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# Discretionary Learner Support (DLS) form 2024/2025 - Financial and Hardship Support

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

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| **What is DLS?** | Discretionary Learner Support (DLS) is a limited fund that allows the WEA to provide financial support to learners on a course funded through the ESFA (Education and Skills Funding Agency) or your Mayoral Combined Authority (MCA) with a specific financial hardship preventing learners from taking part in learning. Learners can apply for support with the following:   * Tuition fees * Examination or Accreditation fees * Other course costs e.g., books and equipment * Travel * Childcare - Please see the DLS Childcare/Creche form ([Click here for the DLS Childcare form](https://www.wea.org.uk/help-and-support/financial-support)) |
| **Who is Eligible?** | * Learners on a low household income of below £21,000 per year. * Learners in receipt of a qualifying benefit   (Please [click here](https://www.wea.org.uk/help-and-support/benefits-and-fee-remission) to visit the help section of our website confirm eligibility for support.)  ***Learners may be asked to provide evidence of eligibility for auditing purposes.*** |
| **When should I apply?** | * All learners MUST apply (by completing a DLS form) for any financial support before the course starts or within two weeks of the course starting. * Applications received after two weeks of the course start, or after the course has finished may not be eligible for funding. * Learners who apply for DLS two weeks after enrolment period will be expected to pay the full cost of tuition fees and will be reimbursed the relevant amount once your application has been approved. |
| **Travel** | • DLS travel support is reserved for leaners with exceptional circumstances e.g. disability, health issues, distance (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, all receipts must be supplied  • Learners must use public transport where possible. If car travel is required, learners must provide supporting information, car travel costs can only be supported in exceptional circumstances where students have an identified medical condition, learning difficulty and/or disability and where public transport is not viable, we may require evidence to support your application. We require all learners to use cost effective travel and receipts will be required  • If you are an Asylum Seeker you will need to speak to your WEA course organiser/tutor as they will need to organise travel for you via prepaid bus tickets. WEA are unable to make any cash refunds to learners claiming Asylum. |
| **Approved DLS applications** | • Learners will be informed of the level of DLS support you awarded, and confirmation of any fee payments required will be made by email, letter or telephone call.  • DLS forms can take up to five working days to be processed but this may be longer during busy periods  • Learners awarded travel or other course costs will need to provide receipts and complete a claim form. This will be sent to you upon application approval.  • If your DLS form requires further information to process 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 learner) who will be required to pay for any tuition fees costs in full. |
| **DLS funding limits** | • **Tuition/Examination fees** – 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 by the course organiser, 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 learners claiming Asylum). |
| **IT and MIFI devices** | * The WEA have a limited number of Laptops and MIFI devices we can support learners with. * All devices are offered to learners on a loan basis and must be returned once your course has finished. * The WEA may charge (the learner) for deliberate damage, careless breakage, loss of device, or failed delivery/pick-up attempts due to not being available on the agreed date/time |
| Deadline for applying for DLS support is 31st July 2025. Applications received after this date will not be processed.  For support and further information contact the WEA Learner Support team by calling 0300 303 3464 or emailing learner[support@wea.ac.uk](mailto:support@wea.ac.uk) . Please [click here](https://www.wea.org.uk/learn-us/course-fees-and-financial-support) to see information about DLS on the WEA website | |

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**-Application Form-**

**Discretionary Learner Support (DLS) for Financial and Hardship Support form 2024-2025**

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| **Please complete all sections and submit your application by email:** [**learnersupport@wea.ac.uk**](mailto:learnersupport@wea.ac.uk)  **All forms should be completed before course start and within two weeks of the course start date, late application may result in automatic rejection of approval.**  **Please be aware approval is not guaranteed; all applications are subject to approval by WEA** | | | | | | |
| **Learner’s Personal Details** | | | | | | |
| **Important: All learners must read the DLS guidance notes on page 1 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 eligible benefit. *(*[*click here*](https://www.wea.org.uk/help-and-support/benefits-and-fee-remission) *to see applicable benefits)*  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. (this is £21,547.50 in Greater London only).  My salary is below £22,308 per year - *Amount varies dependent on funding rules in your area. If you are employed please visit*  [*Low income & fee remissions | WEA.*](https://www.wea.org.uk/help-and-support/low-income) *to see if you are eligible for a fee waiver.* (You can still apply for support with travel and course costs if your household income is below £21,000 per year)  **If none of these categories apply to you, you are unfortunately not eligible for Discretionary Learner Support.** | | | | | | |
| **Name** |  | | | | | |
| **Address** |  | | | | | |
|  | | | **Post Code:** | | |
| **Telephone/Mobile Number** |  | | **E-mail** |  | | |
| [**Course Title**](https://enrolonline.wea.org.uk/online/coursesearch.aspx?_ga=2.256338699.1284402048.1621415292-1914742759.1504625763) | | |  | | | |
| [**Course**](https://www.wea.org.uk/) **ID number** (\*must be included for your form to be processed, please include only one course per form) | | |  | | | |
| **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 for us to reimburse you.  **Any support unapproved will remain the responsibility of the learner.** | | | | | | |
| **Type of support** | | **Costs** | | | | **Any additional information** |
| **Course Fees** (50-100% support available) | | £ | | | |  |
| **Other Course Costs**  e.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: | | | |  |
| **Learner 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 WEA 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. For IT device use, I will be responsible for any required payment for any misuse, damage, or failure to return the device, this relates to laptop and MIFI usage. 5. 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> 6. 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> | | | | | | |

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| **I agree to all key declaration points above (Please tick to confirm the above)** |

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| **6. DATE** |  | **This form has been submitted by:** | *Course* Tutor Learner  *Enrolment & Onboarding Agent*  *If* Other, *please state your full name and relationship to the student:* |
| Please email your completed forms to [learnersupport@wea.ac.uk](mailto:learnersupport@wea.ac.uk) | | | |