



Policy for the Allocation of Student Financial Support (Further Education)

Equality Impact Assessment: Askham Bryan College recognises the importance of the Equality Act 2010 and its duties under the Act. This document has been assessed to ensure that it does not adversely affect staff, students or stakeholders on the grounds of any protected characteristics.

1. INTRODUCTION

This policy sets out the financial support available through, and eligibility for, bursary funding for Further Education (FE) students attending all campuses of Askham Bryan College (the College).

2. PURPOSE

The bursary funds available to students are provided by the Education and Skills Funding Agency (ESFA) to help students meet the costs of participating in post 16 education.

3. SCOPE

It is the policy of the College to optimise the use Bursary funding to provide support to those learners facing the greatest financial barriers to continuing in education, Bursaries are not to be viewed as an incentive to attract people into learning.

4. RESPONSIBILITIES

The overall responsibility for FE Student Finance lies with the Principal and Chief Executive.

The Student Finance Office is responsible for managing and monitoring the process of the distribution of bursaries and other financial support for FE students.

The Assistant Principal (Students) and Chief Finance Officer are responsible for ensuring that appropriate records are maintained on all student finance related matters in order to permit auditing on the use of the funds.

5. PROTOCOL FOR ALLOCATION

The College will make all practical and reasonable efforts to determine which students are in greatest need. The College will seek to ensure that the funds available are:

- Distributed fairly through a process which is transparent, equitable and easily understood;

Version: September 2020	Next Review: September 2021	Author: Student Finance Officer	SLT Owner: Assistant Principal (Students)
-------------------------	-----------------------------	---------------------------------	---

POLICY FOR THE ALLOCATION OF STUDENT FINANCIAL SUPPORT (FURTHER EDUCATION)

- Assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the award; and
- Used to widen access to, and enable participation in FE.

To ensure finance is not a barrier to accessing courses, retention and achievement, the College will promote sources of financial assistance to help students who are in hardship. However, students should note that these funds are limited and awards from these funds will only be made where sufficient funds are available to do so. This does mean that it will not be possible to support every application and priority will be given to those students from the families with the lowest household income and/or highest demonstrated need. All applications will be assessed and all applicants will receive written confirmation of the outcome of that assessment.

6 THE FUNDS

6.1 16-19 BURSARY FUND

The 16-19 bursary fund is made up of two distinct support categories:

- The vulnerable learner support fund
- The discretionary learner support fund and

All students applying for financial assistance under the 16-19 bursary fund must be aged 16 or over but under 19 on 31 August in the year of application though they will continue to be supported to the end of the academic year in which they turn 19. Only students studying on FE courses can apply for the following funding:

6.2 VULNERABLE LEARNER BURSARY

The following students will be eligible to receive a bursary of £1,200 per year, paid weekly, assuming agreed standards of attendance and behaviour are met:

- Young people who are looked after; children in the care of the local authority or foster parents.
- Care leavers
- Young people who receive Income support or Universal credit in their own right
- Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

All students wishing to receive help from the Vulnerable Learner Support Fund will need to provide a completed application form together with evidence as follows to support the application:

- Written confirmation from the Local Authority of current or previous looked after status
- Written confirmation of receipt of Income Support
- Written confirmation of receipt of Disability Living Allowance (DLA) and Employment Support Allowance (ESA) or Personal Independent Payment.

Version: September 2020	Next Review: September 2021	Author: Student Finance Officer	SLT Owner: Assistant Principal (Students)
-------------------------	-----------------------------	---------------------------------	---

POLICY FOR THE ALLOCATION OF STUDENT FINANCIAL SUPPORT (FURTHER EDUCATION)

Vulnerable learning support will be paid directly to students weekly in arrears by BACS Credit transfer (payments are made during term time only).

6.3 DISCRETIONARY BURSARY FUND

These awards will be targeted to students facing the greatest financial barriers to participation and will support for example, costs of transport, meals, books and essential equipment. Priority will be given to those with the lowest family income. Agreed standards of behaviour and attendance must be met before an award is made. The maximum award available from this fund is £1200 per student, this is paid in three termly instalments.

Students wishing to apply for a discretionary bursary must have completed the 42 day review period at the beginning of the academic year; awards will be made after this period.

