

**Policy for the Allocation of Student Financial Support (Further Education)
SSS16**

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 The 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 The 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 Campus Principal and Executive Director for Higher Education and Students

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 Director of Student Services and Director of Finance 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.

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5 The Procedure

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

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:

i) 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

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- 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.

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

ii) 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 £500 per student, paid in three 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 92% each term)
- Punctuality (student must adhere to the attendance policy)
- Discipline / Behaviour (students should adhere to the student code of conduct)

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Amounts available under this award are listed below:

HOUSEHOLD INCOME	DISCRETIONARY AWARD
£10,000 and under	£1000
£16,000 to £20,000	£750
£21,000 to £25,000	£500
£26,000 to £30,999	£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.

6.2 19+ HARDSHIP FUND

Students who are over 19 years on 31 August in the year of application for the bursary can apply for 19+Hardship 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 £500 per student.

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Please see below for amounts available under this award:

HOUSEHOLD INCOME	DISCRETIONARY AWARD
£10,000 and under	£1000
£16,000 to £20,000	£750
£21,000 to £25,000	£500
£26,000 to £30,999	£250

6.3 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.

Students must be enrolled on a Land-Based Further Education course and have lived in England for more than 3 years. 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:

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Gross Household Income	Award
Up to £21,000	£3,458
£21,001 to £25,704	£2,305
£25,705 to £30,993	£1,152
£30,994 or more	No award

Use the discretionary bursary to cover more of the catering element to use funds, increasing overall award for student/parents meaning less for them to pay and possibly more uptake on the accommodation. For those on a low income (below £16,000) you could cover the full catering cost for them?

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

6.4 FURTHER EDUCATION FREE MEALS

Free meals are available to disadvantaged students who meet the criteria. Students must complete a discretionary 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 £2.41. Increase the daily allowance to £3.00 using the discretionary bursary to cover the additional 59p per learner (allowing them to get something more substantial than chips) 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

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e 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.

6.5 CHILDCARE FUNDING

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

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6.5.1 Childcare Grant for 20+ Students

Childcare funding for students aged 19+ 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 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 20% of these costs and the College will fund the remaining 80% 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.

6.5.2 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. 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. Scholarships

There are three types of scholarships available:

- i. College Funded Scholarships – when available, the scholarships are funded by the college, and managed via a formal application process.
- ii. Externally Sponsored Scholarships – these scholarships are sponsored by an external person/company/body with 'gifted' funds though they are managed by the College,

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again through formal application.

- iii. Externally Awarded Scholarships – these scholarships are promoted internally though funded and allocated through external application.

The ownership of scholarships lies with the Executive Director for HE and Students, with promotion sitting with Marketing, support from the Student Finance Officer for information and recording of external scholarship opportunities, the Commercial Manager at Newton Rigg and Finance for processing.

Information about current scholarship opportunities is held on the College website.

8 Assessment for eligibility for Award of Bursaries

- 8.1 All applications for bursaries will be assessed for eligibility by the Student Finance Officer.
- 8.2 Decisions on the budgeted allocations or any appeals to the decisions made will be considered and determined by the Director of Student Services.
- 8.3 A summary of all decisions will be prepared and communicated to:
 - a) The Director of Student Services
 - b) The Finance Office (to process payments).

9. Reporting, Review and monitoring

- 9.1 A report of spend against available funds will be made to SMT within the standard Reporting structure.
- 9.2 Reporting of allocated funds to the Funding Awarding Bodies will be made as detailed in Appendix 1. This will be managed by the Student Finance Officer and approved by the Director of Student Services / Director of Finance.
- 9.3 It is the responsibility of the Executive Director for HE and Students to review and amend the systems in place as needs and allocations change.

10. Summary of Process

A summary of the process for application, awarding and payment of Bursaries is given in Appendix 2.

