


## Learner Support Funds 20/21

### Assessment Guidance

#### Before you complete the application form;

- Check that you are eligible by reading the eligibility criteria on the front of the application form.
- You must be **fully** enrolled on a course with Newcastle College.
- Read all questions thoroughly before completing the form to ensure accurate information is provided.
- Complete the application in BLACK or BLUE ink.
- Any questions which have a  symbol require evidence to be submitted.

#### Submitting your completed form and evidence –

##### By post

- Please ensure that your form has been fully completed and signed by all parties.
- Please provide **photocopies** of your evidence along with the application form.  
***Please do not send original copies of any evidence - Newcastle College will not be responsible for any loss of original documents.***
- Please ensure when photocopying your documents that these match with how the originals look. We require all pages, with no information or pages missing. If we find the photocopies are not as requested, your application will be returned to you to resubmit with the correct / clear evidence. This may result in a delay to your support.
- Post your application form and evidence to our freepost address:  
**Newcastle College – Student Services**  
**FREEPOST NT920**  
**Rye Hill Campus**  
**Scotswood Road**  
**Newcastle Upon Tyne**  
**NE4 7SA**

##### By upload to our secure One Drive

- Please ensure that your form has been fully completed and signed by all parties.
- Contact Student Services by emailing [enquiries@ncl-coll.ac.uk](mailto:enquiries@ncl-coll.ac.uk) to request an account to be set up for your bursary. A member of our team will create an account for you and you will be sent a link to the account and instructions on how to upload your scanned copies/screenshots of your application and evidence.
- Please ensure when submitting your documents that these match with how the originals look. We require all pages, with no information or page numbers missing. If we find the copies are not as requested, your application will be returned to you to resubmit with the correct / clear evidence. This may result in a delay to your support.