

The purpose of this policy is to explain what funding might be available to help you with the essential costs associated with coming to College. It will explain the eligibility requirements for accessing that funding and the application and award process.

Who does this policy apply to?

This policy applies to any learner studying on one of our Further Education courses who meets the eligibility requirements described in Appendix 1 or 2.

Policy Statement

This funding is designed to support those students most in need of financial support, to enable them to engage in education or training. All Student Finance schemes are provided by the Education and Skills Funding Agency (ESFA).

The ESFA publish national guidance that sets out the criteria for all the types of funding that we offer. We will look at any application in line with the national guidance. Where funding permits, we will try to support changes in your personal and/or household finances. Any discretionary award will be made on a first come first served basis and will be subject to the funding that is made available from the Government. **Funding should not be assumed and cannot be guaranteed.**

Where a Student Finance award is given, your attendance at College will be monitored by the Student Finance Team and payment will be made in accordance with a number of attendance criteria, as set out in the Procedure.

Why do we need this policy / background information?

The 16-18 Bursary, Discretionary Learner Support Fund (dLSF) and Advanced Learner Loan (ALL) Bursary can provide some financial assistance with the costs associated with coming to College. They are government funded and are designed to assist a priority target group of learners, who are socially or economically disadvantaged.

The Government's College Meal Support scheme is designed for students aged between 16-18 years old, or students with an Education Health and Care Plan (EHCP) Plan aged up to 25 years, who meet the national criteria. This scheme provides these students with one meal a day while they are studying.

Roles and responsibilities

As a student of The College you will be expected to agree to our terms and conditions:

- It is your responsibility to fully complete all parts of the application to ensure that there is no delay with the assessment process.
- The Student Finance Team will process your application and send you notification within 8 working days of receiving your fully completed application.
- It is your responsibility to ensure that you attend college in order to fulfil the attendance requirements of your Student Finance award.
- The Student Support Team will be aware of all 16-18 Vulnerable Bursaries that have been granted, and will continue to monitor and feedback information on vulnerable students' attendance.

Liaison with external agencies (where applicable)

None

Links to College values and other College policies

You should also read our Fee Payment Policy and College Regulations Policy, available on the College website at the following location <https://www.thecollege.co.uk/about-us/college-information/college-policies>

Who needs to understand this policy and how will they know about it?

The following training and awareness will be put in place:

Who?	How?
Students	Student Finance Support Policy available on the College website. Reference made to the Policy throughout the application and enrolment process – at College Open Events, during interview, in offer letters, Invitation to enroll email , during online enrolment process .
College managers	Include in SLT bulletin
All teaching staff	Briefing by Directors of Learning; 'All Staff' e-mail; visits by Student Finance staff to Team meetings if requested.
Business Support staff who interact with students	Briefing by Line Managers; copies of the policy to be distributed.

PROCESS / PROCEDURE

Am I eligible for an award?

The attached flowchart in Appendix 1 will explain whether or not you are eligible for financial assistance under these government schemes. Appendix 2 details a list of acceptable evidence that needs to be provided.

How do I apply?

Students can apply for financial support during enrolment via the enrolment online portal. This application process has been designed using feedback from students and staff to ensure that it is clear and accessible.

1. Log on to the enrolment portal & complete the eligibility criteria. Make sure that you have fully completed all questions/requirements to avoid any unnecessary delays in processing your application. You will also need to supply the required form(s) of evidence with your application – see Appendix 2 for acceptable forms of evidence.
2. All applications will be processed and a notification letter sent via email within 8 working days of the fully completed form being received. This notification will either confirm the award that has been given, or it will inform you that we are holding the application and will clearly explain what further action you need to take to enable your application to be processed.
3. Any discretionary award will be made on a first come first served basis and will be subject to the funding that is made available from the government. **Funding should not be assumed and cannot be guaranteed.**
4. Payment decisions regarding your award will be notified to you by text, using your contact details on our Student Management Information system.

How will I receive the funding?

16-18 Vulnerable Bursary

Payment for students in receipt of the 16-18 Vulnerable Bursary will be paid via BACS transfer directly to a nominated bank account provided during the application process.

Travel contributions

Students in receipt of any bursary contributing to travel expenses will receive payment via BACS transfer to a nominated bank account provided during the application process. The total contribution for travel costs provided by the college will be issued in respect of household income and cost of travel. Students will be notified of this total in their award confirmation. Payments will be received each Monday to spend on travel costs for that week. This payment is a contribution to support students during their time at college and the associated costs; as such it is the responsibility of the student to ensure this funding is being used appropriately i.e. travel contributions are spent on travel costs.

IT support

Students in receipt of the 16-18 Discretionary Bursary may be eligible for financial support towards the cost of an IT device and/ or WIFI support during their time at college. Considerations for eligibility will be formed on the basis of household income, course, attendance, and in liaison with curriculum staff to establish need.

