



Dear Branch Students & Friends

In this time of financial pressure on all our purses and wallets, I thought I would try and explain some of the financial help that is available from the WEA. I understand that this can be embarrassing and you may not want anyone to know about your personal circumstances.

The first method:

- ❖ Students on means tested benefit (*known as "Fee remitted students"*) should tick one of the boxes in the grey area on page two of the white enrolment form to indicate this.
- ❖ These students need to show the relevant forms listed on the enrolment form to the tutor who will then sign the enrolment form to say that they have seen this evidence.
- ❖ **NO PAYMENT OF FEES SHOULD BE MADE BY THESE STUDENTS.**
- ❖ The Branch Treasurer will send in a Course Fee Remission Record form, listing fee remitted learners to the Regional Office so that the branch can be order reimbursed, initially from the WEA Cambridge office and then by the 'government'.

NB. Fee remitted students are eligible to claim for other types of support listed on the DLSF form for things like transport, books, childcare, etc.

The more common means tested benefits are:

Income Support, Job Seeker's Allowance, HOUSING BENEFIT, COUNCIL TAX BENEFIT, Working Tax Credit (if your household income is below £15,050 p.a.) and PENSION GUARANTEE CREDIT. *Please note: that sadly - Non means-tested benefits such as Disability Living Allowance do not automatically qualify you.*

The second method: and the one that probably applies to a lot of WEA branch students, is if your joint gross household income is below the threshold of £15,050 p.a. this is applicable for either a single person or a married couple with up to two children and **you do not receive a Means tested benefit.**

Below I will try and explain the **preferred** method of how to apply to the **"Discretionary Learner Support Fund"**, so that no-one at the branch, not even the tutor has to know that you are paying for your course in anyway different to anyone else.

Students on a low income or low pensioner income, but who are not on means tested benefit, need to:

- ❖ fill out an Individual Application for Discretionary Learner Support Funds form 2008-09 (DLSF1). This should be returned to the Regional Office at the address below together with
- ❖ the pink copy of the enrolment form and
- ❖ evidence of low income (**copies of three months of bank statements, payslips or a P60**).
- ❖ **THESE STUDENTS SHOULD INITIALLY PAY THEIR COURSE FEES IN THE NORMAL WAY**

Workers' Educational Association: Linton Branch, Cambridgeshire Federation
Branch Treasurer Andrew Westwood-Bate

Address PO Box 1112, Balsham, Cambridge CB21 4WP Telephone 01223 892430

Email info@lintonwea.org.uk www.lintonwea.org.uk Eastern Region: www.wea.org.uk/eastern

- ❖ and as soon as their application form is processed in the Regional Office a cheque for the REIMBURSEMENT OF THE FEES will be sent to them.
- ❖ Students can claim for up to three courses per year to a maximum of £250, but the DLSF is a limited fund and once the money has been spent the DLSF will no longer be able to support students in this way.


You can download the DLSF1 from our website or use the one attached. I will put some out at the meetings that can be picked up discretely.

Finally, if you get turned down at the WEA Eastern Region because the DLSF has been exhausted for that year or you cannot find the money to pay the course fee initially, *please do not despair*. Please contact one of the Branch Officers in confidence and we will do our very best to help.

We are a big branch and we would be very upset if someone felt they could not attend the course for financial reasons. Remember the earlier you apply, the better it is for the WEA to help you.

We are students like you and are here to help as best we can.

Best wishes



Andrew Westwood-Bate
Linton Branch Treasurer
01223 892430
info@lintowea.org.uk

The address to send your DLSF application form to is:

*Helen Goucher
Learner Support
WEA Eastern Region
Cintra House
12 Hills Road
Cambridge
CB2 1JP*

For advice her phone number is 01223 417325

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