



## 2021/2022 - Guidance for Applicants

### 19+ Learner Support Fund (19+ LSF)

**Please be aware that due to COVID19, Boston College may have to make changes to the 19+ LSF in line with ESFA guidance during the 2021/2022 period and this may affect how you receive your award.**

#### What is 19+ LSF?

19+ LSF is funded by ESFA through AEB to provide financial support for individuals with a specific financial hardship preventing them from taking part or continuing in learning. You may be able to get help with your travel, childcare, kit or equipment, or other costs associated with coming to college. To qualify you must meet residency criteria shown in ESFA funding regulations and should be participating in provision that is ESFA funded through AEB.

**Please note that this is a discretionary and limited fund and in general meeting the eligibility criteria will not guarantee an award, which depends on your financial need and our available funds.**

#### Can I apply for 19+ LSF?

A new application will need to be submitted for each college year. Any 19+ LSF award and payment is dependent upon you having an attendance level of 90% or over, engaging with any home learning provision and demonstrating appropriate behaviour. If you fail to maintain these requirements your 19+ LSF award and payments may be affected.

You can apply for 19+ LSF if you are 19 or over on 31/8/21 and not using an Advanced Learner Loan for fees. If you are classed as 19+ Continuer **or** hold an EHCP you should apply to 16-19 Bursary and not 19+LSF.

However, we will prioritise applicants who meet one of the following criteria:

- Live alone / with partner, with household income of under £32,000 or
- Live with parent and receive a personal income or
- Live with parent and you have no income or
- You are receiving one of the benefits listed below

Benefits include:

- |   |   |
|---|---|
| • Income Support                                  | • Universal Credit (max income (£7,400)       |
| • Job Seekers Allowance                           | • Child Tax Credit only (max income £16,190)  |
| • Income-related Employment and Support Allowance | • 'Guarantee' element of State Pension Credit |
| • Working Tax Credit Run On                       |   |

## How to apply

Application forms are available on the Boston College website, from Learner Services at the Rochford Campus or receptions at any other campus. If you are using the form from the college website you will need to print it off.

You must:

- Provide evidence of all your income **or** a qualifying benefit (including that of your partner)
- Make your sharing choice in Section 8 and ensure the form is signed
- Return the completed form and evidence to Learner Services or Reception at your campus

## What evidence do I need to provide?

You must provide evidence of **all** your income (including that of your partner)

If you are claiming Tax Credits or Universal Credits, acceptable evidence is:

- All pages of Full Tax Credit Award notice for 2021/2022 **or**
- All pages of Universal Credit Award notice for the last 3 months (call 0800 328 5644 for assistance)

If you are not claiming Tax Credits or Universal Credits, you will need to provide an appropriate selection from the following to show all household income:

- Most recent P60
- Current wage slips – your most recent 6 weekly slips or 3 monthly slips
- Income Support or Income Related ESA award letter for April 2021
- Pension credit letters must be the latest and relate to the period from at least April 2021
- Most recent certified profit and loss accounts for the self-employed

Where possible please send photocopies of evidence with your application. Please note that bank statements will not be accepted as proof of income.

If you are sending original copies of evidence documents and would like them returning to you, please attach a note to that effect.

Please be aware that if your application is incomplete, or your evidence unacceptable for any reason, your application will not be processed until this has been resolved and any payments you may be awarded will be delayed.

## What help can I get?

Support levels vary depending upon your income and our available funds. Please see below for the level of support that you may be awarded based on your income.

- **Tier 1 - (Income less than £16,190 or listed benefits)**  
Transport, books, equipment, uniform, trips, tuition fee support, childcare
- **Tier 2 - (Income from £16,191 to £25,000)**  
Transport, books, equipment, uniform, trips, childcare
- **Tier 3 - (Income from £25,001 to £32,000)**  
Transport, books, equipment, uniform, childcare

**How support is awarded:**

**Transport costs - Car or motorcycle** – we will make a contribution payment every week to your bank account for each of your attended timetabled days in college.

**Transport costs - Bus or Train** – we may award one of the following options:

- a Stagecoach Flexirider voucher or Brylaine Smartcard with prepaid credit appropriate to the bus service you use to attend timetabled college days.
- a weekly payment to your bank account to cover the cost of your tickets when you hand them in to Learner Services.

**Books, equipment and uniform costs**, when not covered by funding, as advised to us by the curriculum area in which you study.

**Childcare 20+ (separate application form required)** Once authorised costs can be paid directly to your childcare provider in arrears upon receipt of an invoice. We pay at a rate of 80%, if you receive one of the above mentioned benefits, or 50% if not, to a maximum of £100 per week. Alternatively, you can pay your provider in full and claim the percentage refund as awarded from us by bringing in your receipt. Please note we do not pay towards food, trips holiday care and bonds. If you are under 20 at the start of your course you will need to claim childcare costs through the **Care to Learn** initiative. Please see one of the Learner Support Officers to discuss this.

**Tuition Fees** may be paid at a rate up to 50% (max.£750) directly to the registry if awarded. Tuition fee support may only be awarded in exceptional circumstances.

**Other information regarding 19+ LSF**

**Can I make an appeal regarding my award decision?** If you would like to make an appeal regarding your award you can do so by writing to the Assistant Principal-Learner Experience, Boston College, Skirbeck Road, Boston, or email [info@boston.ac.uk](mailto:info@boston.ac.uk)

**Flexibility.** These guidelines may be applied flexibly to support the needs of individual learners and their circumstances, even if they fall outside the above-mentioned application income and benefit criteria.

**Application timescale.** We may take up to 15 working days to process your application.

**Award notice.** We will let you know about any 19+ LSF award via your personal email address. Once enrolled any further 19+ LSF information will then be sent to your college email account only.

**Any questions?** If you have any further questions, please contact: Learner Services Info Desk – 01205 313218. Full ESFA guidance is available on request.