Students wishing to receive help from the Discretionary Bursary Fund must complete an application and are required to provide the following evidence:

- All benefit entitlement / Award Letters (all pages)
- P60 to evidence salary of the previous year end
- Tax Credit Notice Award for the previous year
- Certified accounts if self-employed or SA302
- Payslip for March of previous year

Where the above documents are not available, the Student Finance Officer will agree on valid alternatives on a case by case basis

The discretionary bursary will be paid into the students own bank account in instalments at three stages in the year (November/February/May) by BACS Credit transfer. Attendance and behaviour will be monitored and payment of the bursary is conditional on meeting the following criteria:

- Attendance (should normally be at least 90% each term)
- Punctuality (student must adhere to the attendance policy)
- Discipline / Behaviour (students should adhere to the student code of conduct) Amounts available under this award are listed below:

HOUSEHOLD INCOME	DISCRETIONARY AWARD
£10,000 and under	£1200
£11,000 to £15,000	£1000
£16,000 to £20,000	£750
£21,000 to £25,000	£500
£26,000 to £30,000	£250

Any essential equipment paid for by the College through the Bursary Fund remains the property of the College and may be recalled by the College should the student leave the course early, or at the end of the course.

Version: September 2020	Next Review: September 2021	Author: Student Finance Officer	SLT Owner: Assistant Principal (Students)
-------------------------	-----------------------------	---------------------------------	---

POLICY FOR THE ALLOCATION OF STUDENT FINANCIAL SUPPORT (FURTHER EDUCATION)

6.4 19+ DISCRETIONARY FUND

Students who are over 19 years on 31 August in the year of application for the bursary can apply for 19+ Discretionary Fund. The student must complete an application form and provide supporting evidence (see below) to confirm hardship, it is a means tested fund and the amount the student receives depends on their/ family gross household income.

- All benefit entitlement / Award Letters (all pages)
- P60 to evidence salary of the previous year end
- Tax Credit Notice Award for the previous year
- Certified accounts if self-employed or SA302
- Payslip for March of previous year

Where the above documents are not available, the Student Finance Officer will agree on valid alternatives on a case by case basis

The Adult Discretionary Learner Support Bursary Fund can be used to support students experiencing financial hardship. The maximum amount available from this Fund is £1200 per student. Please see below for amounts available under this award:

HOUSEHOLD INCOME	DISCRETIONARY AWARD
£10,000 and under	£1200
£11,000 to £15,000	£1000
£16,000 to £20,000	£750
£21,000 to £25,000	£500
£26,000 to £30,000	£250

6.5 RESIDENTIAL BURSARY FUNDS

The Residential Bursary Funds supports learners attending specialist land based programmes of study with the costs of living away from home because provision is not available locally.

Full time FE students can apply for a residential grant provided they:

- Live more than 15 miles from the College and there is not a College nearer to their home address doing the same study programme.

OR

- Their journey to College takes more than 2 hours on public transport

AND

- The household income is below £30,000.

Version: September 2020	Next Review: September 2021	Author: Student Finance Officer	SLT Owner: Assistant Principal (Students)
-------------------------	-----------------------------	---------------------------------	---

POLICY FOR THE ALLOCATION OF STUDENT FINANCIAL SUPPORT (FURTHER EDUCATION)

Students must be enrolled on a Land-Based Further Education course and have lived in England for more than 3 years. The College reserves the right to consider applications from students not enrolled on a Land-based Course.

An application form must be completed and evidence of household income must be provided. (see below). Applications for support are considered individually to ensure those who are most in need receive help. Awards are based on the information provided.

- All benefit entitlement / Award Letters (all pages)
- P60 to evidence salary of the previous year end
- Tax Credit Notice Award for the previous year
- Certified accounts if self-employed or SA302
- Payslip for March of previous year

Where the above documents are not available, the Student Finance Officer will agree on valid alternatives on a case by case basis

The form (F26) can be obtained from the College Website or Student Services. Please see below for the amounts available under this award:

Gross Household Income	Award
Up to £21,000	£3,458
£22,000 to £25,000	£2,305
£26,000 to £30,999	£1,152
£30,994 or more	No award

Information about residential costs and other information about our accommodation is available on the College website.

6.6 FURTHER EDUCATION FREE MEALS

Free meals are available to disadvantaged students who meet the criteria. Students must complete an online bursary application form so the College can verify student eligibility for free meals by assessing the evidence provided by the student, their parents or guardians against the criteria.

