

BLACKBURN COLLEGE POLICY STATEMENT

FINANCIAL ASSISTANCE FOR FURTHER EDUCATION STUDENTS

2019-2020

1. PURPOSE

- 1.1 This Policy sets out the arrangements for financial support provided by Discretionary Learning Support Funds (DLSF), Advanced Learner Loans Bursary Fund (ALLF) students for 19+ learners and Bursary Fund for Further Education students for 2019-2020.
- 1.2 Full time students can apply for assistance from funds provided by the Education and Skills Funding Agency
- 1.3 Part time students may be able to apply for assistance from funds provided by the Education and Skills Funding Agency

2. SCOPE

The Policy outlines arrangements for: The 16 – 18 Bursary Fund (EFA) and the Discretionary Learner Support Funds (DLSF) and the Advanced Learner Loans Bursary Fund (ALLF) students for 19+ learners.

3. OBJECTIVES and OFFER

This Policy explains various types of financial assistance that may be available to Further Education students, the eligibility criteria and the appeals process.

4. 16 – 18 Bursary

4.1 Eligibility

- Means tested income assessment as stated in Appendix 1
- Students who are aged 16 – 18 (be at least 16 but under 19 years of age on 31 August 2019)
- Satisfy the residency criteria set out in the ESFA Funding Guidance 2019/20.
- Students must continue to satisfactorily attend College at a rate of 90% and above
- Students must also show a good attitude to learning and be making satisfactory progress on their course.

4.2 Travel Assistance

Blackburn College will use the Bursary Fund for eligible 16 – 18 further education students to subsidise the cost of a bus pass provided by Transdev and Lancashire County Council. A contribution of £30 will be required per term for administration costs in processing bus passes and all passes are subject to availability and an attendance rate of 90% or above.

In the case of a student living in an area not covered by an approved route, the College may support them with a Travel Grant of up to £500, depending on location.

For students travelling from Lostock Hall, Bamber Bridge or Clitheroe the College can offer a subsidised rail pass as an alternative. A contribution of £125 will be required per term towards the cost of the pass and all passes are subject to availability and an attendance rate of 90% or above. Transport funds and passes are limited and will be made available on a first come, first served basis.

4.3 Kit, Uniform and Books Assistance

Blackburn College will use the Bursary Fund for eligible 16 – 18 further education students so that they can fully participate in class by accessing additional Uniform, Books and Equipment that said students may have not necessarily have been able to purchase themselves. Curriculum Centres will advise what kit, uniform or books a student requires.

4.4 Support Allowance to all eligible students

Blackburn College will use the Bursary Fund for eligible 16 – 18 further education students to pay a bursary of up to £150 per year in order to meet course related costs (dependent on household income). Blackburn College retain the right to decide when payments of the Support Allowance will be made.

4.5 Stationery/Printing

Blackburn College will provide eligible 16 – 18 further education students with a Stationery/Printing allowance of up to £60 that can be spent at the College Libraries and/or Reprographics (dependent on household income). Credit will be uploaded to Student ID cards and is only redeemable within Blackburn College outlets. Blackburn College retain the right to decide when payments of the Stationery/Printing allowance will be made.

4.6 UCAS Fee

Any eligible 16 – 18 further education eligible student who requires help with the cost of a UCAS fee will be reimbursed up to the value of £24. Blackburn College retain the right to decide when payments of the UCAS Fee will be made.

4.7 Emergency Housing

Any eligible 16 – 18 further education eligible student will be assisted finding accommodation should they become homeless.

4.8 Lunch Card

Daily Free College Meals

Additional Eligibility Requirement:

Students aged between 16 and 18 on 31 August 2019 who are disadvantaged as defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Blackburn College will provide a free college meal to the value of £2.41 per day of timetabled study.

Food Allowance

Blackburn College will provide eligible 16 – 18 further education students with a Food allowance of up to £350 per year that can be spent at all college food outlets (dependent on household income). Credit will be uploaded to Student ID cards and is only redeemable within Blackburn College outlets. Blackburn College retain the right to decide when payments of the Support Allowance will be made.

5. Childcare

All learners aged 19 years old and under who require childcare support can access 100% from 'Care to Learn'. Applications are made directly to me schemes on www.gov.uk/care-to-learn

6. 16 - 18 Guaranteed Vulnerable Bursary

6.1 Eligibility:

- Students who are aged 16-18 (Be at least 16 but under 19 years of age on 31 August 2019).
- Students must be defined as being in one of the following vulnerable groups:
 - Young people in care, including unaccompanied asylum-seeking children.
 - Young care leavers
 - Young people in receipt of Income Support or Universal Credit.
 - Disabled young people in receipt of Employment Support Allowance (or Universal Credit as a replacement for ESA) who are also in receipt of Disabled Living Allowance or Personal Independence Payments.
- Students must continue to satisfactorily attend at a rate of 90% and above.

A guaranteed cash bursary of up to £1200.

6.2 Payments

- £1200 will be paid to vulnerable students studying a course 30 weeks or more in duration.
- Students studying a course lasting less than 30 week in duration will be paid a bursary on a pro-rata basis.
- Payments will be made on a weekly basis.

