



# 19 + Discretionary Learner Support Fund Policy and Procedures 2023/2024

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## 1. Policy Statement

The College is committed to distributing the Discretionary Learner Support Fund in a fair and consistent way. Funding is to be provided to increase access, retention and achievement. It can be used to help students overcome financial barriers to learning and promote wider access to ensure that people from all backgrounds can take part in learning.

## 2. Discretionary Learner Support Fund (dLSF)

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The dLSF is separated into 2 areas:

- 19+ Discretionary Learner Support Funds
- 20+ Childcare Funding

The main purpose of the 19+ dLSF is to support learners with a specific financial need that could prevent them participating in learning. Funds should only be allocated to learners where a means assessment has identified a need for that individual.

Students who are aged 19+ and in receipt of an Advanced Learner Loan are not eligible for this fund; they must make an application to the Advanced Learner Loan Fund.

## 3. Application Process and Documentary Evidence

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### 3.1 dLSF 19+

The application process for funds will be open from **early July 2023** and until such time as funds be used up. All applications will be considered based on the funding available.

#### Pay My Student

For 19+ funding, including applications for travel passes, students must complete an application using the on line student support bursary service, Pay My Student. Documentary evidence is required to make an assessment of income and / or identification of being in a priority group (as laid down in the ESFA guidance). This could be pay slips, P60, proof of earning for self-employment, bank statements, Tax Credit Award Notice, Universal Credit monthly statement, proof of benefits (letters from DWP / Job Centre) this list not exhaustive.

The 'application date' will be the date the completed form is received along with all relevant documentation.

Students will also need to provide evidence to support their request e.g. College order form for kit/equipment/uniform, signed book list from tutors, trips, receipts for individual items etc.

### 3.2 Childcare Funds 20+

Students can register their interest in applying for funding once they have made an application to study to the College. Funds are allocated on a strict first come first served basis. Students are asked to provide the same financial information as for dLSF19+ but also have to provide

information that the provider is Ofsted-registered (Early Years Register for children aged 0-5, Compulsory Childcare Register for 5-8 and Voluntary Childcare Register for over 8's).

### 3.3 Travel

Full time students who are aged 19+ and live more than 1 miles away from College can apply for a travel pass by completing the relevant application forms. For more information please see Travel Passes and Funds Policy and Procedures.

Students who do not wish to apply for a travel pass can apply for help towards travel costs e.g. fuel 23p per mile per timetabled day. This cost will be capped at the cost of the cheapest ticket / pass available on public transport. Applications follow the normal Discretionary Learner Support Fund process.

## 4. Eligibility – dLSF 19+ and Childcare 20+

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### 4.1 Eligibility criteria

The Learner Support Fund aims to help eligible students who need additional financial support throughout their time at College in order to complete their course. The fund can help with travel, course related costs and childcare costs.

Eligibility is assessed in a few possible ways; if a student is in receipt of a means tested benefit then proof of this benefit is sufficient evidence for eligibility, or if they have a household income of less than £38,500 per annum again this would be sufficient.

Students make applications via the PayMyStudent system, they will need to provide their most recent payslips, P60, most recent Universal Credit Notice etc.

### 4.2 Exemptions

Students in the following categories are not eligible for dLSF:

The following students are NOT eligible to apply for Learner Support Funds:

- Students who are aged 24 or over at the start of their course and who are enrolling on a Level 3 or Level 4 course which is eligible for an Advanced Learner Loan.
- Students who are over 19 at the start of their course and already have a Full Level 3 qualification.
- Students who have been classed as 'Overseas Students' for fee purposes.
- Student on Work Based or Community Learning Courses
- Waged Apprentices
- Learners who are in prison or youth offender institutions/or released on temporary licence
- Students who are Job Seekers Allowance claimants who are attending through the Work Programme cannot apply for funds for costs which Job Centre Plus will be meeting.

Asylum seekers are eligible to apply for Learner Support funds (except for the types of courses listed above) but if successful in their application can only be awarded 'payments in kind' for example, travel passes or books/equipment purchased on their behalf.

### 4.3 Residency Eligibility Criteria for dLSF 19+ and Childcare 20+

The residency eligibility criteria for dLSF are aligned to the residency criteria from the ESFA which can be found on their web page.

### 4.4 Refugees

Refugees are not required to meet the three year residency rule if their refugee status was confirmed in the three years prior to starting the course.

## 5. Allocation of dLSF 19+ payments

All full and part time students aged 19+ can apply for a maximum of **£1000** per person per year. Need is assessed by the **Student Finance Co-ordinator**. Evidence could be College order forms for kits, signed book lists from course tutors, information provided from Student Records re exam and registration fees (this list is not exhaustive). Students must supply receipts for anything purchased.

Students cannot apply for funding towards the following:

- Leisure classes
- Full or part time tuition fees where a learner does not fit into the fee remission category
- Students cannot double claim funding

In the first instances funds for kits, uniforms and trips will be transferred directly to the relevant department. Other allocations will be made via Bank Automated Credit System (BACS), and in exceptional circumstances a cash payment maybe made.