Students who are eligible for free meals are entitled to one free meal on a timetabled day of attendance to the value of £3.50. The government allocate £2.41 per meal per day, however the college have increased the daily allowance to £3.50 using the discretionary bursary to cover the

Version: September 2020	Next Review: September 2021	Author: Student Finance Officer	SLT Owner: Assistant Principal (Students)
-------------------------	-----------------------------	---------------------------------	---

POLICY FOR THE ALLOCATION OF STUDENT FINANCIAL SUPPORT (FURTHER EDUCATION)

additional £1.09p per learner allowing them to get a more substantial meal. Free meals are paid in addition to any other funding awarded to a student.

To be eligible for free meals a student or their parent/ guardian must be in receipt of one of the following benefits:

- Income Support
- Income based jobseekers allowance
- Income based employment and support allowance
- The guarantee element of pension credit
- Child tax credits (providing they do not receive Working tax credits) and have an annual income of no more than £16,190.

Vulnerable bursary students are not automatically eligible for free meals and will be subject to a household income assessment. Young people in care will only qualify for free meals if their careers are in receipt of a qualifying benefit.

6.7 CHILDCARE FUNDING

Financial support is available to Further Education students who require support with their childcare costs.

6.7.1 Childcare Funding for Students aged 20+

Childcare funding for students aged 20+ is available through the College; students must complete an application form and provide supporting evidence. The application form can be downloaded from the college website or alternatively students can request a paper copy from Student Services.

In order to qualify the students household income must be below £30,000 and the student must provide a copy of their childcare provider's Ofsted registration certificate.

The College cannot meet the full costs of a student's childcare. The College requires the student to pay at least 15% of these costs and the College will fund the remaining 85% of costs. The College will not fund childcare costs during College holidays. The College reserves the right to vary the percentage value of the contribution it makes, depending on the availability of funds. Payments are made direct to the Childcare provider (rather than the student) on receipt of an invoice, and are subject to the attendance and behaviour criteria being met by the student.

6.7.2 Care to Learn

Students aged 16-19 can access financial support for their childcare through the Care to Learn initiative, which will support student with payments of up to £160 per week per child.

POLICY FOR THE ALLOCATION OF STUDENT FINANCIAL SUPPORT (FURTHER EDUCATION)

Care to Learn can help with the cost of:

- childcare, including deposit and registration fees
- a childcare taster session for up to 5 days
- keeping a childcare place over the summer holidays
- taking a child to their childcare provider

Payments from Care to Learn go directly to the childcare provider and are subject to the following:

- The childcare provider confirming your child's attendance
- The College confirming that the student is attending their course.

Further information and application are via the website: www.gov.uk/care-to-learn

7. PRINCES TRUST AND FLEX COURSES

These programmes of study are aimed at those who are not in education, employment or training (NEET). They are 12 week programmes which are designed to improve confidence, motivation and skills. Students on these courses will be eligible for a bursary whilst participating on these courses if they meet the criteria and provide supporting evidence.

Student must complete an online bursary application form and are required to provide the following evidence:-

- A young person looked after by the Local Authority, or, a Care Leaver must provide a letter from a Social Worker or support worker.
- A recent letter (within the last three months) confirming that they are in receipt of out of work benefits (JSA) or any other benefit in their own right including Employment Support Allowance, Universal Credit, Income support, Personal Independence Payments etc.
- For those who are financially dependent on someone else (parent/ guardian/ partner or spouse) they must provide evidence of household income. Income has to be below £30,000 to qualify for financial support). Including copies of any benefit entitlement, P60's for the year end April 2018 and Tax credit award notice for 2017/2018.

Where the above documents are not available the Student Finance Officer will agree on valid alternatives on a case by case basis.

Students on these courses can get paid up to £30 per week to assist them with their course related costs including transport, food and equipment. Students must have good attendance whilst on these programme to qualify for payment.

Version: September 2020	Next Review: September 2021	Author: Student Finance Officer	SLT Owner: Assistant Principal (Students)
-------------------------	-----------------------------	---------------------------------	---

8. SCHOLARSHIPS

There are two types of scholarships available:

- i. Externally Sponsored Scholarships – these scholarships are sponsored by an external person/company/body with ‘gifted’ funds though they are managed by the College, again through formal application.
- ii. Externally Awarded Scholarships – these scholarships are promoted internally though funded and allocated through external application.

Promotion of scholarships is managed via the college website, support where appropriate to external providers of scholarships is given by from the Student Finance Officer.

9 ASSESSMENT FOR ELIGIBILITY FOR AWARD OF BURSARIES

9.1 All applications for bursaries will be assessed for eligibility by the Student Finance Officer.

9.2 Decisions on the budgeted allocations or any appeals to the decisions made will be considered and determined by the Assistant Principal (Students)

9.3 A summary of all decisions will be prepared and communicated to:

- a) Assistant Principal (Students)
- b) The Finance Office (to process payments).

