Use this template to send a message in your child’s Universal Credit journal, asking for a revision of the decision to refuse your son or daughter Universal Credit. Once you have completed the template, cut and paste the content into their journal. Only use this template if your child has passed the September after their 19th birthday AND they are in non-advanced education AND they have been refused Universal Credit because they are receiving education.

A revision is only likely to be successful if your child has no work-related requirements or minimal work-related requirements attached to their Universal Credit claim OR if they are in the type of education where there is flexibility in their taking time away from their course e.g. they are on a life-skills course.

**Delete all text in red before submitting your revision request.**

Re: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s name)

NINO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s nat insurance number)

Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (child’s date of birth)

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To whom It May Concern**

**I am writing in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s (your child’s name) appointee for benefit purposes to ask that you revise your decision to refuse them Universal Credit on the basis that they are receiving education.**

**For a child to be treated as receiving education under Regulation 12 of the Universal Credit Regulations one of the following must apply. They must be:**

**(a)undertaking a full-time course of advanced education; or**

**(b)undertaking any other full-time course of study or training at an educational establishment for which a student loan or grant is provided for the person's maintenance;**

**(c) a qualifying young person**

**(d) If none of the above apply they are** attending a course of study or training that is not compatible with any work- related requirement imposed as part of their Universal Credit claim.

Regulation 12 of the Universal Credit Regulations 2013

My child is not in advanced education nor are they on a course where a student grant or loan for maintenance is provided. They have already passed the September after their 19th birthday and as such do not fall into the definition of a qualifying young person.

The only way that they can be treated as receiving education under Regulation 12 is if your department believes they are attending a course of study or training that is not compatible with any work-related requirements imposed as part of their Universal Credit claim.

Choose either para A or B below depending on your child’s circumstances and delete the paragraph that does not apply to them.

Para A

My child does not have any work-related requirements as a condition of their claim. All work-related requirements have been temporarily switched off pending the outcome of their work capability assessment. Given that they are not subject to any work-related requirements attending a course cannot be incompatible with their Universal Credit claim.

Para B

My child has to meet the following work-related requirements as a condition of their Universal Credit claim: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

However, my child’s attendance on their course is not incompatible with meeting these conditions. Their course provider is happy for my child to take time out of their course to take part in the work-related requirements asked of them by their work coach. See attached letter from their course provider. (Delete last sentence if you cannot get a supportive letter) If you are not sure what work-related requirements are expected of your child ask your child’s work coach to confirm these or see your child’s Universal Credit claimant commitment.

If this request is out-of-time please accept it as a late revision as I was unable to contact you earlier due to my substantial caring responsibilities and the difficulties of accessing independent advice during the Covid-19 pandemic.

Yours faithfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_