



**KING  
GEORGE V  
COLLEGE**

# Advanced Learner Loans Bursary Fund Policy and Procedures 2019/20

<b>Author:</b>	<b>Name</b>	L Jones	
	<b>Job Title</b>	Head of Central Services	
<b>Date policy reviewed:</b>	11 <sup>th</sup> June 2019	<b>Date policy to be reviewed:</b>	12 <sup>th</sup> April 2020
<b>Equality Impact assessed by:</b>	J Kelly	<b>Date impact assessed:</b>	11 <sup>th</sup> June 2019
<b>GDPR Impact assessed by:</b>	J Kelly	<b>Date impact assessed:</b>	11 <sup>th</sup> June 2019
<b>Policy approved by:</b>		<b>Date approved:</b>	

## Contents

---

1. Policy Statement .....	2
2. Advanced Learner Loans Bursary Fund (ALL Bursary).....	2
3. Application Process and Documentary Evidence.....	3
3.1 Financial Support .....	3
3.2 Childcare Funds.....	3
3.3 Travel.....	3
3.4 Eligibility.....	4
4. Learning Support.....	5
5. Emergency Hardship Funds.....	5
6. Appeals.....	5
7. Essential Elements .....	5
8. Monitoring effectiveness .....	6
9. Confidentiality, data protection and retention.....	6
10. Administration of the Fund.....	6
11. Policy Update .....	7
12. Other Sources of Funding .....	7

### 1. Policy Statement

---

The College is committed to distributing Advanced Learner Loans Bursary Fund in a fair and consistent way. Funding is provided to help vulnerable learners who are funded through a loan such as those with Learning Difficulties or Disabilities, parents who need help with childcare and ex-military personnel.

### 2. Advanced Learner Loans Bursary Fund (ALL Bursary)

---

The ALL Bursary is to support those students who are on a Education and Skills Funding Agency (ESFA) approved course at level 3 or 4, who are in receipt of a loan and who are aged 19 and over when their course starts.

The fund covers two areas;

- Financial hardship, including childcare
- Learning support for students with learning Difficulties / disabilities

## 3. Application Process and Documentary Evidence

---

### 3.1 Financial Support

Students are required to complete an application form and provide documentary evidence of income or identification of financial need. This evidence could be in the form of letters, bank statements, Tax Credit Award Notices, Universal Credit, Tenancy Agreements, Council Tax bills etc (this list is not exhaustive). 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, compulsory trips, receipts for individual items etc. Funding can be provided up to a maximum of £750 per student.

Applications will be available for completion throughout the summer and during September by telephoning the College, accessing the website or calling into College. Students are required to send their forms in with the relevant evidence for assessment by the Advice and Guidance Officer. Any forms received with incomplete evidence will have a two week period to resend any relevant documents on receipt of the returned application form. Students may if needed telephone the Student Information Centre for support and guidance with completion of the form and application process. Funds are limited. Funds will be reviewed and allocated based on need and funding available. Applications received outside of the period set out below will be considered on a need and funds available.

### 3.2 Childcare Funds

Students can register their interest in applying for funding from the point of an application to a course. Funds are allocated on a strict first come first served basis. Funding for childcare is allocated based on the maximum number of days a student is timetabled to attend College. Funds permitting and with the support of the Curriculum Leader study hours can be allocated.

E.g. 3 days in college x £40 per day at childcare provider (September-May, inclusive of College holidays, bank holidays and school May half term)

It is expected that parents should access the 2/3 year old entitlement from the Local Authority, this should be deducted from the overall amount being allocated.

Contributions to the cost of deposits, booking or reservation fees will not be considered.

Some private childcare providers charge fees in half day or full day sessions not hourly, therefore we cannot calculate an hourly figure for a part time student. For example, a student enrolling on a part time course, 11-1pm would be charged for a full day of fees as this course would fall in the middle of a day and we would be obliged to pay a full day i.e. £40 approx.

