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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)

## Discretionary Learner Support Fund (DSLRF)

### Learner Support Fund

This is a limited pot of money made available by the Education & Skills Funding Agency to support learners facing financial hardship. Learners who are eligible for support are not automatically entitled to it. When the allocation is used up in the Academic Year the service will not be able to support learners under this fund.

### Priority Groups are:

1. Learners who are fully funded.
2. Learners on an English and Maths course and earning less than £16009.50 gross annual salary (wage slip within 3 months of learning start date or current employment contract which states gross/monthly/weekly salary)

### Please Note:

- All receipts submitted for reimbursement must be original and company headed and clearly show what has been purchased.
- Learners must be eligible for ESFA funding.
- All other sources of support should be explored before applying to this fund, for example Nursery Education Grant, Jobcentre Plus or a work programme.
- Learners mandated to attend by Jobcentre Plus will have their childcare and transport costs met by Jobcentre Plus.
- Learners aged 19 or under must claim childcare costs from Care to Learn.
- Childcare Providers must be Ofsted registered.
- Learners in receipt of welfare benefits are required to declare the receipt of DSLF.

To apply complete the form overleaf and return to the centre staff. If you would like to speak to a member of staff in confidence about your application, please ask.

## Learner Support Fund

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

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

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

am seeking Learner Support 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.	

**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: .....