10. REPORTING, REVIEW AND MONITORING

10.1 A report of spend against available funds will be made to the Assistant Principal (Students) on a monthly basis.

10.3 It is the responsibility of the Assistant Principal (Students) and Chief Finance Officer to review and amend the systems in place as needs and allocations change.

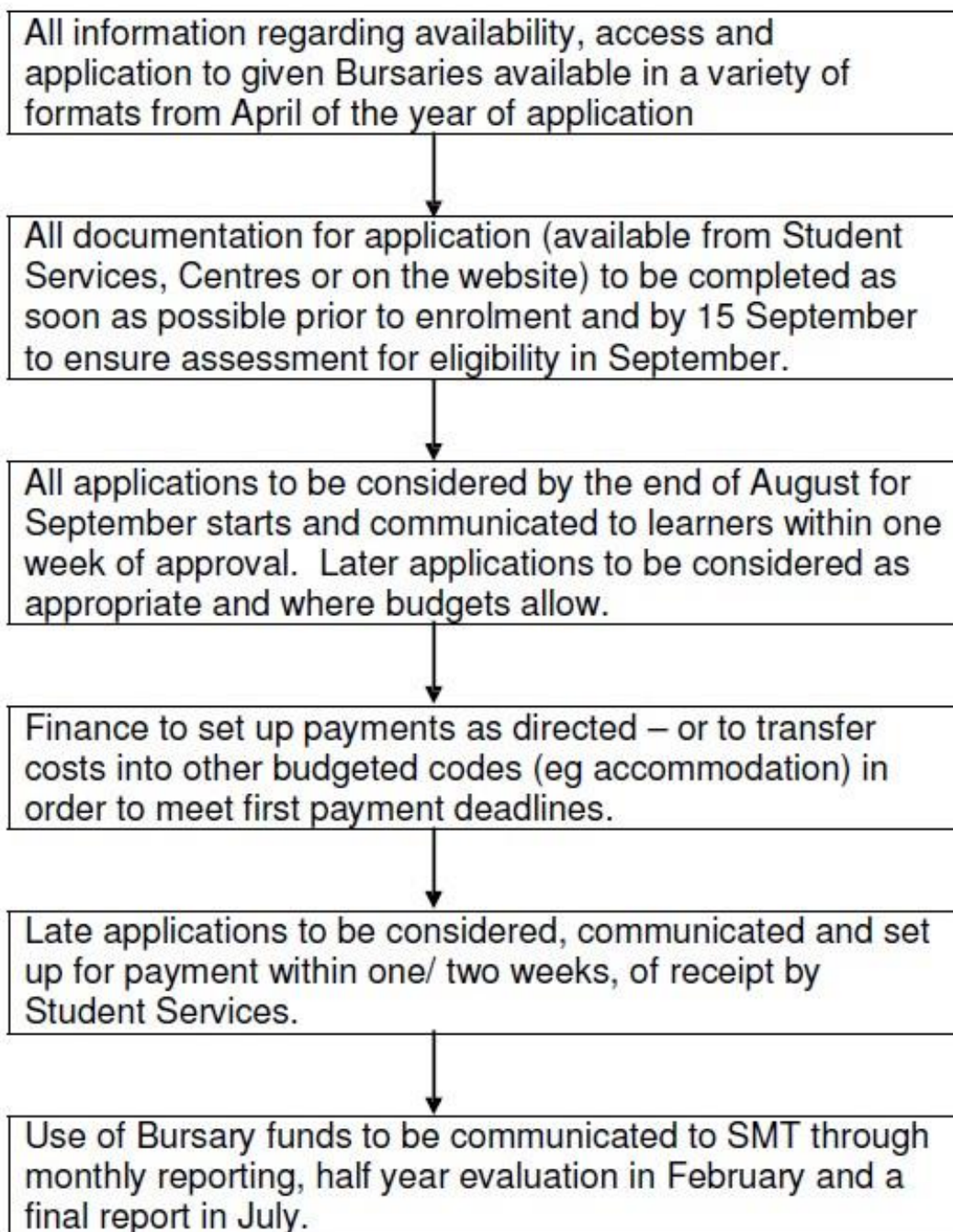
11 SUMMARY OF PROCESS

A summary of the process for application, awarding and payment of Bursaries is given in Appendix 1.

