



# GoLearn!

Leicestershire Adult Learning Service

## Discretionary Learner Support Fund 2022/2023



Freephone 0800 988 0308

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# What is the Discretionary Learner Support Fund?

At GoLearn, we know that course fees alone aren't the only financial cost learners face. Our Discretionary Learner Support Fund (DLSF) is available to help cover the hidden cost of learning like childcare, transport, resources, and exam fees.

## Am I eligible?

If you already pay the 70% Reduced Fee for your course, or are entitled to do so, then you will also be eligible to claim under the DLSF. This would mean you receive at least one of the following benefits:

- Attendance Allowance
- Incapacity Benefit
- Carers Allowance
- Jobseekers Allowance
- Council Tax Benefit
- Pension Guarantee Credit
- Income Support
- Universal Credit
- Housing Benefit
- Working Tax Credit
- Employment and Support Allowance (ESA)
- Disability Living Allowance/ Personal Independence Payment (PIP)

### Or you may:

- Have an income less than £21,766.88 before tax,
- Be in work (full-time or part-time) but earn less than £18,525 per year.

If you are unsure if you are eligible, either for the DLSF or the course fee reductions, please contact our Business Support team by calling **FREEphone 0800 988 0308** or emailing us at [adultlearning@leics.gov.uk](mailto:adultlearning@leics.gov.uk)

We can talk about what options are available to you.



## How do I apply?

The application form for the DLSF can be found on the back of this leaflet or requested from your local Business Support team. You will need to complete one application per course in advance of being reimbursed.

You can complete the form by manually typing your details into this document, before saving it on your computer and emailing it to us at [adultlearning@leics.gov.uk](mailto:adultlearning@leics.gov.uk). Or you can print the form and bring it with you to your class. Paper copies are also available in centres if you do not have a printer.

Please be aware that some types of claims (e.g. childcare, transport, etc) may need to be agreed in advance, especially if you require a taxi or if you wish your childcare provider to be paid directly.

## How do I claim money back?

In most cases, once you have bought the materials, equipment, or bus fares, you will need to visit a centre in person to claim the cost back. You will need to provide receipts or proof of purchase for all claims made.

- If your claim is under £20, you can be paid in cash at the centre.
- If your claim is over £20, you will be paid via a BACS payment to your bank account.

To set this payment up, we will need you to provide proof of banking. (This could be something like a bank statement or a paying in slip – your documents will be handled safely.) Please be aware that issuing BACS payments can take several weeks.

## Who do I talk to if I have questions?

The first people to speak to are your local Business Support team. You can contact them by calling on **FREEphone 0800 988 0308** (lines are open Mon-Fri 8:30am till 7:00pm) or by visiting one of our GoLearn! Enrolment Centres in-person. You can also email us at [adultlearning@leics.gov.uk](mailto:adultlearning@leics.gov.uk) to ask a question or request a call at a time to suit you. Scan the QR code opposite to find your nearest centre:



What can I claim for?	My course is...	
Claim type	<b>Accredited</b> (Meaning you ARE working towards a formal qualification as part of your course.)	<b>Non-Accredited</b> (Meaning you are NOT working towards a qualification as part of your course.)
<p><b>Childcare</b></p> <p>We can reimburse the cost of childcare during the time you are in class, plus 30 minutes travel time either side. You can claim a maximum of £368 per child, per course, per term. We are not able to pay for meals. Your childcare provider must be Ofsted registered and you cannot claim for childcare provided by family members. Many childcare providers will happily allow us to pay them directly; if this is of interest, please let our team know.</p> <p><i>Please note, we will pay for childcare for a maximum of 3 absences per term. After this you, if you are unable to attend your course for any reason, you will need to pay for that session's childcare yourself.</i></p>	YES	YES
<p><b>Travel</b></p> <p>We can reimburse you for the cost of travel to and from your course. You can claim a maximum of £105 per course, per term. You can use this to claim back bus fares, parking fees and taxi fares (under prior agreement). You can also claim back 45p per mile to help you cover the cost of fuel if you drive.</p>	YES	YES
<p><b>Exam Fees</b></p> <p>For most of our courses the examination fees are included in the advertised price. For any exceptions, or if you ever need to pay to re-sit your exam, the DLSF will cover the cost of one exam resit.</p>	YES	NO
<p><b>Resources</b></p> <p>This is designed to help cover the cost of materials and resources you need to help support your learning. You can claim back the cost of textbooks, dictionaries, rulers, stationery and notebooks, calculators and more. You can claim back a maximum of £53 per course.</p>	YES*	NO

*\*If you receive a 100% Fee Remission for your course, meaning that all your fees are waived, you will not be entitled to claim the cost of resources. However: If this is a concern, we encourage you to speak to a member of our Business Support team in centre or over the phone as we may still be able to help. (FREEphone 0800 988 0308).*

# Discretionary & Non-Discretionary Learner Support Fund Application Form

## Section 1: About you and your course

First name		Surname	
Home address			
		Post code	

I receive an eligible benefit		I am on a low income	
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*Please see overleaf for details of eligible benefits and what qualifies as low income*

If you have ticked 'an eligible benefit' please tell us what benefit you receive	
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Course title	
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## Section 2: About the financial help you require

I need financial help to enable me to attend my course (please tick)	
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I would like help with the following costs (tick all that apply) <i>Please see overleaf for what you can claim for</i>	
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Childcare		Exam fees	
Travel Costs		Resources	

If you have ticked childcare, please provide details of the childcare provider below	
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Address			
		Post code	
Phone Number			

## Section 3: Your signature

I confirm that the details I have provided on this form are correct and I have read and understood the guidance as detailed in the leaflet. I agree to inform the Adult Learning Service immediately if my circumstances change, or, if for any reason, I stop attending my course.

I understand it is my responsibility to tell the Department for Work and Pensions about any DLSF support that I receive, as DLSF payments may affect my eligibility to claim some benefits.

Signature		Date	
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# GoLearn!

Leicestershire Adult Learning Service

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Freephone 0800 988 0308

[adultlearning@leics.gov.uk](mailto:adultlearning@leics.gov.uk)

[www.leicestershire.gov.uk/GoLearn](http://www.leicestershire.gov.uk/GoLearn)

If you require information contained in this leaflet  
in another format please contact us.

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