



OFFICIAL SENSITIVE



FORM A

Adult Community Learning Essex
Application For Financial Support 2018/19

For Students aged 19 and over on 31 August 2018. If you are studying a Level 3 course you can only apply for support if you have an approved Advanced Learning Loan.

Learner Details Learner Code
Title: (please circle) Mr/Mrs/Miss/Ms
Surname..... Forename.....
Address ..... Postcode .....
Telephone (Home)..... Mobile .....
Email.....
Date of Birth [ ][ ] / [ ][ ] / [ ][ ][ ][ ] Age on 31/08/18.....

Course Details – Please complete one form per course
Course Title..... Course Code.....
Centre (please circle)
Basildon Brentwood Colchester Clacton Chelmsford Harlow
Harwich Maldon Rayleigh Witham Saffron Walden

To be completed by all learners

Please explain why you need support with the cost of your course:

Financial Details Income thresholds may increase or lower dependent on demand

Please list below the names of the people living in your household aged 19 and over apart from yourself. Continue on a separate sheet if required. No other adults in household [ ]

Table with 3 columns: Name of person, Relationship to you, Employment status



I need help with....

Please use this section to tell us what course costs you need help with:

AAT/CILEx Membership Fees (receipt required) [ ]

Childcare 20+ Please complete childcare form (learners 16-19 apply to care to learn 0800 121 8989) [ ]

Travel Costs

Bus/Train Fares (please retain tickets) [ ]

Car [ ] Mileage is paid where the centre you are attending is over 3 miles from your home. Distance is calculated from a route planner using the shortest route. (fuel VAT receipts required)

Other [ ]

Compulsory Books

I will buy the books and supply my receipt/s [ ]

OR Please buy the books on my behalf [ ]

Tuition Fees

An award towards tuition fees will not exceed 75% of the fee payable and you will be responsible for paying the balance of the fee. For Community Learning courses awards to pay tuition fees will not be given if you are entitled to the concession fee on the course. Learners with a 19+ loan are not eligible for support with tuition fees.

Please give details of any other course costs that you feel you may need help with .....

Continued financial support is available throughout the academic year. Please contact us if any other course costs arise during the year.

Supporting Evidence

Please read carefully and provide the relevant evidence. Evidence should be no more than 3 months old unless otherwise stated. Please note that it is your responsibility to provide copies of the relevant evidence.

Applications from households with an income exceeding £30,000 cannot be considered. (Please see attached Financial Support Guidelines 2018/2019).

Please tick the statements that apply to you:

- I am in receipt of a qualifying benefit..... [ ]
I am an unwaged dependant of someone who is in receipt of a qualifying benefit..... [ ]
I am the unwaged dependant of my parents who earn less than £16,190..... [ ]
I work and I earn..... [ ]
I have a partner and my partner earns..... [ ]
I am an au pair and my host family earns under £30,000..... [ ]

Qualifying benefits (attach evidence of one of the following): (Evidence attached)

- Income Support..... [ ]
Jobseeker's Allowance (income based)..... [ ]
Employment Support Allowance (income based)..... [ ]
Working Tax Credit (2018/19) income below £16,190..... [ ]
Child Tax Credit (2018/19) income below £16,190 not entitled to Working Tax Credit..... [ ]
Pension Credit..... [ ]
Support under part VI of the Immigration and Asylum Act 1999..... [ ]
Universal Credit..... [ ]
Housing Benefit or Council Tax benefit (not single person reduction)..... [ ]
OR Household income under £30,000 – P60 2018 or most recent 3 months' payslips, self-employed tax return or certified accounts 2017/18 [ ]

**DECLARATION – Must be completed and signed – Incomplete forms will be returned**

**Circle all that apply to you:**

I am a **British Citizen** and have been living in Britain/EU for the past 3 years Yes/No

I am an **EU national, my home country is .....** I have been living in Britain/EU for the past 3 years Yes/No

I have settled status and have been in the UK for the past 3 years (evidence required) Yes/No

I am recognised as a refugee by the UK government (evidence required) Yes/No

I am recognised as an Asylum Seeker by the UK government (evidence required) Yes/No

I declare that the information I have given on this form is correct and complete to the best of my knowledge. I have been made aware of the conditions of attendance and behaviour and understand that my award is dependent upon meeting these conditions. If I leave Adult Community Learning I will not be eligible to receive further payments and may need to repay a proportion or, in exceptional cases, all of the money paid to me as part of this scheme.

**I accept the financial support guidelines.**

Learner's signature..... Date.....

**19+ Discretionary Learner Support (DLS)**

**Confidentiality**

Applications are only seen by staff directly involved with the administration of the funds. It may be necessary for additional information to be sought from other ACL staff in order for a decision to be reached.

**Data Protection Act 1998**

Adult Community Learning is a data controller in terms of the 1998 legislation. The Student Services Department follows the ACL policy in matters of data protection. The data requested in this form is covered by the notification provided by ACL under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic record keeping. Data periodically will be passed to the Education & Skills Funding Agency and Ofsted may request learner information during an inspection. A full account is listed on your learning agreement and can be found at <https://www.gov.uk/government/publications/esfa-privacy-notice>. Any formal enquiries concerning the use of data noted here should be addressed to the Business Operations Officer.

The funds are aimed at helping students with the costs associated with attending a course. For full details of the funds please refer to the Financial Support Guidance 2018/19. The completed form, together with any supporting evidence, should be returned to Student Services, at:

your **NEAREST CENTRE (preferred method)**

send to: Adult Community Learning, Wilson Marriage, Barrack St, Colchester, Essex, CO1 2LR,  
Or email to: [aclstudentfinances@essex.gov.uk](mailto:aclstudentfinances@essex.gov.uk)

**ACL Privacy Notice**

Adult Community Learning (ACL) on behalf of Essex County Council (ECC) is collecting your personal information in order to register you on a course and to be able to inform you of any changes to the course. This information will be shared with the Education & Skills Funding Agency as per the statement below, as well as the learner record service in order to obtain a Unique Learner Number; Ofsted may request learner information during an inspection. This information may also be shared with a student financial support company for the purpose of processing payments. We will also share your contact information with an ACL contracted company who may contact you for education and employment related outcomes. In the event of a Safeguarding or Prevent concern information may also be shared with additional third parties. Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit: <http://www.essex.gov.uk/privacy-notices/education/Pages/Adult-Community-Learning.aspx>