Where an attendance issue arises for a full time student (e.g. attendance falls below 90%) the MSR Procedures may be invoked. This will happen only if the issues of attendance have not managed to be addressed informally with the Progress Tutor and student. For a part time student where they do not fall under the Academic Procedures of MSR, a meeting will be set up with the Course Leader and Student to look at what the issues are how to resolve them. If this fails significantly for either a full or part time student then funding may be withdrawn. When funds are used to buy equipment for individuals, the equipment will remain the property of the College, this should be returned to the College when practical, taking into consideration such factors as hygiene, health and safety, and wear and tear.

## 6. Allocation of Childcare 20+

**Students can register their interest for funding from the point of an application being made for a course. Funds are allocated on a strict first come first served basis.**

**Applicants should note that there is government funded support in place but where learners need to continue with employment alongside their College course, they must access all of the government support in place but can then use the ALL Childcare Funding to top up the extra**

costs, proof that the learner is working and what days they work will be required and this will be verified with the childcare provider.

Funding for childcare is allocated based on the maximum number of days a student is timetabled to attend the College site (September-May, inclusive of College holidays and bank holiday).

Contributions to the cost of deposits, booking or reservation fees will be considered once the learner has started their course and been on programme for the first semester.

## **7. Emergency Hardship Funds**

Hardship funds are one off payments for students who are facing extreme crisis e.g. Homelessness, sudden change in domestic circumstances and need for food, travel, clothing (this list is not exhaustive). These funds should be primarily allocated by the Head of Student Services so that any other necessary support is accessed/ arranged. In the absence of the Head of Student Services a member of the Welfare or Safeguarding Team can allocate funding. Any student receiving support from this fund must also be immediately referred to the Welfare and Safeguarding team to ensure all of their needs are being addressed.

## **8. Tuition Fee Scheme and Exam Fee Waiver**

All students aged 19+ who do not receive a fee waiver for tuition fees are asked to complete a Tuition fee scheme and Exam Fee form on enrolment, assessment for the scheme is dependent upon circumstances.

The College will issue eligible, 19+ students with tuition fee and exam fee support bursary if the household income is less than £60,000, and they are not in receipt of any other financial assistance, direct or indirect, to meet the costs of their course at the College. Students will fill in a self-declaration form at enrolment.

The amount of the tuition fee payment will be a maximum of £1,987 dependent on course band (293+ GLH).

## **9. Appeals**

Any student, who is dissatisfied with the decision made regarding the allocation of funds, may appeal in writing to the Head of Student Services within 15 term time days of receipt of letter.

The Appeals Panel will be made of a member of the Senior Leadership Team and 2 managers.

The Head of Student Services or Student Finance Administrator will present the information to the panel.

The student will be informed of the decision of the Panel within 10 term time days of receipt of the letter of appeal.

## 10. Essential Elements

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This policy and procedures will operate transparent, consistent systems, with clear criteria for eligibility, allowing funds to be targeted to those students in financial hardship within the Education and Skills Funding Agency (ESFA) guidelines. This is ensured by:

- Procedures / guidelines for staff, updated annually
- Staff training and development meetings

A variety of methods will be used to publicise the availability of funds, including the application procedure and appeals procedure. This includes;

- Financial information booklet – updated annually, available on line and within the Student Hub
- Admissions / offer letters
- Information from admissions tutors at interview
- Information at the point of enrolment
- Information at Induction Fair
- Posters, multi-media screen
- College web page

## 12. Monitoring effectiveness

Termly updates will be provided to the Senior Leadership Team. An annual report to SLT, Corporation and Equality and Diversity Committee will report on funds spent and identify links between financial support and retention and achievement.

## 13. Confidentiality, data protection and retention

All personal and sensitive information will be managed in accordance with the Data Protection Act 1998 and the Common Law Duty of Confidentiality.

The Data Protection Act and General Data Protection Regulations (GDPR) are not only restrictions on disclosure of information about the College, they are bound by a common law duty of confidentiality. This duty prevents the College from releasing information about students or other stakeholders, without their consent. This duty applies to manual records as well as information held on computers.

Information which must be treated as confidential includes the names and addresses of students and any other information about them which is not publicly known, i.e. “personal data”. Accordingly, to ensure that the College does not breach its duty, no information, even if it only exists in printed form, should be disclosed unless all the relevant procedures have been followed.

All documents are held for the assessment of eligibility to the fund and audit purposes only. All information will be stored securely and treated sensitively. All documents will be kept by the College for 6 years.

## 14. Administration of the Fund

- There can be no virement between 16-19 and 19+ funds.
- The AEB cannot be used to support learners receiving an Adult Learner Loan.
- Administration of the fund is capped at 5% of the value of the spend of the 23/24 allocation.

## **15. Policy Update**

The procedures will be reviewed annually in line with the release of the dLSF Guidance and are the responsibility of the Head of Student Services.

## **16. Other Sources of Funding**

The College operates or has links to a number of other sources of funding. For further details of any of the funds listed below please contact the Student Hub.

- Care to Learn
- Travel Passes & Funds Policy and Procedure
- Hardship Fund
- 16-19 Bursary Fund
- Advanced Learner Loans Bursary Fund
- Professional and Career Development Loan
- Charitable Organisations e.g. Pinecone Trust