

**POLICY/PROCEDURE: STUDENT SUPPORT FUND 19+ POLICY**

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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			

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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

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

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EQIA required	Y
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**Significant changes to policy**

None

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**Impact of changes**

None

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## **SCOPE AND PURPOSE**

This policy details how Barnsley College and ITS (“the College”) will offer financial support to students aged 19+ through Hardship and Loans Bursary Funds.

Three separate support funds are available to students aged 19+:

- FE 19+ Hardship.
- Loans Bursary Fund.

### **FE 19+ Hardship**

The 19+ Hardship Fund is available to students aged 19+ who have a household income that falls below a College agreed threshold. The threshold will be determined once our LSF Allocation has been determined.

A maximum of 10% of the overall funding available within the 19+ SSF is held centrally to support students who experience sudden, unavoidable and extreme hardship.

Where possible payments will be made in the form cashless cards, high street vouchers, bus passes or internal payments for essential course related equipment and trips. In the event a payment cannot be made using this method all payments will be paid direct into the student’s bank account.

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

### **Loans Bursary Fund**

The same rules apply as the 19+ Hardship Fund however there will not be any funding available for essential equipment. This must be applied for as part of their loan.

### **20+ Childcare**

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

## **APPLICATION PROCESS**

Any students wishing to apply for financial support will need to complete an application form and produce proof of household income.

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)
- Proof of 19+ Advanced Learning Loan if applicable
- Universal Credit letter (current)

Confirmation of the award will be sent in writing within 15 working days upon a student having successfully evidenced the criteria above. Allocations for subsistence will be paid directly onto student ID cards using the cashless vending process.

Allocations for equipment will be made at the start of the course. Equipment must be returned to the college if a student leaves before the end of their course.

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.

**Work Based Learners (Apprentices)**

Work based learners will only be eligible for the Student Support Funds in exceptional circumstances; e.g. extreme hardship or homelessness. Apprentices experiencing hardship are advised to contact Student Services.

**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.

