



STUDENT FINANCE SUPPORT POLICY - FE

1 Policy Statement

The 16-18 Bursary, College Meal Support Discretionary Learner Support Fund (dLSF) and Advanced Learner Loan Bursary is provided by the ESFA. This funding is designed to help with the essential costs associated with coming to College. The funding is designed to support those students most in need of financial support to enable them to engage in education provision.

2 Quality Statements

The 16-18 Bursary, 19+ dLSF and Advanced Learner Loan Bursary can provide some financial assistance with the costs associated with coming to College. They are designed to assist a priority target group of learners who are socially or economically disadvantaged. The College Meal Support scheme is designed to help those students aged between 16-18 year old or those students aged up to 25 years old with a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) who meet the national criteria to one meal a day while they are studying.

3 Information

The ESFA publish national guidance which set out the criteria for all types of funding that we offer. The College uses one application form for students to apply for all mentioned support. This application form and policy are available from Student Services, on the intranet and on The College's external website.

4 Application and Process

The application form needs to be completed fully by the student. This will ensure that the assessment process is not delayed. The Discretionary Bursary, 19+ dLSF and ALLB are cash limited and cannot be guaranteed. All applications will be processed and a notification letter sent within 28 working days of receipt of the fully completed application form and relevant evidence being received. This will either confirm the award that has been given or will inform the student of further action the student needs to take to ensure that the application can be actioned as soon as possible.

Owing to Data Protection, students will need to give consent to the Student Finance Team to discuss matters both verbally and written, relating to their award with a third party.

