

2025/2026



**Discretionary Learner Support Fund Application and
Self Declaration Combined Form v2**

The Discretionary Learner Support Fund (DLSF) is available to help learners who are unable to access or complete learning due to financial difficulties. This help can cover tuition fees, exam fees, materials, travel and childcare. The level of support available varies based on the type of financial difficulties you have, the type of course you are studying and the funding available for the course you are enrolling on.

Once we have assessed your application, provided that you meet our criteria and we have funds available, we will be able to support you.

How we fund our courses

We are supported by the Department for Education (DfE) to enable us to deliver learning at a reduced cost to you.

For learners who meet the DfE's residency criteria* the DfE will support your learning in the following ways:

English, Maths, ICT, ESOL and Employability Courses - Adult Skills Fund (ASF) Funded Courses

For Maths, English and most Digital Skills courses the DfE will cover 100% of the cost of your learning, we call this full funding.

For all other courses (including ESOL) the DfE will cover the first 50% of the cost of your learning we call this co-funding.

In addition to the above, where a learner is unemployed or earns less than £25750 per annum the DfE will fund the remaining 50% cost of the course.

To receive this support you must be able to evidence this with Payslips, Universal Credit statements or an employment contract/offer of employment including your full year salary**

Specialist provision Including Learning for all courses

In addition to basic skills training we offer life skill training for learners with SEND. These courses are funded through a separate Tailored learning pot. Courses are still funded by the DfE but are not eligible for full funding. Instead we are able to offer support to learners in receipt of Personal Independence Payments (PIP), Disability Living Allowance (DLA) or Universal Credit. This support is in the form of 50% contribution towards the regular course fee up to a maximum value of £600 per learner per year.

Hardship funding

Additional help may be available to support our learners who are unable to access or complete learning due to financial difficulties. We can support you with the cost of course related materials, travel and childcare. The level of support available varies based on the type of financial difficulties you have, the type of course you are studying and the funding available for the course you are enrolling on. To allow us to help as many people as possible we limit support to any one individual to £275 per person per year***. Receipts/travel tickets will be required to claim support with the cost of travel. We will not usually cover costs associated with Private vehicles.

*for details of whether you meet the residency criteria and are able to receive DfE funding contributions please see our residency eligibility form or speak to a member of our team

**Other alternative forms of documentation will be considered at management discretion.

*** in exceptional circumstances management may increase the support maximum.

Please tick the type(s) of financial help you require

| | |
|---------------------------|-------------|
| | Course fees |
| Course(s) enrolling onto: | |

| | |
|--|---|
| | Travel to and from the centre |
| | Learning Materials required for the course |
| | Childcare for learners aged 20+ Please note additional information will be requested |

Declaration – for the learner to read, agree and sign

Please tick all categories that apply to you:

| | |
|--------------------------|---|
| <input type="checkbox"/> | I am employed/self-employed earning less than £25,750 annually before Tax. |
| OR | |
| <input type="checkbox"/> | I am unemployed and the course I am applying for is relevant to my employment prospects |
| AND | |
| <input type="checkbox"/> | I am not in receipt of any benefits |
| <input type="checkbox"/> | I am in receipt of Universal Credit |
| <input type="checkbox"/> | I am in receipt of Jobseekers Allowance (this includes those receiving National Insurance credits only) |
| <input type="checkbox"/> | I am in receipt of Employment and Support Allowance (ESA) |
| <input type="checkbox"/> | I am unemployed and in receipt of Pension Credits |
| <input type="checkbox"/> | I am in receipt of Personal Independence Payments (PIP) |
| <input type="checkbox"/> | I am in receipt of Disability Living Allowance (DLA) |

| | |
|--------------------------|---|
| <input type="checkbox"/> | <i>I am aware that I may be required to provide additional evidence regarding the information I have provided on this form</i> |
| <input type="checkbox"/> | <i>I confirm that without this financial help I would not be able to complete my learning</i> |

| | |
|--------------------------------------|-------------------|
| Name (fill in box below) | Student ID |
| | |
| Signature (fill in box below) | Date |
| | |

| Enrolling staff to complete | | | |
|--|--|--------------------------|-------------|
| Learner is: (tick as appropriate) | | EBS waiver to use | |
| <input type="checkbox"/> | in receipt of Universal Credit Statement/Journal seen: | | |
| <input type="checkbox"/> | Sole claim and learner take home monthly pay is less than £952 | | FF Unemp |
| <input type="checkbox"/> | Joint claim learner portion of take home monthly pay is less than £1534 a month | | FF Unemp |
| <input type="checkbox"/> | Annual Gross salary below £25750 | | FF Low wage |
| <input type="checkbox"/> | Unemployed AND in receipt of JSA or ESA | | FF Unemp |
| <input type="checkbox"/> | Unemployed AND NOT in receipt of UC, JSA or ESA | | FF Low wage |
| <input type="checkbox"/> | Employed earning < £25,750 gross per annum (evidence required - provide details below) | | FF Low wage |
| <input type="checkbox"/> | Employed earning > £25,750 gross per annum | | Co Fund |
| <input type="checkbox"/> | Unemployed In receipt of other benefit e.g. Pension Credits | | FF Unemp |
| Evidence of Salary/Universal Credit statements seen: | | | |
| Evidence must be dated within 3 months of course start date | | | |
| e.g. Wage slips from Joe Blogs Cleaners for June, July and Aug 2025 | | | |
| Examples of acceptable evidence for salary include: recent wage slips (3 minimum), contract of employment or Universal Credit statements | | | |
| Seen By | Name | Signature | Date |
| | | | |