

Learner Support Fund (LSF)

Financial evidence we accept



Please provide evidence for all adults in your household:



Do you receive tax credits?

If yes, please provide a copy of your tax credit letter (all pages) for the 2023/2024 year.

Do you receive Universal Credit?

If yes, please provide three months Universal Credit statements. They need to show:

- Name and address
- Blue box with payment amount
- Section titled "What you are entitled to"
- Section titled "What we take off and deductions"
- The final section showing total take home pay



If you do not receive the above, please see below what evidence we require:



Are you employed?

If yes, please provide your last three wage slips (including name and address) or P60.

Are you self-employed?

If yes, please provide your self-assessment tax calculations or certified accounts for the previous financial year.



Are you in receipt of a benefit?

Please provide copies of either:

- A Jobcentre Plus letter dated within the last three months, which includes your name and address.
- A full bank statement which shows at least three benefit payments and your name and address.



Benefit evidence we do accept:

- Income Support
- Employment Support Allowance
- Income-based Job Seekers Allowance
- Pension Credit Guarantee
- Contribution-based Job Seekers Allowance
- Carers Allowance

Income evidence which we do not accept/include in your household income assessment:

- Disability Living Allowance (DLA) / Personal Independence Allowance (PIP)
- Child Benefit
- Childcare element of Tax Credit
- Housing Benefit
- Council Tax benefit or reduction
- Universal credit deductions made in replacement of the above
- Documents without a name or address
- Bank statements as evidence of Universal Credit or Tax Credits

You do not need to supply evidence for anybody but yourself if you are under 18 and:

- Receive Income Support (IS) or Universal Credit (UC) in your own name and are financially supporting yourself or financially supporting yourself and someone who is living with and dependent on you, such as a child or partner.
- Receive Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right as well as Employment and Support Allowance (ESA) or UC in your own right.

To evidence this, please supply us with the **relevant proof of benefit**.

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You do not need to provide any household income evidence if you are under 18 and:

- In care
 - A care leaver
 - An un-accompanied asylum-seeking child in the care of the local authority
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All evidence is stored electronically, we do not keep physical copies. Incorrect or paper documents received through the post will be posted back to the home address labelled on the application.

Learner Support Fund applications and evidence are stored for six years. The College's data protection policies and procedures can be found by visiting the Barnsley College website: www.barnsley.ac.uk/about-us/policies/

For more information on the Learner Support Fund, please contact the Funding Team on:

www.barnsley.ac.uk/lsf

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