

Form C Adult Learning Entitlement/Unemployed/Benefits Aged 24 and over

Self Declaration 2023/24

Waiver/Reduction for tuition & exam fees (Materials, visits, and other costs are still payable)



Name:		Date of Birth:
Student ID No:		NI Number: Required for unemployed waivers
Course code and Course name:		

I declare that on the start date of the programme I am:

24 and over studying an eligible Maths and English learning aim AND	Tick
Enrolling onto a GCSE English/ Maths course and do not hold a grade 4 or higher (C or higher) in the subject or equivalent qualification.	
Enrolling onto a Functional Skills course in English/ Maths and do not hold a grade 4 or higher (C or higher) in the subject or equivalent qualification.	

24 and over and studying my first full level 3 AND ^ Qualification is as part of the Level 3 Free Courses for Jobs Offer	Tick
Enrolling onto my <u>first full Level 3</u> qualification and course is listed as eligible as part of the Level 3 Free Courses for Jobs ^	

24 and over and Unemployed and studying up to & including an eligible level 2 OR I have <u>ALREADY ACHIEVED</u> a full level 3 or above and studying an eligible L3 qualification the Level 3 Free Courses for Jobs Offer and not already been funded by Free Courses For Jobs AND	Tick
In receipt of Jobseeker's Allowance (JSA), including National Insurance credits only.	
In receipt of Employment Support Allowance (ESA)	
In receipt of Universal Credit and take-home pay as recorded on UC statement (disregarding UC payments and other benefits) is less than £617 a month (I am sole adult in benefit claim) or £988 a month (I have a joint benefit claim) Cannot be working 21 hours or more	
Released on temporary licence (RoTL), studying outside a prison environment, and not funded by the Ministry of Justice	
Currently unemployed and in receipt of one of the following state benefits** (see below) and take-home pay (disregarding UC payments and other benefits) is less than £617 a month (I am sole adult in benefit claim) or £988 a month (I have a joint benefit claim) and want to be employed or progress onto more sustainable employment and the learning is directly relevant to my employment prospects and the local labour market. Cannot be working 21 hours or more	

24 and over and studying Community Learning course(s) AND (20% reduction in tuition fees only)	Tick
In receipt of an eligible state benefit**	

Employment Status prior to starting course: MUST BE COMPLETED	
<input type="checkbox"/> IN PAID EMPLOYMENT (If you ARE in paid employment, please answer the following): Are your self-employed? Yes <input type="checkbox"/> No <input type="checkbox"/> How many hours do you work on average per week? <input type="checkbox"/> 0-10 hours per week <input type="checkbox"/> 11-20 hours per week <input type="checkbox"/> 21-30 hours per week <input type="checkbox"/> More than 31 hours per week Length of Employment (Please Tick one) <input type="checkbox"/> Up to 3 Months <input type="checkbox"/> 4-6 Months <input type="checkbox"/> 7-12 Months <input type="checkbox"/> More than 12 Months	
<input type="checkbox"/> NOT IN PAID EMPLOYMENT (If you are NOT in paid employment, please answer the following) <input type="checkbox"/> I am looking for work and available to start work <input type="checkbox"/> I am not looking for work and/or not available to start work LENGTH OF UNEMPLOYMENT (Please tick one) <input type="checkbox"/> Less than 6 Months <input type="checkbox"/> 6-11 Months <input type="checkbox"/> 12-23 Months <input type="checkbox"/> 24-35 Months <input type="checkbox"/> More than 36 Months	

**Eligible benefits	PLEASE TICK ALL THAT APPLY		
Attendance Allowance	<input type="checkbox"/>	Incapacity Benefit	<input type="checkbox"/>
Child Tax Credit	<input type="checkbox"/>	Income Support	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	JSA	<input type="checkbox"/>
ESA	<input type="checkbox"/>	National Asylum Seeker Support	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>	Pension tax credits	<input type="checkbox"/>
		Personal Independence Payments	<input type="checkbox"/>
		Universal Credit	<input type="checkbox"/>
		Working Tax Credit	<input type="checkbox"/>

Declaration:

I understand that I may need to be reassessed for eligibility for full funding if the funding for the qualifications listed changes and that fees may then be payable. The waiver is for tuition and exam fees only and I understand that other costs such as material, visits, kit/uniform etc. are still payable.

