

# Learner Discretionary Support Fund Application

Please read notes overleaf before completing.

## Section A – to be completed by applicant

Name: ..... Telephone Number:.....

Address:.....

Course code	Course title	Qualification

I would like to apply for reduced course fees

Please state how this course will help you to progress to further education or employment, or will help you:

- ☐ Return to work
 ☐ Improve mobility
 ☐ Keep in contact with family and friends  
☐ Keep my independence
 ☐ Make friends
 ☐ Other *please specify*.....

Type of benefit proof provided	Staff initial	Date on paper work provided	Fee Details	Amount
<input type="checkbox"/> Council Tax Benefit			Full Course Fees:	£
<input type="checkbox"/> Housing Benefit				
<input type="checkbox"/> Income Support			Amount of subsidy applied for:	£
<input type="checkbox"/> Pension Credit				
<input type="checkbox"/> Working Tax Credit			Amount to pay:	£

### Statement of Eligibility

I confirm that I am in receipt of the benefit entered above and I agree that if I do not attend, or if I withdraw from the course (unless for a medical reason, supported by a doctors certificate or letter), I will become liable for the full course fee and that Ealing Council Adult Learning will invoice me for the difference between the approved subsidised rate and the full amount which would have been due, had discretionary funding not been granted.

Signature of learner ..... Date:.....

\* Proof of low household income under £15k **Approval required prior to enrolment by manager overleaf**

I am not on any benefits, however I wish to apply for a reduced fee because (please state)

.....

.....

Signature of learner ..... Date:.....

## Information about applying

### What is the learner discretionary support fund?

This is a discretionary scheme that is funded by the Adult Learning Service to assist learners who are not able to pay in full for course fees, essential equipment/materials or other necessary expenses.

### Who can apply for the learners support fund (*please tick paperwork being submitted*)?

Learners applying for this fund will be in receipt of one of the following benefits:

- ☐ Council Tax Benefit
- ☐ Housing Benefit
- ☐ Income Support
- ☐ Working Tax Credit
- ☐ Pension Credit
- ☐ None of the above but I would like to apply (this is subject to Managers prior approval)

### *The proof you provide will need to be dated within the past three months of your application*

Priority will be given to:

- Learners on courses leading to a recognised qualification.
- New learners who have not been in learning for the last three years.

### What costs can be claimed?

- ☐ Reduced course fees

### How to apply?

Complete Section A of the form in full (**please attach copies of proof of benefits received or other evidence of income**) and then pass completed form to an Adult Learning Representative.

**Please note:** There is no automatic entitlement to access this scheme and students must submit a separate application for each course.

If you do not attend or withdraw from the course (unless for a medical reason, supported by a doctors note or letter), you will become liable for the full course fee and Ealing Council Adult Learning will invoice you for the difference between the approved subsidised rate and the full amount which would have been due, had discretionary funding not been granted.

### SECTION B office use only–

Managers signature: ..... Date: .....

### Enrolment and Information Service:

**Walk in:** Ealing Council, Customer Service area, Room 56, Perceval House, 14-16 Uxbridge Road, Ealing W5 2HL  
9.30am - 4.30pm, Mon, Tues and Wed (Maybe subject to change)

**Tel:** 020 8825 5577

**Email:** [adultlearning@ealing.gov.uk](mailto:adultlearning@ealing.gov.uk)

**Visit:** [www.ealing.gov.uk/adultlearning](http://www.ealing.gov.uk/adultlearning) for a full listing of courses (Concessionary fees available subject to status)

## Adult Learning