



**Request for Course Concession**

Name : .....  
Address : .....  
..... Postcode : .....  
Tel : .....

**Marital Status :**                      Single                       Married/With Partner   
   Divorced/Separated                       Single Parent

**Are You :**                                  Employed                                   Unemployed

**Is your Husband/Wife/Partner:**                      Employed                                   Unemployed

**Please state your total annual HOUSEHOLD income (under £15910 to qualify)**                      £.....

**Are you (the person enrolling) in receipt of the following:**

Income Support   
(Evidence required: Giro or front cover & first page of benefit book or with income bank statement)

Job Seekers Allowance   
Evidence required: Giro or copy of bank statement – ES40 insufficient proof)

Working Tax Credit   
(Persons qualifying for Child Tax Credit only do not qualify)  
Evidence required: Page 1 and 2 of Award Notice Form TC602

Housing/Council Tax Benefit (25% discount for single occupancy does not qualify)   
Evidence required: Council letter

Pensions Credit (Guarantee Credit)   
(Persons in receipt of Savings Credit do not qualify)  
Evidence required: Full Award Notice

Disability Living Allowance/Personal Independence Payment (PIP)   
Evidence required:

Please note that concessions are only available on Settlement run courses. Only one course concession per person per term.

For which course are you requesting a reduction? .....  
Please return this form to the Settlement Office, together with a photocopy of evidence of benefit.

Signed : .....                                  Date : .....

If you would like to provide additional information to support your application please give details on the reverse of this form.