

POLICY/PROCEDURE: STUDENT SUPPORT FUND 19+ ADVANCED LEARNER LOAN BURSARY POLICY

Approval required by:	SMT	Y	Governing Body	Y
SMT Lead:	Deputy Principal Culture, Place & Communities			
Responsible Manager:	Assistant Principal Students			
Date approved:	March 2023			
Date to be reviewed:	March 2024			

Relevant to:	Students	Y	Staff	Y
	Visitors	N	ITS	Y
Relevant to:	All students	N		
	16-18 Vocational	N	Sixth Form	Y
	Higher Education	N	Adults	Y
	Apprenticeships	N	14-16	N
	Other	N	
Relevant to:	All staff	Y		
	Board	Y	SPH	Y
	Managers	Y		
	Teaching staff	Y	Support staff	Y

Accessible to	Students	Y	Staff	Y
Friendly version	Students	Y	Staff	Y

EQIA required	Y
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Significant changes to policy

None

Impact of changes

N/A.

SCOPE AND PURPOSE

This policy details how Barnsley College and ITS (“the College”) will offer financial support to students aged 19+ with an Advanced Learner Loan bursary through Loans Bursary Funds.

One fund is available to students aged 19+:

- Loans Bursary Fund.

LOANS BURSARY FUND

The same rules apply as the 19+ Hardship Fund however there will not be any funding available for essential equipment. Students will be assessed based on need and may be eligible for travel, childcare funding, ALS and professional membership fees.

20+ Advanced Learner Loan – Childcare Funding

All payments for childcare will be made directly to the Ofsted registered childcare provider where appropriate, payments will be made by direct payment to student on evidence of receipt/invoice from the Ofsted registered provider. A contract will be made between the College, the student and the Childcare Provider, payment will be made on receipt of an invoice from said Childcare Provider.

All payments are made on the basis that a student's attendance is above 90%.

Application Process

Any students wishing to apply for financial support will need to complete an application form and produce proof of household income alongside proof of the 19+ Advanced Learning Loan.

Proof of household income can be evidenced through:

- Working Child Tax Credit Letter (current)
- Benefit Letters dated in the last 6 weeks
- Wage slips for last three months
- Self-assessment tax calculation or certified accounts (current / most recent)
- Universal Credit letter (current)

Confirmation of the award will be sent in writing within 10 working days upon a student having successfully evidenced the criteria above.

Allocations for equipment will not be approved through the loans bursary fund, the student must add this cost onto their loan application.

Funds are limited and will be allocated on a first come first served basis. The college cannot be responsible should the funds become fully spent.

Appeals

Students have the right to make an appeal against a decision made by the financial assessment team. Appeal forms are available from Student Services and must be returned to the Head of Student Services.

EQUALITY & DIVERSITY

The EIA for this policy is available on the college's intranet.

LOCATION AND ACCESS TO THIS POLICY

This policy is available on the college's intranet.

APPENDIX A – FE 19+ Loans Bursary Fund Eligibility

	Household Income under 35K
Hardship Travel	To fund travel costs for students who live at least 1.5 miles away. Up to a maximum of £700 per academic year.
Hardship Course related costs	Books / trips and equipment where the costs are not included within the funding rate (student is not able to add the cost to the loan for equipment)
Hardship Fees	Examination fees / accreditation fees / professional membership fees
Hardship Emergencies	To support with domestic emergencies and emergency accommodation provided by others, or by providing items , services or cash direct to the learner
ALS	Maximum of £150 per month for students qualifying for area costs uplift only
Childcare Support	Childcare costs up to a maximum of £400 per month.

*Students receiving the Advanced Learning Loan should apply for their essential kit and uniform through their learning loan.