

## **GUIDANCE FOR APPLYING FOR THE COLLEGE BURSARY (19+)**

*19+ Discretionary Learner Support Fund (DLSF) & Advanced Learner Support Fund 2021–2022*

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

Support is provided to disadvantaged learners whose household income does not exceed an upper household income of **£27,000** which allows for one child. This is increased by £1,000 for each additional child they are responsible for (up to four children).

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

**Please note: Tuition and Childcare support is a limited fund and is not guaranteed; applications will be assessed in strict date order and must meet the eligibility criteria for these awards. Please ensure you indicate the area of support/assistance you require when completing the online application.**

### **EVIDENCE GUIDELINES**

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

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.

- State benefit letter dated within the last 12 weeks – **all pages**
- 2021-2022 Tax Credit letter – **all pages**
- Latest Universal Credit Statement showing any deductions – **all pages**
- Support under part VI of the Immigration & Asylum Act 1999 (copy of both sides of Application Registration Card (ARC card) and ASPEN Card including a recent receipt)
- P60 (April 2021) or 3 consecutive wage slips (showing name and address) from who you live with if you are not in receipt of any of the above.

**Follow the QR code or the link below to apply**

Go to this link: <https://tinyurl.com/yxjpr67s> - you must be logged into your college Microsoft account to apply.



Sandwell College Welfare Department

Visit: The Hub, 3<sup>rd</sup> floor, Central Campus | E: [welfare@sandwell.ac.uk](mailto:welfare@sandwell.ac.uk) | T: 0121 667 5073