



| Office use only | |
|-----------------|--|
| Date Received: | |
| Application No: | |

2022/2023 – Loans Bursary Fund (LBF) – Application Form

(Closing date for applications is 7 October 2022)

1. Learner Details

| | |
|---|------------------|
| First name: | Last name: |
| Date of birth: | Age at 31/08/22: |
| Do you hold a concession or mobility pass entitling you to free travel? | Y / N |
| Will you receive help from Jobcentre Plus with travel or childcare costs? | Y / N |
| Your postcode: | |

2. Course Details

| | |
|----------------------|---|
| Learner ID / Ref no: | Days in college if known: M-T-W-T-F |
| Course: | Place of study: Boston / Spalding / SNMC / PPPC |

3. Living Arrangements

Please tick or complete any of the following as they apply to you:

| | |
|---|--|
| Live alone/with partner with household income under £45,000 (tier depends on income) | |
| Live with parent and receive personal income (tier depends on your income) | |
| Live with parent and you have no income | |
| You are receiving one of the benefits listed in 4 | |
| How many dependants, under 18 years old, are living at the same address? | |

4a. Income

If you receive any of the following benefits tick appropriate box and include all pages of awarding letters. If not, go to section 4b.

| | | | |
|--|--|--|--|
| Working Tax Credit Run On (not Working Tax Credit) | | Income Support | |
| Income Based Jobseekers Allowance | | Income Related ESA | |
| Support under part VI of Immigration and Asylum Act 1999 | | Guarantee Element of State Pension Credit | |
| Child Tax Credit (provided not entitled to WTC) with annual gross income of £16190 max as assessed by HMRC | | Universal Credit with net earnings not exceeding the equivalent of £7,400 pa, (after tax and excluding benefits) | |

4b. Income

If you do not receive any of the benefits shown in 4a, please complete this section providing copies of all pages of Tax or Universal Credit or wage slips or P60s.

| Gross earnings (before deductions) per year | |
|---|------|
| You | £ pa |
| Your partner | £ pa |

5. What support are you requesting?

| What costs do you need help with? | Tick |
|---|------|
| Travel | |
| Childcare fee support (please complete a separate Financial Support for Childcare application form in addition to this form) | |
| For journeys over 3 miles each way, how will you travel to college? | |
| | |

6. What is LBF, can I apply and other onfo?

LBF is funded by the government to provide financial support for individuals with a specific financial hardship preventing them from taking part or continuing in learning. To qualify you must meet residency criteria shown in ESFA funding regulations and should be participating in provision that is Advanced Learner Loan funded and that is subject to inspection by a public body that assures quality (e.g., Ofsted).

You can apply for LBF if you are 19 or over on 31/8/22 and enrolling on an Advanced Learner Loan funded course. However, we will prioritise applicants who meet one of the following criteria:

- Live alone / with partner, with household income of under £45,000 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 in 4a

What help can I get?

This is a discretionary and limited fund and meeting the eligibility criteria will not guarantee an award, which depends on your financial need and our available funds. Due to extremely limited funds we aim to provide support for travel and childcare costs only.

How to apply

Complete this application form. You must provide evidence of **all** your income (including partner).

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

- All pages of Full Tax Credit Award notice for 2022/23 **or**
- All pages of Universal Credit Award notice for the last 3 months

If not, you will need to provide a selection from the following to show 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 2022
- Pension credit letters must be the latest and relate to the period from at least April 2022
- Most recent certified profit and loss accounts for the self-employed

Any questions? contact: Learner Services Info Desk – 01205 313218.

Appeal your award. Write to Head of Learner Services, Boston College, Skirbeck Road, Boston, or email info@boston.ac.uk

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

7. Data Protection statement

The College is a Data Controller in terms of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2016. The Learner Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act and GDPR. Personal data will be used solely within the Learner Services Department for the purpose of determining whether you should receive assistance from the LBF. Your application form and any accompanying documents may be scanned and kept electronically for 7 years and then securely deleted. Paper copies of all documents may be destroyed through a confidential waste disposal system once scanned. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that Loans Bursary Funds have been allocated in accordance with ESFA Guidelines. As part of this process, auditors will wish to view a small sample of application forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so.

8. Applicant declaration

I understand that:

- All application forms and associated documents may be scanned and stored electronically, and all paper copies will be disposed of through confidential waste. I have included evidence or supporting documents that:

| Evidence type | Tick one box only |
|---|-------------------|
| can be disposed of as explained above or | |
| must be returned to me and not disposed of | |

- It is my responsibility to tell Department of Work and Pensions about any support I receive from the LBF and that this may affect my eligibility to some benefits.
- Any award or payment is dependent upon me having an attendance level of 90% or over, engaging with any home learning provision and demonstrating appropriate behaviour. If I fail to maintain these requirements my LBF award or payments may be affected.
- I will be notified of details of my award through my personal email account as shown on the college EBS system.
- If I leave my course early, payments to my childcare provider will stop and Boston College may ask me to return any funds or equipment that have been given to me from the LBF.
- If false or incomplete information is submitted, or if I do not tell the college about any part of our income that may be relevant, the matter may be referred to the Department for Education or the police. I understand that I could face prosecution and that the college will seek to recover any payment I am not eligible for.
- Please indicate you sharing preference below:

| | |
|---|----------|
| To assist with delivery of support, details of my award may be shared with appropriate college staff | Yes / No |
|---|----------|

I confirm that all the details are correct, and I must notify Learner Services of any changes to my circumstances.

Signed (learner) _____

Date _____

9. Bursary office use only - Award calculations

| Tier | Qualifying status / income | Evidence? | Support available by Tier |
|---|--------------------------------------|-----------|---------------------------|
| 1 | Under £25,000 or section 4a benefits | | Travel (30p pm) |
| 2 | From £25,001 to £35,000 | | Travel (20p pm) |
| 3 | From £35,001 to £45,000 | | Travel (10p pm) |
| Tier based on income or benefits from section 4 | | | 1 / 2 / 3 / over |
| Enrolled and loans funded? | | | Y / N |
| Insert residence status from EBS | | | |
| Is learner showing present on register? | | | Y / N |
| Use this space to show calculations for awards | | | |
| <u>Travel</u> | | | |

10. Bursary office use only - Award information

| Item | Total forecast cost | Sign / date as initial action by Bursary Office | Sign / date as authorised by HoLS | Payment method | Sign / date as action complete by Bursary Office |
|--------|---------------------|---|-----------------------------------|----------------|--|
| Travel | | | | | |