



Learner Support funds – 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

Learner Support Funds are only available to those living within the Greater London Authority.

In all cases, learners in receipt of funding are expected to maintain **100% attendance**.

A. College Support Fund (CSF)

(For non-accredited courses – course fees only)

- Applications are limited to a maximum of **two courses per academic year**, with a combined funding cap of **£100 per learner**.
- A **minimum contribution of 30%** towards course fees is expected from the learner.
- Funding is limited and will be allocated on a first-come, first-served basis; once the fund is fully allocated, no further applications can be considered.
- **Priority will be given** to learners who can demonstrate that attending the course will:
 - Improve their wellbeing;
 - Support their rehabilitation; or
 - Provide therapeutic benefit.

B. Advanced Learner Loan Bursary Fund (ALLBF)

(For accredited courses – Level 3 and above, aged 19+)

- Available to learners who have taken out an Advanced Learner Loan.
- Can support additional course-related expenses such as **childcare, books, or materials**.
- The maximum support is normally **£500 per academic year per learner**.
- Learners must provide evidence of financial hardship, in line with other funds.

C. Learner Support Fund (LSF)

(For accredited courses – aged 19+)

- Funding is available for eligible learners up to a maximum of **£500 per academic year**, for:
 - Tuition fees
 - Childcare
 - Essential books and materials
 - IT equipment vital for learning
 - Travel (in exceptional circumstances)
- Where a learner is not eligible for full funding a **minimum contribution of 30%** is expected towards tuition fees.
- The Fund is limited and once fully allocated, no further applications can be accepted.
- Learners must provide **written evidence of low income or receipt of a means-tested benefit**, dated within the last three months. This may include recent payslips or official benefit letters.

Funding Priority

Priority will be given to:

1. Learners **not in receipt of a means-tested benefit** who can provide evidence of a **gross annual household income of £30,000 or below**, and who are not eligible for concessionary fees.
2. Learners **in receipt of a means-tested benefit** who are not eligible for full fee remission.

Eligible Support Categories

1. **Tuition Fees**
 - Paid directly by the College on the learner's behalf.
2. **Childcare**
 - Available to cover childcare during timetabled classes at Sutton College.
 - Providers must be **OFSTED registered**.
 - The £500 cap may be exceeded at the discretion of the LSF Panel.
3. **Essential Books, Materials, and Equipment**
 - Learners may apply for reimbursement of essential items upon **production of valid receipts**.
 - Support is limited to items deemed necessary for completion of the course.
 - **Stationery (e.g., pens, folders, printing) is excluded**.
 - The College may request the return of materials and equipment at the end of the course.
 - Where LSF funding covers material fees, the College reserves the right to retain learner work for display or marketing purposes.
4. **Travel**
 - Travel support is available **only when considered reasonable** and if the course is not offered closer to your home.

You must provide **proof of travel on days you attend College** (receipts or tickets). If you are not able to provide receipts/proof of travel we will not be able to process a refund.

Sutton College **does not reimburse petrol, parking, taxi fares, or car mileage expenses** for private vehicle use. You must have travelled to/from the College using public transport.

Travel reimbursement is only for days when you **attend College**; attendance will be monitored.

Additional Information

Preference will be given to applications that support progression to further qualifications or employment. Learners should demonstrate how the course will help them move into, or prepare for, work or higher-level study.

Progression

- Learners applying to study the same subject in consecutive years must demonstrate progression.
- Funding will not normally be awarded for repeating the same level or resitting examinations.

Attendance and Exam Commitment

- Learners must maintain 100% attendance.
- Withdrawal from a course or poor attendance without valid reason may result in the requirement to repay the funding received.
- Learners must sit the exam or complete the accredited element of the course. Failure to do so may result in ineligibility for future funding.

Previous Withdrawals or Poor Attendance

- Learners who have previously received support but withdrew or failed to maintain full attendance will not be eligible for further funding unless valid and documented reasons are provided.

Processing of Applications

- The College aims to assess all fully completed Learner Support Fund applications and communicate the outcome to the learner within 10 working days of receipt.

Denied Applications

- If an application is denied, learners may resubmit an application no sooner than the following term if they can provide evidence of a change in circumstances.
- If the application is not approved and the learner has already paid toward the course, refunds will be issued as follows:
 - Full refund if the course has not yet started.
 - Partial refund, calculated based on the number of sessions attended, if the course has begun.