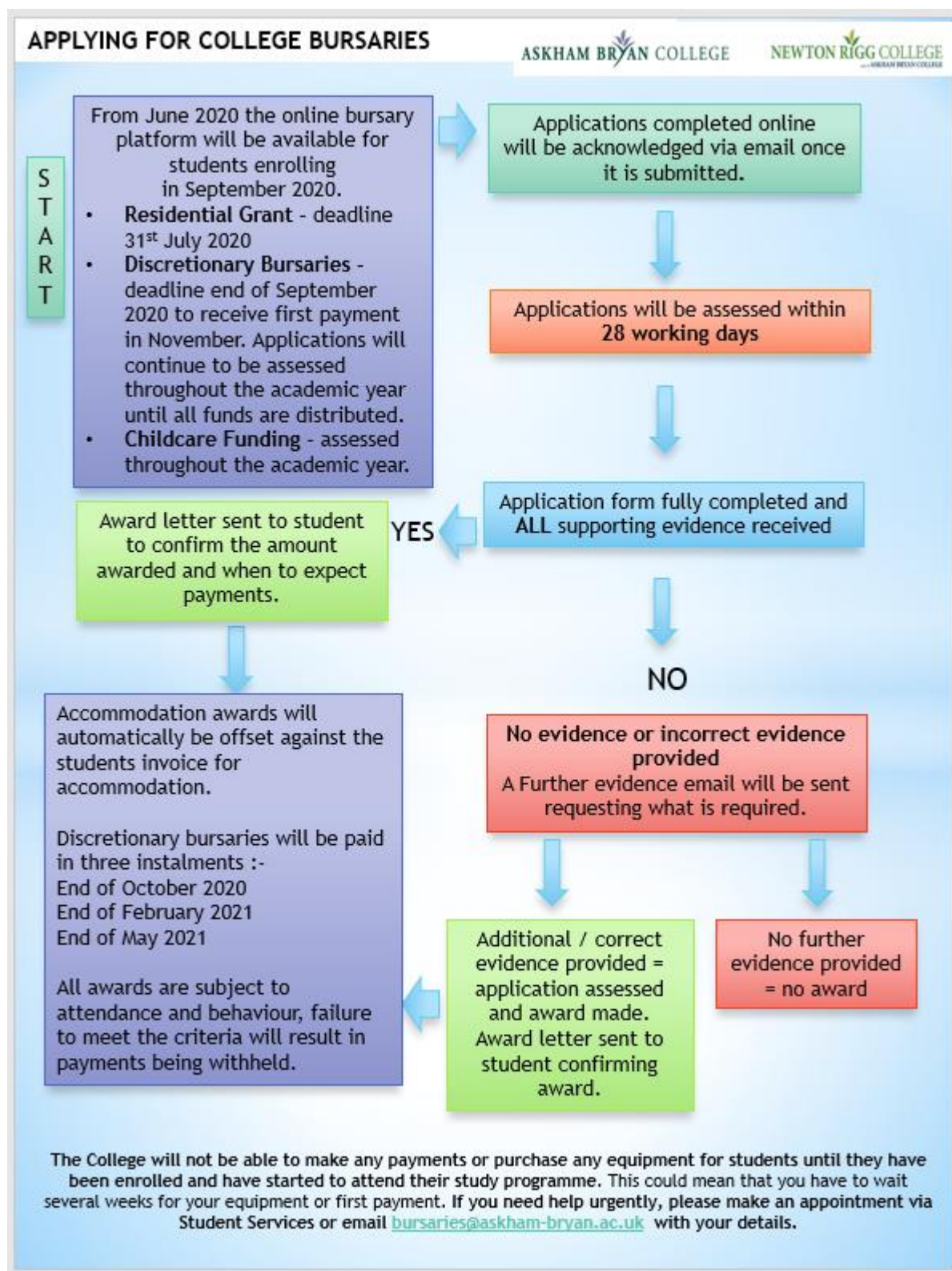
The timelines for application and allocation are shown at Appendix 2

Version: September 2020	Next Review: September 2021	Author: Student Finance Officer	SLT Owner: Assistant Principal (Students)
-------------------------	-----------------------------	---------------------------------	---

APPENDIX 1: Summary of the process for application, awarding and payment of Bursaries



APPENDIX 3: TIMELINES FOR APPLICATION AND ALLOCATIONS



Version: September 2020	Next Review: September 2021	Author: Student Finance Officer	SLT Owner: Assistant Principal (Students)
-------------------------	-----------------------------	---------------------------------	---