Students are contacted in date order of interest registered. Students are asked to provide the same financial information as for other Financial Support 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 live more than 1 mile away from College can apply for a travel pass by completing the relevant application forms. Request for travel passes will be assessed along with

requests for financial support and will be dependent on funds available. For more information please see Travel Passes and Funds Policy and Procedures.

### 3.4 Eligibility

Funding will focus on those individuals who are financially disadvantaged and who are in need of support in areas such as childcare and transport.

Eligibility is assessed in a number of possible ways. Level of income is assessed by the following household residual income calculation:

i.e. Income weekly – mortgage / rent plus council tax payments

Number of dependant family members in household

e.g. student weekly income of £150 per week plus £40 per week Tax Credits minus weekly rent of £100 per week inclusive of council tax divided by student and two dependants (3) = Residual £30 per person per week

Student would need to provide most recent payslips, bank statements, Universal Credit, Tax Credit Award Notices, Tenancy Agreements, Council Tax bills etc.

Disability Living Allowance (or Personal Independence Allowance), Incapacity Benefit, Employment Support Allowance and Child Benefit are not taken into account.

Based on an income assessment the residual income per person should be £165.

If a student is in receipt of a means tested benefit then proof of this benefit is sufficient evidence for eligibility for ALL Bursary.

Students cannot apply for funding towards the following:

- Replacement passes for mislaid/lost passes
- Students cannot double claim funding i.e. 2/3 year old free childcare places
- Parking

Funding from the ALL Bursary fund is allocated in the following categories only:

- Course related costs (compulsory trips and kit/uniform equipment as sanctioned by the Curriculum Leader)
- Travel
- Professional fees e.g. AAT, BACP
- DBS
- UCAS
- University Visits/interviews

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) via cheque to the student, 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 Academic Procedures may be invoked. This will happen only if the issues of attendance have not managed to be addressed informally with the Progress Tutor, student and Head of Central Services.

For a part time student where they do not fall under the Academic Procedures of MSR, a meeting will be set up with the Curriculum Leader, student and Head of Central Services 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.

## **4. Learning Support**

---

For learners with a Learning Difficulty or Disability who require support to enable them to access their course and interview will be held with a member of the Learning Support team. Students will be asked to provide evidence of their disability i.e. EHCP.

The Learning Support Manager will make recommendations for reasonable adjustments that could be made to support the learner; this could include, but is not limited to;

- Learning Support Assistant in class
- Care support
- Adaptations to the course or how it is delivered
- Communicator

## **5. 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 Central Services/Advice and Guidance Officer so that any other necessary support is accessed / arranged.

## **6. Appeals**

---

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

The Appeals Panel will be made of a member of the College Executive team and 2 managers.

The Head of Central Services or Student Funding 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.

## **7. Essential Elements**

---

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 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 Information Centre
- Admissions / offer letters
- Information from admissions tutors at interview
- Information at the point of enrolment
- Information at Induction Fair
- Posters, multi media screen and Moodle
- College web page

To ensure all information is correct the Student Information Team staff will link with tutors to:

- Check attendance
- Poor attendance by students without a valid reason can result in funding / support being withdrawn / reduced

## **8. Monitoring effectiveness**

---

Monthly updates will be provided to the College Executive Team. An annual report to CET, Corporation and Equality and Diversity Committee will report on funds spent and identify links between financial support and retention and achievement.

## **9. 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.

## **10. Administration of the Fund**

---

There can be no virement between 16-18, ALL Bursary funds and dLSF.

Administration of the fund is capped at 5% of the value of the spend of the 19/20 allocation.

## **11. Policy Update**

---

The procedures will be reviewed annually in line with the release of the ESFA funding guidance and are the responsibility of the Head of Central Services.

## **12. 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 Information team.

- Care to Learn
- Travel Passes & Funds Policy and Procedure
- Hardship Fund
- 16-19 Bursary Fund
- 19+ Learner Support Fund
- Professional and Career Development Loan
- Support via Student Loans Company (HE Students)
- Disabled Student allowance (HE Students)