment Support Allowance/Guaranteed Pension Credit**

Please provide either (must be in your name and/or partners name):

- Award letter dated within the last 3 months
- Award letter dated within the last 6 months and recent bank statement showing benefit payments

#### **Receive Universal Credit**

Please provide (must be in your name and/or partners name):

- Last monthly Universal Credit Assessment (full assessment must be provided)

#### **Supported through the National Asylum Support Service**

Please provide:

- Household ASPEN Card
- Mini-bank or shopping receipt showing ASPEN Card used within the last week
- ARC card OR Home Office paperwork showing immigration status

#### **Receive Working Tax/Child Tax Credits**

Please provide one of the following (must be in your name and/or partners name):

- 2021-2022 Working Tax/Child Tax Credit Award Notification
- 2020-2021 Working Tax/Child Tax Credit Annual Review for year ending April 2021 - Annual Reviews with the solid red line through the middle of page 1 cannot be accepted

#### **Working with gross annual earnings less than £25,000**

Please provide one of the following (for yourself or/and partner if both working):

- Wage slips to cover the last 4 weeks
- Letter from employer confirming annual wage OR employment contract

## ***Employed and Self-employed***

Please provide one of the following for each person employed:

- Wage slips to cover the last 4 weeks
- Letter from employer confirming annual wage OR employment contract

Please provide one of the following for each person who is self-employed:

- Most recent audited accounts
- Most recent official Tax Return

## ***Self-employed***

Please provide one of the following:

- Most recent audited accounts
- Most recent official Tax Return

## **Aged 19-24 studying full-time, not financially independent and living with parent(s)/guardian(s)**

### **Parent(s)/guardian(s) receive Working Tax/Child Tax Credits**

Please provide one of the following:

- 2021-2022 Working Tax/Child Tax Credit Award Notification
- 2020-2021 Working Tax/Child Tax Credit Annual Review for year ending April 2021 - Annual Reviews with the solid red line through the middle of page 1 cannot be accepted

### **Parent(s)/guardian(s) receive Income Support/Income Based Job Seekers Allowance/Income Related Employment Support Allowance/Guaranteed Pension Credit**

Please provide one of the following:

- Award letter dated within the last 3 months
- Award letter dated within the last 6 months and recent bank statement showing benefit payments

### **Parent(s)/guardian(s) receive Universal Credit**

Please provide:

- Last monthly Universal Credit assessment (full assessment must be provided)

## **Parent(s)/guardian(s) supported through the National Asylum Support Service**

Please provide:

- Household ASPEN Card
- Mini-bank or shopping receipt showing ASPEN Card used within the last week
- Home Office paperwork naming all family members

## **Parent(s)/guardian(s) working with gross annual earnings less than £25,000**

Please provide one of the following for each person employed:

- Wage slips to cover the last 4 weeks
- Letter from employer confirming annual wage OR employment contract

## ***Parent(s)/guardian(s) employed and self-employed***

Please provide one of the following for each person employed:

- Wage slips to cover the last 4 weeks
- Letter from employer confirming annual wage OR employment contract

Please provide one of the following for each person who is self-employed:

- Most recent audited accounts
- Most recent official Tax Return

## ***Parent(s)/guardian(s) self-employed***

Please provide one of the following for each person who is self-employed:

- Most recent audited accounts
- Most recent official Tax Return