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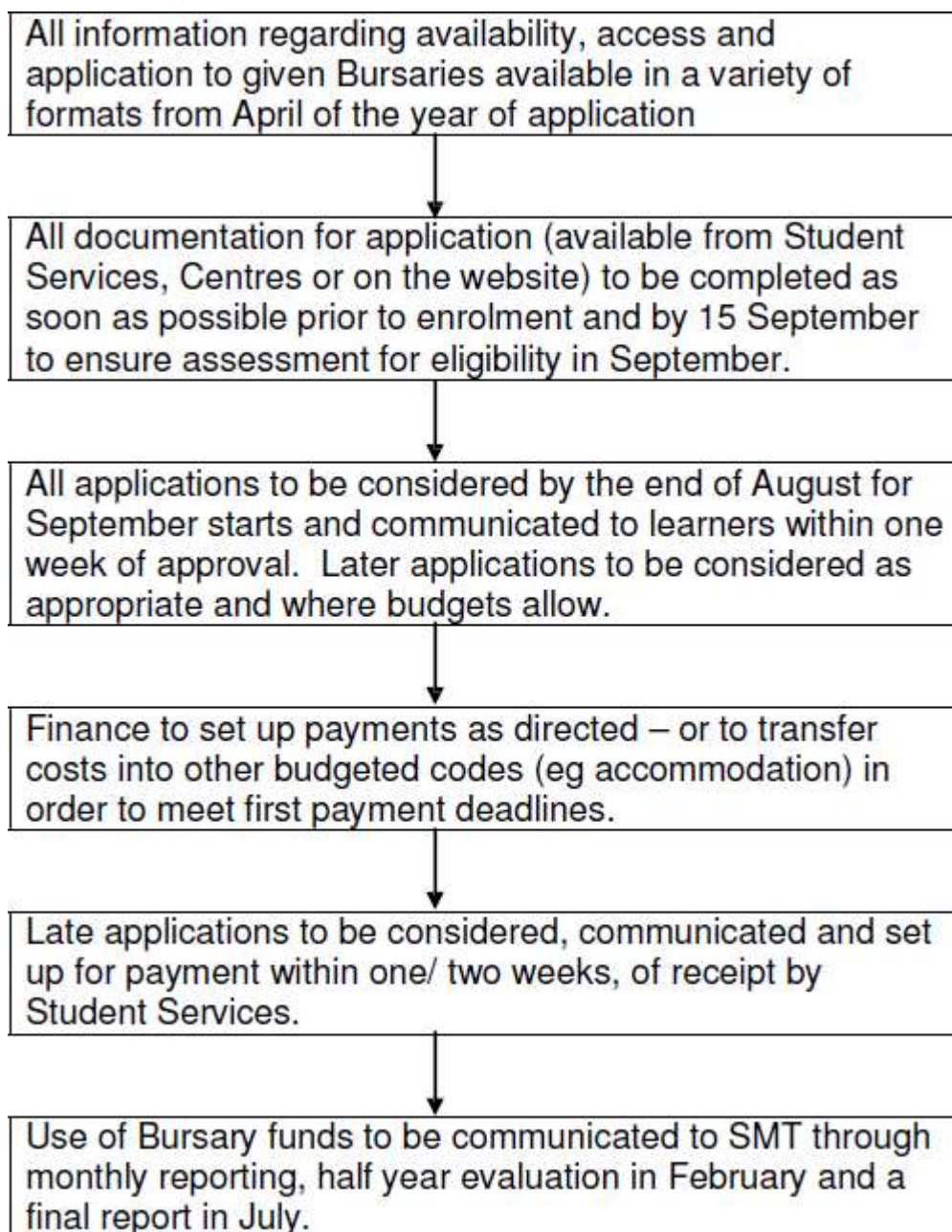
Reporting timeline for Allocation of Bursaries 2018-2019

Bursary Awards	Allocated by	First Report	Final Report
16-18 Bursary Fund (Vulnerable and Discretionary)	ESFA	July 2018 (Year End) and November 2018	October 2018
16-18 Residential Support Scheme	ESFA	July 2018 (Year End) and November 2018	October 2018
Adult Learner Discretionary Support (19+ Hardship, 20+ Childcare and Residential)	ESFA	February 2019	September 2019
Adult Residential Access Fund	ESFA	February 2019	September 2019

NB: Monthly reporting of allocated spend against bursaries plus planned spend to be tabled at SMT (Business) meeting.

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SUMMARY OF THE PROCESS FOR APPLICATION, AWARDING AND PAYMENT OF BURSARIES



Version: July 2018	Next Review: July 2019	Author: Director of Curriculum & Quality	SMT Owner: Director of Curriculum & Quality
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