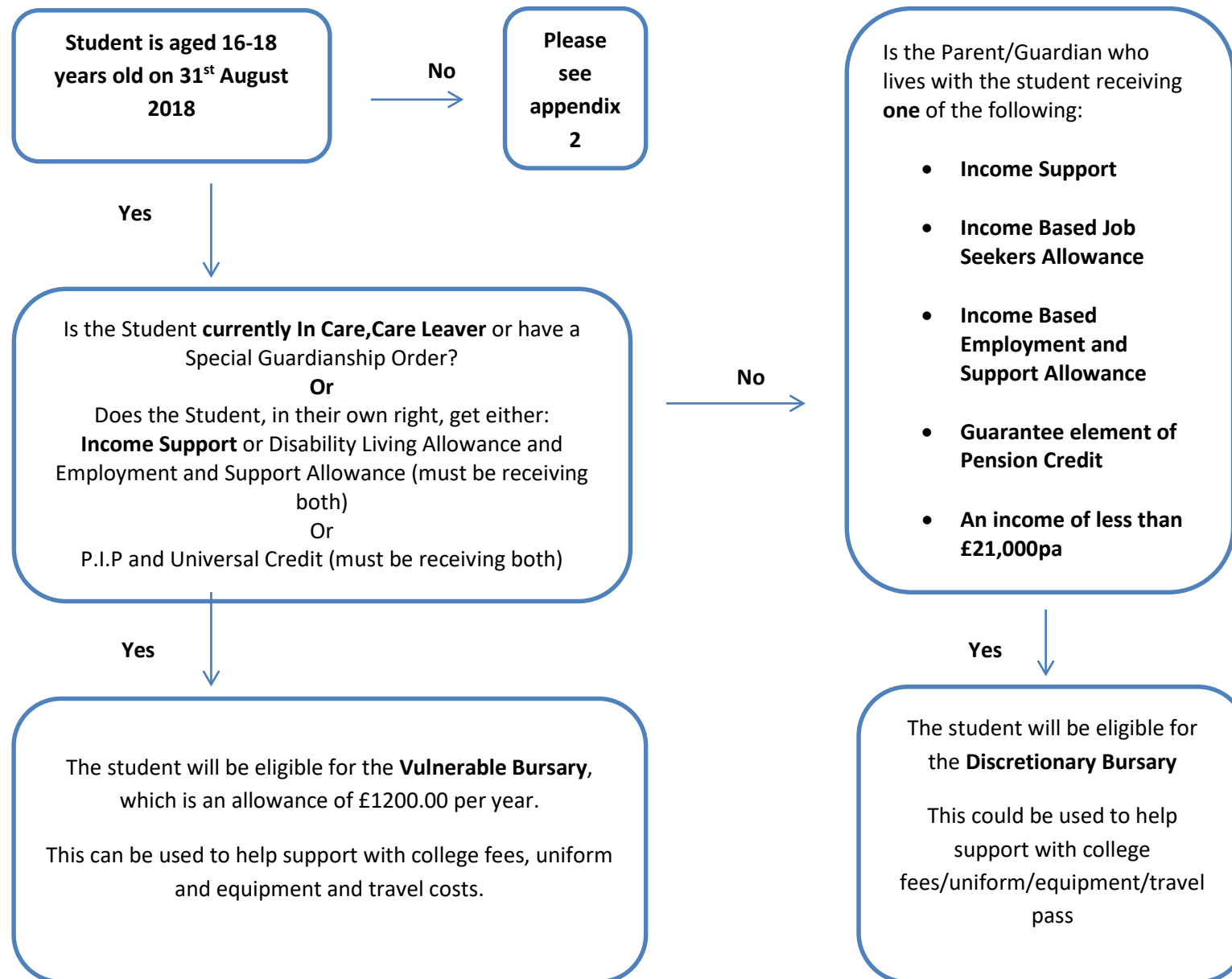
5 Attendance Requirements

Students awarded a Bursary will be expected to have 100% commitment to their course and a minimum of 90% attendance.

