



16 – 18 DISCRETIONARY LEARNER SUPPORT FUND 2021– 2022

WELFARE DEPARTMENT – APPLICATION GUIDANCE

PLEASE NOTE: You must be logged into your College Microsoft account before completing the application form or your application WILL NOT be processed

Support is provided to vulnerable and disadvantaged learners to remove barriers to education and training. Those learners whose household income does not exceed **£32,600** can apply for the DLSF Bursary for financial support.

You will need to complete the online DLSF application if you are a **returning student or a new student** attending the college.

All applications are assessed based on the evidence that you upload with your DLSF application therefore it is important that you follow the evidence guidelines listed below.

EVIDENCE GUIDELINES

Evidence needs to be sent as complete and in-date as requested on the application form.

ALL pages need to be uploaded in full and must show name(s) and address. If it's more than one page, the additional pages must display the page numbers.

Provide which is applicable to your household income:

- In Care/Leaving Care letter provided by social services – **If eligible**
- State benefit letter dated within the last 12 weeks – **all pages**
- Latest Universal Credit statement showing any deductions – **all pages**
- 2021 -2022 Tax Credit letter - **all pages**
- Support under part VI of the Immigration and Asylum Act 1999 – copy of both sides of Application Registration Card (ARC) and ASPEN Card
- P60 (April 2021) or 3 x consecutive wage slips (showing name and address) from who you live with **if you are not in receipt of any of the above**

You will need to follow the QR Link below for the DLSF Application Form
or use URL link <https://tinyurl.com/y3vm8bkh>



Sandwell College Welfare Department

Visit: The Hub, 3rd floor, Central Campus | E: welfare@sandwell.ac.uk | T: 0121 667 5073