

ADULT PRIORITIES FOR FUNDING

Discretionary Learner Support is provided to support learners with a specific need that could prevent them participating in learning. Before making an award, financial hardship will need to be identified. DLS can be claimed to reimburse travel to the course, childcare while you learn, course resources such as books and stationery (all receipts will be required to be submitted to the Admin Team), and exam fees and in exceptional circumstances tuition fees.

The budget for Discretionary Learning Support is limited; learners who are eligible for support are not automatically entitled to it.

Please send the completed form and evidence to:

**The Admin Team – Rochester Adult Education Centre, Eastgate, Rochester Kent ME1 1EW or
Medway Learning and Skills Hub, Britton Farm Street, Gillingham, ME7 1GX**

Title (Mr/Mrs/etc):	First name:	Surname
Address		Postcode:
		Tel no:
		Date of birth:
		Email:
		Learner No:
Full course code:		Course Title:
Has the student already applied for DLS funding in the current academic year? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes please indicate course/s: Full course code: _____ DLS fund granted £ _____ Full course code: _____ DLS fund granted £ _____		

Do you or your family receive one of the following benefits? We are unable to consider applications without evidence.			
Type of benefit	Required Evidence		
Universal Credit	Current award letter/JCP Evidence	<input type="checkbox"/>	Yes <input type="checkbox"/> No
JSA	Current award letter /JCP Evidence	<input type="checkbox"/>	Yes <input type="checkbox"/> No
ESA (WRAG)	Current award letter/JCP Evidence	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Working tax credit	Current award letter	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Income support	Current award letter	<input type="checkbox"/>	Yes <input type="checkbox"/> No
Or you are not receiving benefits but you are eligible for a low wage concession.			
annual gross salary is less than £20,319 Pay slip/P60		<input type="checkbox"/>	Yes <input type="checkbox"/> No
Or if you are claiming another state benefit and have provided proof of take home pay			
Take home pay (excluding benefit payments) is less than £617 the sole adult in the benefit claim, or £988 if the claim is with a partner		<input type="checkbox"/>	Yes <input type="checkbox"/> No
Bank Statement		<input type="checkbox"/>	Yes <input type="checkbox"/> No

DLS 19+ Hardship Fund – Means Tested

Course Cost (£)	Original Cost (£)	DLS Awarded
EXAM COST / TUITION COST (In exceptional circumstances)		
TRANSPORT to / from centre by bus Medway day: Maximum £6.70 If travelling outside of Medway Kent day ticket £8.90		
FUEL COSTS Please supply postcodes - to and from If travelling by taxi please provide receipt Parking , please provide tickets		
CHILDCARE COSTS PER SESSION Please specify childcare provider and complete childcare agreement		

Childcare 20+

Childcare funding can only be paid to Childcare Providers who are Ofsted Registered

At least 80% of the course must have been attended. Please give evidence that you receive Child Benefit or Child Tax Credits.

Child's name _____ Date of Birth _____ Childcare provider (crèche, nursery etc) _____

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Child's name _____ Date of Birth _____ Childcare provider (crèche, nursery etc) _____

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Full name and address of Childcare Provider:

No of weeks required _____ Total cost (£) _____

Please remember to include all the information requested. Incomplete forms will NOT be accepted. You must provide the following evidence of costs applied for e.g. Childcare, Travel etc.

Discretionary Learning Award Terms & Conditions

All learners:

- Will only be paid for travel for classes attended face to face
- For non-travel claims, will be required to attend at least **80% of all sessions**. If you have a valid reason for your attendance to be below this notify the Learner Support Coordinator immediately for review (this does not guarantee payment)
- Should notify the Learner Support Coordinator of any change to their social or financial circumstances during the course.
- Must submit crèche invoices, bus tickets, train tickets, car parking tickets by no later than **31st August 2023** or these will not be paid.

Self-Declaration

I declare that the information recorded on this document is correct and that I am in receipt of the qualifying benefit.

Name: _____ Signature: _____ Date: _____

Authorisation of Funding

Budget Support Approval: _____ Signature: _____ Date: _____