

# Form F

## Unemployed/Benefits

### Aged 19 and over



Self Declaration 2024/25

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:

<b>19 and over and Unemployed and studying up to &amp; including an eligible level 2 qualification from the list of entitlements/local flexibility offer OR an eligible L3 qualification the Level 3 Free Courses for Jobs Offer AND</b>	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 <b>£892</b> a month (I am sole adult in benefit claim) or <b>£1,437</b> a month (I have a joint benefit claim) <b>Cannot be working 21 hours or more</b>	
Released on temporary licence (RoTL), studying outside a prison environment, and not funded by the Ministry of Justice	
In receipt of one of the following state benefits** (see below) <b>and</b> take-home pay (disregarding UC payments and other benefits) is less than <b>£892</b> a month (I am sole adult in benefit claim) or <b>£1,437</b> a month (I have a joint benefit claim) <b>Cannot be working 21 hours or more</b>	

<b>Employment Status prior to starting course: MUST BE COMPLETED</b>
<input type="checkbox"/> <b>IN PAID EMPLOYMENT</b> (If you ARE in paid employment, please answer the following): <b>Are you self-employed?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>How many hours do you work on average per week?</b> <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 <b>Length of Employment (Please Tick one)</b> <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"/> <b>NOT IN PAID EMPLOYMENT</b> (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 <b>LENGTH OF UNEMPLOYMENT</b> (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

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

#### 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.  
19/8/2024

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