

## WIGAN ADULT LEARNING AND SKILLS

Wigan Council

Wigan Life Centre South, College Avenue, Wigan, WN1 1NJ

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

Website: [Wigan Adult Learning and Skills](http://Wigan Adult Learning and Skills)



## Adult Learning Hardship Fund grant application

Please read "About the Hardship Fund Grant" overleaf before applying for a Hardship Fund grant. If you believe the eligibility criteria are met, you may complete this form and submit it together with your statement and a copy of any documentary evidence to the Contracts and Performance Manager at the address above. We will aim to respond as soon as possible.

### Section A: Personal and course details

Title: ..... First Name(s): ..... Surname

.....

Address:

.....

.....

Postcode: ..... Tel/ Mob: ..... Email:

.....

Course title:

.....

.....

Course Start Date (Month/ Year): ...../..... Course End Date (Month, Year):

...../.....

### Section B: Statement

Please attach a statement to this coversheet (no more than one A4 page is required), telling us:

- (i) the level of hardship funding support you are seeking (in £ Sterling); and
- (ii) how the funding will be used to help you to participate in your course (please provide evidence of costs where possible).

### Section C: Declaration

*I understand that the information requested on this form is required to determine my eligibility for financial support in relation to undertaking the course specified in above. I understand that it will be held in accordance with the Data protection policy, and treated in the strictest confidence, kept securely, and not disclosed to third parties, except for statutory purposes. I declare that the information that I have provided on this form is true, correct, and accurate to the best of my knowledge and belief.*

*I understand that this application does not guarantee that I will be in receipt of Hardship Funding*

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Signed:

.....

Date .....

## About the Hardship Fund Grant

The Hardship Fund Grant aims to assist learners who experience unexpected financial difficulties due to circumstances which may cause barriers to them partaking on the course.

The fund supports learners who have difficulties meeting the costs of attending their course(s); these costs fall under five categories:

- Course Fees
- Travel
- Exams costs
- Childcare (with a registered Ofsted provider)
- Books (Key texts)

Eligibility for the hardship support funding is based on the learner meeting the residency requirements, the overall eligibility criteria and being on a means tested benefit, disability benefit or low income. The fund provides support to learners who are experiencing genuine financial hardship.

It is a means tested fund and the amount a learner may receive depends on their disposable income levels.

Hardship Support Funds are limited and therefore caps on funding limits are utilised to give fair access to support. The Hardship Support Fund covers the academic year from August to July, however, once the hardship support funding for the academic year is all allocated to eligible learners, we will not be able to support any further applications.

Funds will be distributed only to learners who meet the eligibility criteria set out by the ESFA and who declare genuine financial hardship on their application form.

Learners will be sent a letter informing them of the outcome of their application and the reasons as why/why not a grant has been awarded.

Receipt of Hardship Support Funding is dependent upon the learner's continued satisfactory attendance on their course. If a learner's attendance is deemed to be unsatisfactory, support funding may be withdrawn.

If you are successful in receiving a Hardship Grant, it is your responsibility to inform the Department for Work and Pensions about the amount you receive, as learner support payments may affect their eligibility to state benefits.

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