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# Discretionary Learner Support (DLS) form 2023/2024 for Financial and Hardship Support

## *Guidance Notes for learners – please read before completing this DLS form*

These guidance notes have been written to help you understand the DLS application process for Childcare and Crèche requests.

* Learners are advised to keep pages 1 and 2 for reference.
* The DLS form on pages 3-4 will need to be fully completed and submitted to the Student Support team.

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| **What is DLS?** | The Discretionary Learner Support (DLS) is a limited fund that allows the WEA to provide financial support to students on a course funded through the ESFA (Education and Skills Funding Agency) or your Mayoral Combined Authority (MCA) with a specific financial hardship preventing students from taking part in learning. Students can be supported with the following:* Tuition fees (If your salary is less than xxx per year you may be eligible for free tuition fees only and will need to complete a Low wage form. Please visit [www.wea.org.uk/studentsupport/course-fees-and-financial-support/low-wage-tuition-fees](http://www.wea.org.uk/studentsupport/course-fees-and-financial-support/low-wage-tuition-fees) alternatively speak to your tutor or contact the Student Support Team for more information.)
* Examination or Accreditation fees
* Other course costs e.g. books and equipment
* Travel
* Childcare (Students will be required to complete a DLS Childcare/ Crèche Form 2023-2024
 |
| **Who is Eligible?** | * Learners are asked to visit <https://www.wea.org.uk/help-and-support/benefits-and-fee-remission> to confirm eligibility for support.
* Learners on a low household income of below £21,000 per year.

*Learners may be asked to provide evidence of their income assessed benefits and household income related benefits for auditing purposes.* |
| **When should I apply?** | • All students MUST apply (by completing a DLS form) for any financial support before the course starts or within two weeks of the course starting. (Excluding childcare request, as this needs to be requested before your course starts). We encourage you to speak to regional WEA staff members to support you with your DLS application.* A Course ID number must be included on the DLS form in order for DLS applications to be processed. By not including the Course ID number will result in significant delays in processing your DLS application.
* Applications received after the two week of your course date or after the course has finished may not be eligible for funding due to insufficient DLS funds.

• Students who apply for DLS two weeks after enrolment period will be expected to pay full fees towards your tuition fees and you will be reimbursed the relevant amount once your application has been approved. |
| **Travel** | • DLS support is only for students in exceptional circumstances e.g. disability, health issues, distance e.g. 2+ miles from venue. You must state this on your DLS application form. • Expenditure must exceed £20 in total before a claim can be met and all receipts must be supplied • Students must use public transport where possible. If car travel is required students must provide supporting information to support their application, as not all car travel request will be approved.• If you are an Asylum Seeker you will need to speak to your WEA course organiser/tutor as they will need to organised travel for you via prepaid bus tickets. WEA are unable to make any cash refunds to students claiming Asylum. |
| **Approved DLS applications** | • Students will be informed of the level of DLS support you have been awarded and confirmation of any fee payments required will be made by email, letter or telephone call. Any required fee payments will need to be actioned by date highlighted in the DLS approval email/letter. • DLS forms can take up to five working days to be processed and a little longer during enrolment periods• Students awarded travel or other course costs will need to see receipts and complete a reclaim form. This will be sent to you by the WEA Student Support Team.• If your DLS form requires further information in order to process your form or has been unsuccessful you will have 14 working days to appeal and/ or provide further evidence or information. If you have taken no action within the 14 days period it will be you (the student) who will be required to pay for any tuition fees costs in full. |
| **DLS funding limits** | We can support students with the following support and within the set financial limits:• **Tuition and Examination fees** – This includes up to 50% of tuition and 100% of examination fees to a maximum of £400 per academic year.• **Books and Equipment** – Identified as essential for the course as noted in the course information of up to £25 per course. (If you are an Asylum Seeker you will need to speak to your WEA tutor/ Course organiser as they will need to order the required books and equipment’s. WEA are unable to make any cash refunds to students claiming Asylum). • In some circumstance we can offer student support with car travel but only in exceptional circumstance where student have a identified medical condition, learning difficulty and/ or disability and where a public transport is not an option, we will require evidence to support your application. We require all students to use cost effective travel and receipts will be required |
| **IT and MIFI devices** | * The WEA have a limited (not available to all learners) number of Laptops and MIFI devices we can support students with.
* All devices are offered to students on a loan basis and will be required once your course finished
* The WEA may charge you (the learner) for all or part of the costs of deliberate damage, careless breakage, loss of the device, or failed delivery/pick-up attempts due to you (the learner) not being available on the agreed date/day for your device/s to or from you (the learner).