Childcare

During application, students will detail requirements for support with childcare costs. Financial support for childcare will then be paid directly to the provider by the Student Finance Team.

Free college meals

College Meal Support awards will be delivered via the College cafeteria outlets. Students can use their Student ID card at the till to purchase a free college meal up to the value of £4.30. This total can be split between a maximum of 2 transactions a day, allowing students to purchase food items for breakfast and lunch if required.

Equipment fees

Students who are eligible for financial support for equipment fees will receive an online voucher for a nominated provider equal to the value of equipment costs. This voucher will be sent with the award confirmation.

Associated course cost

All other associated course costs will be paid directly to the provider.

Due to GDPR requirements, if you are aged over 18, you will need to give written consent to Student Support to discuss matters relating to your award, either verbally or in writing, with a third party.

What are the attendance requirements?

Attendance will be monitored by the Student Support Team for all Student Finance awards given. Any award will be based on regular attendance.

How do I appeal a Student Finance decision?

If you, or your parent/guardian or carer, wish to make an appeal regarding any aspect of Student Finance, this should be put in writing to the Head of Student Support, within 14 working days of receipt of your award letter. A member of Student Support Team can help you with this if you need assistance. Your appeal will be reviewed by the Head of Student Support. You will then receive a written response within 5 working days confirming the outcome of your appeal. The appeal decision will be final.

What can I do if I am unhappy with the service I have received?

If you are unhappy with any aspect of the service you have received from the Student Support Team, may we refer you to the College's Complaints Policy, a copy of which can be obtained from the Reception area and online at the College website.

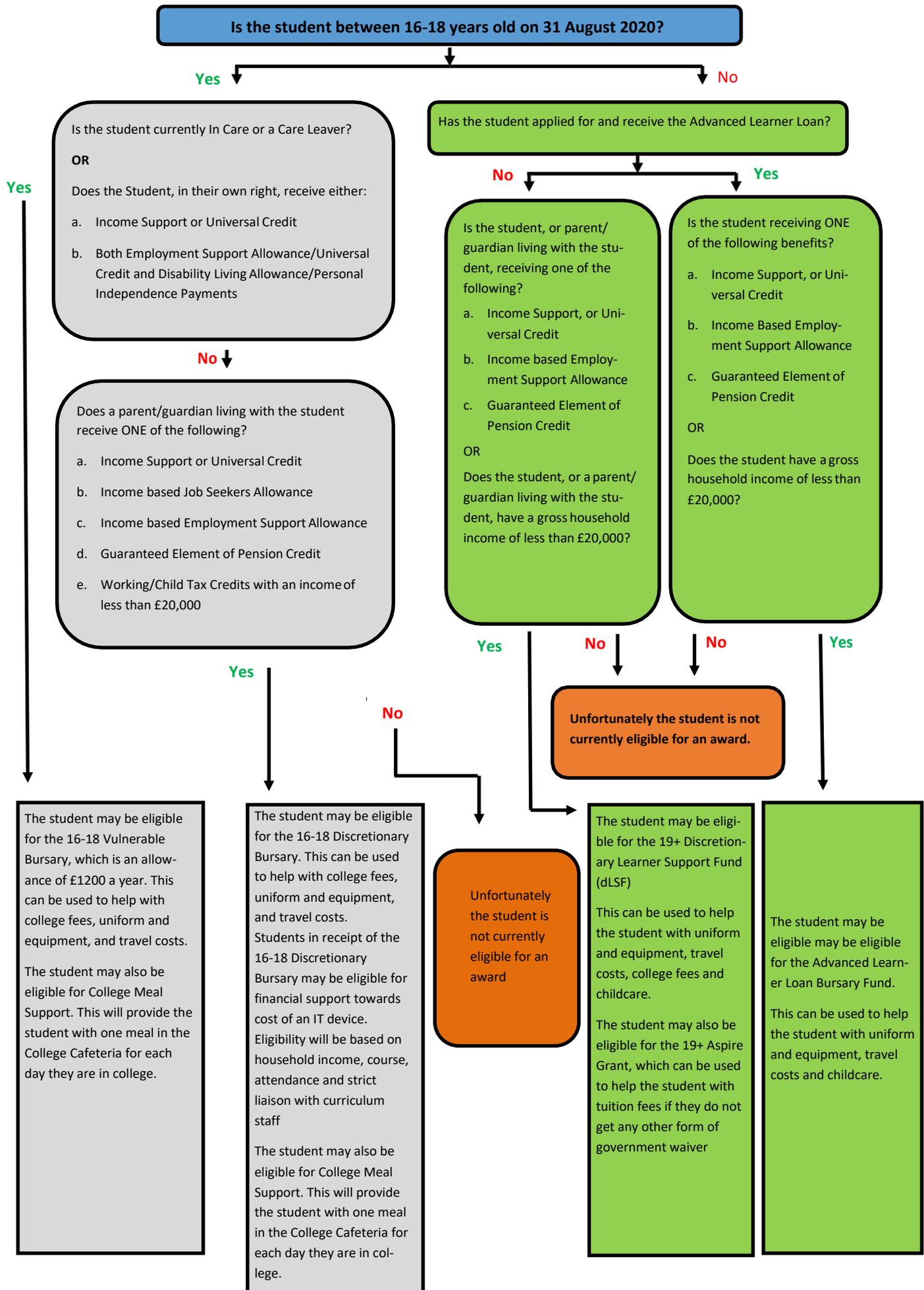
Policy approved by: Senior Leadership Team July 2020

This Policy is due for review in July 2021.

