NORTH HERTFORDSHIRE COLLEGE
Part of the Hart Learning Group

Ofsted Good Provider

SELF-DECLARATION FORM

2025 | 26

This form can be used for the following,

- Students who are declaring that they do not have a full level 2 or full level 3 qualification and are:
  - under the age of 24 and studying a qualification that is either a legal entitlement or part of the Level 3 adult skills offer list.
  - over the age of 24, who do not currently have a level 3 qualification and are studying a qualification on the Level 3 adult skills offer list.
- Students who need to declare that they are in receipt of the following state benefits or that they are working but earning less than £952 a month (individual claims) or £1534 a month (household claims) - including those aged over 19 undertaking a qualification on the National Skills Fund list.
- Students who are undertaking Maths and English (this includes GCSE's) and need to declare their highest level of attainment.
- Students who are taking Essential Digital Skills Qualifications (EDSQ).

LEARNER DECLARATION

All students to complete.

First name:

Last name:

Date of birth:

LEVEL 2 AND LEVEL 3 ENTITLEMENT DECLARATION

Only to be completed by students needing a level 2 or 3 entitlement.

☐ I do not hold a full level 2 qualification

☐ I do not hold a full level 3 qualification

My highest qualification is:

LEVEL 1 EDSQ DECLARATION

Only to be completed by students taking ESDQ courses.

☐ I do not have any EDSQ

My highest qualification is:

STATE BENEFIT DECLARATION

Only to be completed by students declaring that they are in receipt of state benefits and they want to be fully funded, all sections must be ticked. A tutor declaration will be required for all state benefits.

- ☐ I am currently unemployed, or, employed and earning less than 16 times the hourly national wage each week or £338/month (individual claims) or £541/month (household claims).
- ☐ I am seeking employment
- ☐ I am enrolling on the learning aim to help me back into employment.

I confirm that all of the statements above are applicable to me. I am in receipt of one of the following benefits.

☐ Job Seekers Allowance	☐ Employment Support Allowance	☐ Council Tax Benefit
☐ Housing Benefit	☐ Working Tax Credit	☐ Not in receipt of benefits
☐ Universal Credit	☐ Other - please specify below:	

TUTOR DECLARATION

Please indicate below, what the benefits of undertaking the course will bring for the student, in the context of the local labour market. **This must be completed for students who do not receive benefits.**

MATHS AND ENGLISH DECLARATION

Only to be completed by students enrolling on Maths or English part time courses.

Students who have not attained A* – C grade Maths and English (including GCSE's) will be given full fee remission for Maths and English programmes.

Maths – highest level of attainment:

English – highest level of attainment:

All students to complete.

I confirm that the information I have supplied above is correct. I understand that if I have given false information then action may be taken to reclaim the tuition fees and any associated costs that might occur.

Learner Signature: Date:

Signed on behalf of the organisation:

Member of Staff (Please print name):