

Students aged 19+ Learner Support Fund Documents needed 2022/2023

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.

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

We need to check the bank details provided, please provide 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 financial 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 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

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 the students 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 students 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
- Home Office paperwork showing immigration status

Receive Working Tax / Child Tax Credits

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

- 2022-2023 Working Tax / Child Tax Credit Award Notification
- 2021-2022 Working Tax / Child Tax Credit Annual Review for year ending April 2022 - Annual Reviews with the solid red line through the middle of page 1 cannot be accepted

Working with gross annual earnings less than £30,000

Please provide one of the following (for student 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:

- 2022-2023 Working Tax / Child Tax Credit Award Notification
- 2021-2022 Working Tax / Child Tax Credit Annual Review for year ending April 2022 - 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 £30,000

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