Bournemouth and Poole College Date September 2018 Function Equal Opportunities
This policy has been examined for equality impact i.e. the impact that this policy will have on different groups of current or potential learners, service users and staff taking into account the protected characteristics of the Equality Act 2010 (age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sexual orientation)
1. If equality impact analysis is not relevant to this function give reasons and proceed to section 5 below
2. In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these? Age: There are a number of courses that are only funded for certain age groups
3. In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future which will further advance equality? All courses are available to all groups, which provides the opportunity to achieving diversity within the group, enabling celebration of differences and discourages discrimination
4. What evidence supports your judgements? E.g. Consultations, observations, expert opinions, quantitative or qualitative surveys? If the evidence is in the form of an additional document, where is it stored? Student Voice surveys / Guidance / Impact of COVID 19 on financial support for students
5. Name and job title of manager responsible Head of Student Support

STUDENT FINANCIAL SUPPORT 2020-21

Eligibility information—Remember, funding cannot be assumed or guaranteed



IN ORDER TO QUALIFY FOR A BURSARY THROUGH STUDENT FINANCE, YOU MUST MEET THE FOLLOWING CRITERIA, AS DETAILED BELOW FOR YOUR AGE GROUP. PLEASE READ THROUGH EACH SECTION CAREFULLY, AND RETURN YOUR APPLICATION WITH THE RELEVANT COMPLETE AND UP TO DATE EVIDENCE AS REQUESTED.

16-18 VULNERABLE BURSARY AND COLLEGE MEAL SCHEME CRITERIA AND EVIDENCE REQUIRED

- A) Are you currently in or Leaving Care? *YES/No
- B) Are you, the student, receiving Income Support or Universal Credit in your own right *YES/NO
- C) Are you, the student, receiving BOTH Employment Support Allowance or Universal Credit and Disability Living Allowance/Personal Independence payments, in your own right? *YES/NO

If you have answered YES to A) Please provide a letter/email confirming status from Social Worker and continue to the next page.
If you have answered NO to any of the above questions, please see the box below for 16-18 Discretionary Bursary.

16-18 DISCRETIONARY BURSARY AND COLLEGE MEAL SCHEME CRITERIA AND EVIDENCE REQUIRED

Are you, as a household, currently receiving ONE of the following benefits?

- | | | |
|---|---------|---|
| Income Support | *YES/NO | If yes, please enclose <u>all</u> pages of the award letter dated within 6 months |
| Job Seekers Allowance | *YES/NO | If yes, please enclose <u>all</u> pages of the award letter dated within 6 months |
| Employment Support Allowance (Income Based) | *YES/NO | If yes, please enclose <u>all</u> pages of the award letter dated within 6 months |
| State Pension Credit (Guaranteed Element) | *YES/NO | If yes, please enclose <u>all</u> pages of the award letter dated within 6 months |
| Working/ ¹ Child Tax Credit | *YES/NO | If yes, please enclose <u>all</u> pages of the 2020/2021 award letter. ¹ This document <u>must</u> State Income. |

OVER 19 DISCRETIONARY LEARNER SUPPORT FUND OR ADVANCED LEARNING LOAN BURSARY FUND

Are you or your parent/guardian (if living at home) , in receipt of ONE of the following benefits?

- | | | |
|---|---------|--|
| Income Support | *YES/NO | If yes, please enclose <u>all</u> pages of the award letter dated within 6 months |
| Employment Support Allowance (Income Based) | *YES/NO | If yes, please enclose <u>all</u> pages of the award letter dated within 6 months |
| State Pension Credit (Guaranteed Element) | *YES/NO | If yes, please enclose <u>all</u> pages of the award letter dated within 6 months |
| Working Tax Credit | *YES/NO | If yes, please enclose <u>all</u> pages of the 2020/2021 award letter. This document <u>must</u> State Income. |
| Universal Credit | *YES/NO | If yes, please enclose all pages of the recent monthly statement. |

If not, then we need to see proof of Household Income of less than £20,000

- P60 dated 5 April 2020 *YES/NO

If you are unable to supply any of the above, then in exceptional circumstances 3 months consecutive payslips for the household can be accepted.