

Learner Support Fund – Guidelines for Allocation of Funds

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Approved by Senior Leadership Team (SLT)

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Learner Support Funds

GUIDELINES FOR ALLOCATION OF FUNDS

In all cases, an attendance rate of **at least 89%** is expected from learners who receive funding.

A College Support Fund (for non-accredited courses - course fees only)

Applications are limited to a maximum of **two courses** in one academic year, normally with a maximum total amount of **£100** per student. A contribution of at least 30% will be expected from the student. The Fund is limited, and once used up further applications cannot be considered. Priority will be given to applicants who can demonstrate that attendance on the course will improve their wellbeing; for therapeutic reasons; or that attendance will contribute towards their rehabilitation.

B Advanced Bursary Loan Fund (for accredited course) for learners enrolled at Level 3 or above aged 19+ who have taken out a Bursary loan. The Fund can help with the cost of childcare or additional expenses related to the course. Maximum total normally £500 per student.

C Learner Support Fund (LSF) (for accredited courses - age 19+) – see below

LSF:

Applications are limited to a maximum of **two courses** in one academic year, normally with a maximum total amount of **£500** towards tuition fees, exam fees, childcare, books, materials, and (in exceptional circumstances) travel. A contribution of at least 30% will be expected from the student. The Fund is limited, and once allocated it will not be possible to consider further applications.

Priority is given to the following learners:

- those not in receipt of a means-tested benefit who can provide evidence of a low household income (less than £27,000 or below) and who may not be eligible for concessionary fees
- those in receipt of a means-tested benefit but not eligible for fee remission
- those studying for their first full Level 2
- those who have been out of work more than six months and not in receipt of JSA or means tested benefits, and who can demonstrate financial difficulty

The Fund is available for:

- 1 Tuition fees** – paid directly on the student's behalf.
- 2 Exam fees** - paid directly on learner's behalf.
- 3 Childcare** – paid directly to an OFSTED registered childcare provider on the learner's behalf.
- 4 Materials, books, equipment** - all eligible learners with receipts provided.

All learners may apply for this help and their application will be considered by the Panel.

The Fund will not be used for stationery items (eg pens, binders, printing).
The College shall have the right to request the return of certain materials and equipment paid for from the Fund at the end of the course.

- 5 Travel** – assistance may be given (in exceptional circumstances only) towards the cost of travel by public transport (or equivalent cost if student is using their own car), provided a student cannot study for the same course nearer to their home. Payment will be made on production of receipts.

Additional information:

Written evidence of entitlement to benefit or low income dated within the last six months will be required at the time of application, in the form of payslips or current account bank statements.

If an applicant applies for financial help with courses from more than one fund, the limit on a maximum of two courses still applies.

The Panel will always give preference to those applications which may lead to qualifications or employment opportunity. Learners need to show that they intend to use the course to progress into (or access) a qualification for obtaining employment.

Learners wishing to continue the same subject from one year to the next must show progression; funding will not normally be awarded to repeat the same level in the same subject.

Learners will not be eligible to receive funding if they have withdrawn from a previous course, unless they can show good reason for the withdrawal.

If an application is denied, applicants may re-submit no sooner than the following term.