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# Leicester Adult Skills and Learning Service

Learning for: Work | Life | Leisure | Family

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[www.leicester.gov.uk/adulteducation](http://www.leicester.gov.uk/adulteducation)

## Advanced Learning Loan Bursary

This is a limited pot of money made available to support learners facing financial hardship. Learners who are eligible for support are not automatically entitled to it.

The loans bursary fund is provided to help vulnerable and disadvantaged loans learners to overcome barriers which may prevent them from taking part in or continuing in learning.

Assessment is based on each student's needs, their own income, and taking into account the amount of funds available.

### **Please Note:**

- Students must have been approved for an Advanced Learning Loan for the full fees for a Level 3 (or above) course before applying.
- All other sources of support should be explored before applying to this fund.
- Childcare Providers must be Ofsted registered.

To apply, complete the form overleaf and return to Finance Team, LAEC, 54 Belvoir Street, Leicester, LE1 6QL.

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### Bursary Support Fund

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Learner No: \_\_\_\_\_ Course Code: \_\_\_\_\_

Email address (mandatory) \_\_\_\_\_

I am seeking Bursary Funds to pay for:

- Travel costs £ \_\_\_\_\_
- Other costs - please specify £ \_\_\_\_\_
- Childcare £ \_\_\_\_\_

No. of children	
No. of sessions per child	
Cost per session	
Childcare Provider:	
Ofsted No.	

## Income Details

Income Type		Evidence Required
	Working Tax Credits	Full Award Notice
	Income from employment/Self-employment	P60 or Tax Return
	Proof of benefit income e.g. JSA, Universal Credit, ESA	Most recent letter issued within the last 3 months for benefits received
	No income	<b>Reason:</b>
<b>Evidence of income must be attached to the application form</b>		

**Payment to Providers or direct reimbursement of expenditure will only be made for learners attending their course. Any costs incurred by the learner when not attending their course or after withdrawing from their course remain the responsibility of the learner, and any overpayments will be recouped. It is your responsibility to tell the Department for Work and Pensions about any learner support that you are receiving, as the learner support payment may affect your eligibility for some benefits.**

**Signature:** ..... **Date:** .....