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| Deadline for applying for DLS support is 31st July 2024. Applications received after this date will not be processed.For support and further information If you have any questions regarding the DLS funds you can contact the WEA Student Support team by calling 0300 3033 464 or emailing studentsupport@wea.ac.uk . We also provide information on our on the WEA website https://www.wea.org.uk/learn-us/course-fees-and-financial-support |

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**-Application Form-**

**Discretionary Learner Support (DLS) for Financial and Hardship Support form 2023-2024**

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| **Please complete all sections and submit your application by email:** **studentsupport@wea.org.uk****All forms should be completed before course start and within two weeks of the course start date, late application may not be approved due to limited funds.** **Deadline for applying for DLS support is 31st July 2024. Applications received after this date will not be processed.** |
| **Students Personal Details** |
| **Important: All students must read the DLS guidance notes on page 1-2 and understand the DLS application process.** ***Please tick here*** [ ]  **t*o confirm you have read the DLS guidance notes.***  |
| **Eligibility for DLS** |
| [ ]  I am claiming an income-related benefit [ ]  I am an Asylum Seeker *(WEA are unable to make any cash reimbursements to asylum seeking students)*[ ]  I am on a low household income of below £21,000 per year. [ ]  My salary is below £20,319 per year. If you have ticked this option you may be eligible for free tuition fees only and will need to complete a Low wage form. [ ]  If none of these categories apply to you, you are unfortunately not eligible for Discretionary Learner Support. |
| **Name** |  |
| **Address** |  |
|  | **Post Code** |
| **Telephone Number** | **Land Line** | **Mobile Number** |
|  |  |
| **E-mail** |  |
| [**Course Title**](https://enrolonline.wea.org.uk/online/coursesearch.aspx?_ga=2.256338699.1284402048.1621415292-1914742759.1504625763)   |  |
| [**Course code ID**](https://www.wea.org.uk/)(\*must be included for your form to be processed) |  |
| **Course start date:** | **Course End Date:** |
| **Supporting Statement**Please use this section to explain your current circumstances, why you wish to study this course and why you require financial support through the DLS funds. \*Must be completed |
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| **Support requests**Please state what support you need including any cost you wish to be supported with. Please ensure once your support is approved to keep all receipts in order for us to reimburse you. Any support unapproved will remain the responsibility of the student. |
| **Type of support** | **Costs** | **Any additional information** |
| Tuition Fees (50-100% support available) | £ |  |
| Examination or Accreditation fees | £ |  |
| Other Course Costse.g. Books, equipment or materials identified as essential for the course and listed within the Course Information Sheet (CIS) | £ |  |
| **Travel Requests** |
| Distance of travel from home to venue one way (miles) \*Must be completed |  |  |
| Transport costs(Only paid in exceptional circumstances (please see guidance notes and must exceed £20.00 before a claim can be made) | Public Transport( Bus, Train, Tram) |  |
| Daily miles (if car) £0.25 per mile | No. miles |  |  |
| No. days |  |  |
| Total Costs |  |  |
| Other costs | Please provide a brief description and costs |  |
| **Student Declaration****(Please ensure you have read and understood the below)** |
| ***As a WEA learner:***1. I declare to the best of my knowledge, the information I have provided is correct, I understand that I may be required to provide additional evidence to support my claim for Discretionary Learner Support. I understand that if I have given false information I may be expected to leave the course and the WEA may take action to reclaim any money/goods provided.
2. I understand that it is my responsibility to inform the Department for Work and Pensions about any learner support I am receiving from WEA through the Discretionary Learner Support. Failure to do so may affect my eligibility to state benefits.
3. If my DLS application has been unsuccessful or I need to provide further information, I understand that I must respond to the Student Support Team with further evidence or information within a 14-day period. If I fail to do so I understand that I must pay for my course fees in full. I will also not be eligible for any reimbursements for travel and other support costs.
4. I have completed my enrolment with the WEA and have read and understood the WEA and Education and Skills Funding Agency Privacy Notices <https://www.wea.org.uk/about-us/policies>
5. I understand that the Discretionary Learner Support fund is financed by the Education and Skills Funding Agency and that the information on this form will be retained in line with our contract with them. Further information on data retention is available from https://www.wea.org.uk/gdpr
* I agree to all of the above (Please tick to confirm)
 |
| **6. DATE** |  | **This form has been submitted by:**  | [ ]  *Course* Tutor [ ] Student[ ]  *If* Other *please state your full name and relationship to the student:* |
| Please email your completed forms to studentsupport@wea.ac.uk  |
| *For office use*Date form has been received in Support Centre: Staff Initials: |