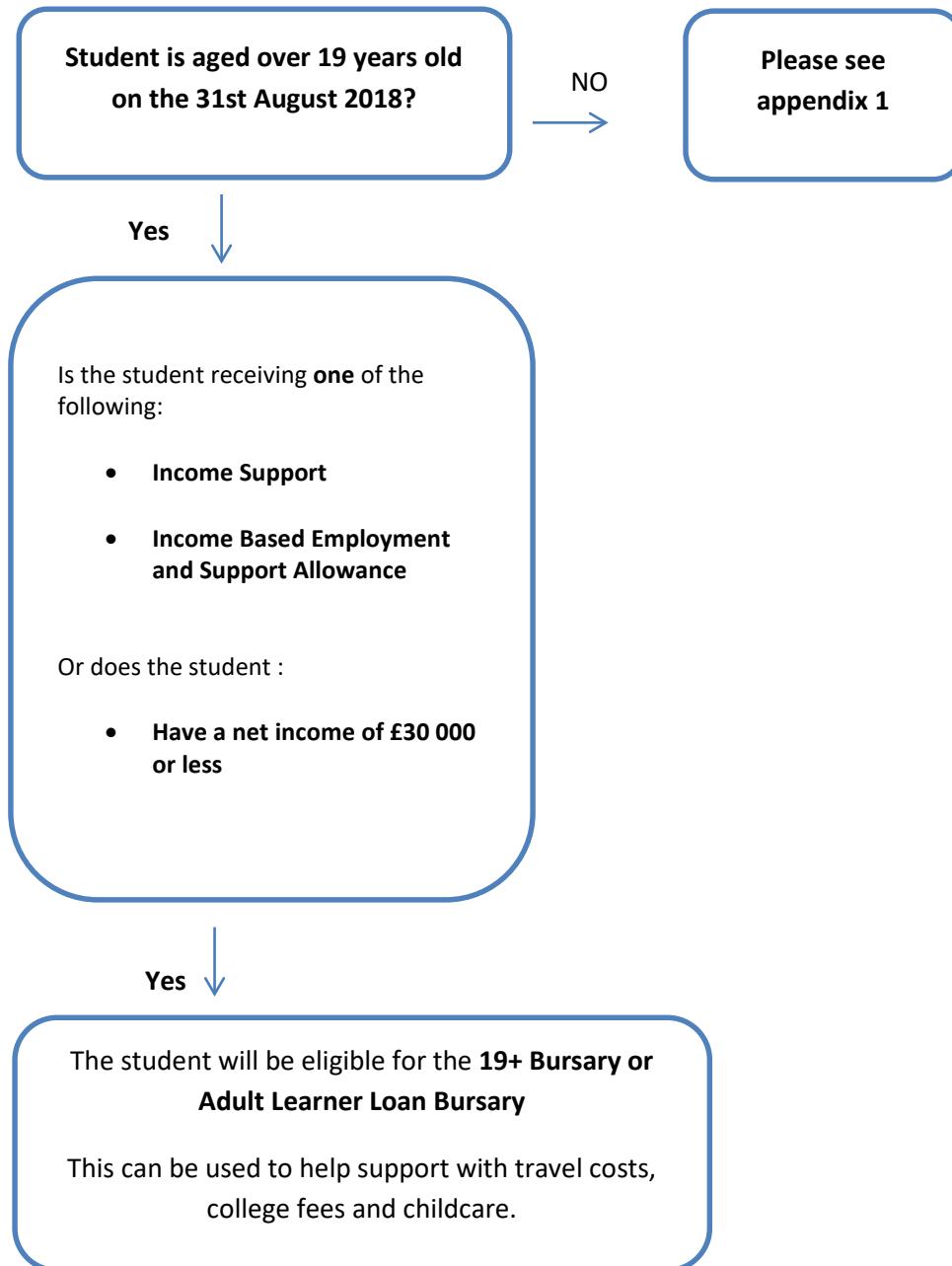
6 Appeals/Complaints Process

If a student, parent/guardian or carer wishes to appeal or complain about any aspect of Student Finance, this can be put in writing to the Pastoral and Welfare Manager. A member of the Student Services Team can help with the request if needed. The appeal will then be reviewed by the Pastoral and Welfare Manager and the Assistant Principal Learners. A written outcome will then be provided within 5 working days.

Appendix 1 - Overview of 16-18 year old Student Finance schemes at The College and eligibility information



Appendix 2 – Overview of Over 19 year old Student Finance Schemes at the College and eligibility information



Appendix 3 – Acceptable Evidence Chart

Type of Funding	Criteria	Acceptable Evidence
Vulnerable Bursary	Young Person currently in Care	Email/Letter of Confirmation from Social Care
	Young Person Leaving Care	Email/Letter of Confirmation from Social Care
	Young Person in receipt of Income Support	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	In receipt of Employment and Support Allowance and Disability Living Allowance	Letter of Confirmation of Benefits (Dated within 6 Months of application)
Discretionary Bursary	Household in receipt of Income Support	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	Household in receipt of Income Based Job Seekers Allowance	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	Household in receipt of Income Based Employment and Support Allowance	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	Household in receipt of annual net income of less than £21,000pa	2017/2018 Tax Credit Award Notification Letter
	Household in receipt of the Guarantee Element of the State Pension Credit	Letter of Confirmation of Benefits (Dated within 6 Months of application)
College Meal Support	Household in receipt of Income Support	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	Household in receipt of Income Based Job Seekers Allowance	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	Household in receipt of Income Based Employment and Support Allowance	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	Household in receipt of Child Tax Credit only (Not entitled to Working Tax Credit)	2017/2018 Tax Credit Award Notification Letter
	Household in receipt of the Guarantee Element of the State Pension Credit	Letter of Confirmation of Benefits (Dated within 6 Months of application)
19+ Bursary and Learner Loan Bursary Fund	Student in receipt of Income Support	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	Student in receipt of Income Based – Employment and Support Allowance	Letter of Confirmation of Benefits (Dated within 6 Months of application)
	Student Net earned Income is less than £30 000pa	P60's, 3 months wage slips, P45 are all examples of evidence that would be acceptable.

