

# Form E

## Low Earnings Threshold Waiver

For courses starting 1 August 2024 to 31 July 2025

Waiver for tuition & exam fees based on low income 2024/25



Materials, visits and other costs are still payable

Name:		Date of Birth:	
Student ID No:		NI Number:	
Course code and Course name:			

### Checklist

		Tick
	<b>Learner is eligible for funding and must meet one of the criteria below:</b>	
<b>1</b>	<b>19+</b> and studying learning aims up to and including level 2 qualifications that are part of the <b>local flexibility</b> offer <b>OR</b> qualifications from the <b>full level 2 legal entitlement qualification list</b> <b>AND</b> Earned income is below the <b>Earnings Threshold of £25,000 annual gross salary</b>	
<b>2</b>	<b>19+</b> and studying learning aims from the <b>Level 3 Free Courses For Jobs Offer</b> <b>AND</b> Earned income is below the <b>Earnings Threshold of £25,000 annual gross salary</b>	
	<b>Supporting evidence <u>provided and seen</u>: (We do not need to keep a copy)</b>	<b>Tick as required</b>
	<b>Wage slips or Universal Credit statement - within 3 months of learner's learning start date</b>	
	<b>Contract of employment – must be current and state gross monthly/annual wages</b>	
	<b>Other - Please specify</b> _____	
	<b>Hours worked per week: MUST BE COMPLETED</b> <input type="checkbox"/> 0-10 hours per week <input type="checkbox"/> 21 to 30 hours per week <input type="checkbox"/> 11 to 20 hours per week <input type="checkbox"/> More than 31 hours per week	
	<b>Length of employment: MUST BE COMPLETED</b> <input type="checkbox"/> Up to 3 months <input type="checkbox"/> 7-12 months <input type="checkbox"/> 4-6 months <input type="checkbox"/> More than 12 months	

### 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.

Signed (Learner): \_\_\_\_\_ Date: \_\_\_\_\_

We confirm that we have seen the evidence as detailed above.

Signed (Learning Provider): \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Information provided on this form will be processed in accordance with the GDPR. This is an auditable document. 19/8/2024

For office use only	Tick & print name when completed
<b>Prosolution updated:</b> <ul style="list-style-type: none"><li>Student <b>MUST BE IN EMPLOYMENT</b></li><li>Employed date should be the day <b>BEFORE</b> the course start date NOT the date enrolment processed. If details are already on the system and are unchanged then do not enter</li></ul> <b>1. Ensure <u>Learning Aim Monitoring 1</u> is keyed as 391</b> <b>2. <u>L3 Free Courses for Jobs</u> – key LAM 1 with 378 and LAM 2 with 391</b>	