I confirm that all the information on this form is correct. I understand that if I have declared false information the provider may take action against me to reclaim the fees and any support costs.

Signed (Learner): _____ Date: _____

Signed (Learning Provider): _____ Print Name: _____ Date: _____

Information provided on this form will be processed in accordance with the GDPR. This is an auditable document.
3/7//2023

Qualification Checklist 2023/24

Please review the qualification checklist list to confirm that you do not hold the equivalent qualification levels:

Qualifications you have achieved to date	Number taken & grades (e.g. 2xC/3x5)	Date Taken
GCSE/O level		
GCE AS level		
GCE A level		
Other – specify including level		
None		

Examples: Note this is not an exhaustive list

Entry level	QCF qualifications at Entry level Certificate in Adult Literacy, Numeracy, ESOL at Entry level RQF qualifications at Entry Level English and Maths qualifications at Entry Level Key skills at entry level/Functional Skills at entry level Essential Digital Skills qualification
Level 1	GCSE/O Level (at grades D-G or fewer than 5 at grades A-C) CSE grade 2 and 3 1 AS Level (for AS qualifications regulated before 1 September 2015) QCF qualifications at Level 1 Foundation 14-19 Diploma Functional Skills/Certificate in Adult Literacy, Numeracy, ESOL at Level 1 Level 1 Key Skills Level 1 Principal Learning Introductory Diploma/Introductory Certificate GNVQ Foundation/NVQ Level 1 RQF qualifications at Level 1 Technical Awards in the Key Stage 4 Performance Tables Essential Digital Skills qualifications
Level 2	Vocational and technical qualifications at level 2 (not on the level 2 and level 3 legal entitlement list) Functional skills at level 2 ESOL (skills for life) Technical Awards in the Key Stage 4 Performance Tables Performing Arts Graded Examination qualifications
Full Level 2	GCSE/O Level (5 or more GCSEs grades A*-C) GCSE (9-1) (5 or more GCSEs grade 4 or above) 2 or 3 AS Levels (for AS qualifications regulated before 1 September 2015) CSE Grade 1 (5 or more) 1 A Level Higher 14-19 Diploma QCF Diploma level 2/QCF Certificate level 2 at 13 or 14 credits undertaken before 2014 to 2015 Level 2 Principal Learning NVQ level 2/GNVQ Intermediate Technical Certificates in the 16-19 Performance Tables QCF Certificate level 2 at 15 credits and above From 1 August 2015 vocational qualifications of 150 GLH or more that are on the level 2 and level 3 legal entitlement qualification list.
Level 3	Vocational and technical qualifications at level 3 (not on the level 2 and level 3 legal entitlement list) Core maths Technical qualifications (part of T levels) Components of international baccalaureate Performing Arts Graded Examination qualifications Pre U qualifications
Full Level 3	A Levels (2 or more advanced level passes) 4 or more AS Levels (for AS qualifications regulated before 1 September 2015) QCF Diploma Level 3 QAA Access to HE Advanced 14-19 Diploma GNVQ Advanced/NVQ level 3/AVCE double award Tech Levels which are in the 16-19 Performance Tables Applied Generals which are in the 16-19 Performance Tables (from 1 August 2015) QCF Certificate at Level 3 which is 30 to 36 credits From 1 August 2015 vocational qualifications of 300 GLH or more that are on the level 2 and level 3 legal entitlement qualification list.

For office use only	Tick & print name when completed
Proslution updated: <ul style="list-style-type: none"> Benefit Status Indicator must be populated on employment screen for benefits waiver Employment status and length MUST be keyed. Date should be the day BEFORE the course start date NOT the date enrolment processed. If details are already on the system and unchanged do not enter L3 Free Courses for Jobs – key LAM 1 with 378 	