Blackburn College retain the right to decide when payments of the cash bursary will be made.

7. 19+ Years of Age (Not ALLF)

7.1 Eligibility

- Students who are aged 19+ as at 31 August 2019 studying an adult funded programme
- Students who are 19 as at 31 August 2019 and are studying the second year of a 2-year course.
- Have a household income less than £34,000¹ (including spouse/partner) and/or in receipt of Universal Credit, Jobseekers Allowance, Income Based Employment Support Allowance, Tax Credit Award or Income Support.
- Satisfy the residency criteria set out in the ESFA Funding Guidance 2019/20.
- Students must continue to satisfactorily attend College at a rate of 90% and above
- Students must also show a good attitude to learning and be making satisfactory progress on their course.

7.2 Travel

Blackburn College will use DLSF for eligible 19+ further education students to subsidise the cost of travel. This will be in the form of a travel grant of £100. Transport funds are limited and will be made available on a first come, first served basis. Blackburn College retain the right to decide when grants will be paid.

7.3 Kit, Uniform and Books

Blackburn College will use DLSF for eligible 19+ further education students so that they can fully participate in class by accessing additional Uniform, Books and Equipment that said students may have not necessarily have been able to purchase themselves. Curriculum Centres will advise what kit, uniform or books a student requires.

¹ Those who commence their course as a 19 year old will have their whole household income assessed including parents/guardians.

7.4 Up to £400 Support Allowance

Blackburn College will use DLSF for eligible 19+ further education students to pay a bursary of up to £400 per year in order to meet general living costs such as access to meals and or help with domestic requirements. Blackburn College retain the right to decide when payments of the Support Allowance will be made.

7.5 Examination Fee

Blackburn College will use DLSF for eligible 19+ further education students to pay any examination fees associated with their course.

7.6 Free College Meals

Additional Eligibility Requirement:

Blackburn College will provide a free college meal to the value of £2.41 per day of timetabled study for students aged between 19 to 24 on 31 August 2019 with an Educational Health Care Plan (EHCP) who are disadvantaged as defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

7.7 Childcare

Additional Eligibility Requirement:

- Student must live alone or with a partner who is employed at the same time as the students timetable
- Childcare must be from an OFSTED registered childcare provider
- Student must utilise at least 50% of their free government funding hours if applicable.

Blackburn College will use Discretionary Learning Support Funding for eligible Further Education students age 20 and above to pay 90% of all childcare costs to cover timetabled classes during term time only.

8. 19+ Years of Age (ALLF)

8.1 Eligibility

- Students who are aged 19+ as at 31 August 2019 studying an adult funded programme that requires an Advanced Learning Loan
- Have a household income less than £34,000² (including spouse/partner) and/or in receipt of Universal Credit, Jobseekers Allowance, Income Based Employment Support Allowance, Tax Credit Award or Income Support.
- Satisfy the residency criteria set out in the ALLF Funding Guidance 2019/20.
- Students must continue to satisfactorily attend College at a rate of 90% and above
- Students must also show a good attitude to learning and be making satisfactory progress on their course.

8.2 Travel

² Those who commence their course as a 19 year old will have their whole household income assessed including parents/guardians.

Blackburn College will use ALLF bursary fund for eligible 19+ further education ALLF students to subsidise the cost of travel. This will be in the form of a travel grant of £100. Transport funds are limited and will be made available on a first come, first served basis. Blackburn College retain the right to decide when grants will be paid.

8.3 Kit, Uniform and Books

Blackburn College will use ALLF bursary fund for eligible 19+ further education ALLF students so that they can fully participate in class by accessing additional Uniform, Books and Equipment that said students may have not necessarily have been able to purchase themselves. Curriculum Centres will advise what kit, uniform or books a student requires.

8.4 Up to £400 Support Allowance

Blackburn College will use ALLF bursary fund for eligible 19+ further education ALLF students to pay a bursary of up to £400 per year in order to meet general living costs such as access to meals and or help with domestic requirements. Blackburn College retain the right to decide when payments of the Support Allowance will be made.

8.5 Childcare

Additional Eligibility Requirement:

- Student must live alone or with a partner who is employed at the same time as the students timetable
- Childcare must be from an OFSTED registered childcare provider

Blackburn College will use ALLF bursary fund for eligible Further Education ALLF students aged 20 and above to pay 90% of all childcare costs to cover timetabled classes during term time only.

9. 16-18 & 19+ Apprentices

Apprentices are excluded from receiving any support from DLSF funds.

10. APPEALS

If a student does not agree with any decision taken by Student Finance in relation to judgements made on the distribution of support funds then they can make an appeal in writing. These should be addressed to the Student Finance Committee at Blackburn College. Students will receive a response and a decision within 10 days of the appeal.

11. STAKEHOLDERS

11.1

This Policy has been devised following the annual guidelines of the EFA and the SFA. The College's records are audited annually against these guidelines.

11.2

The Discretionary Learner Support funds are provided by the Education Funding Agency (EFA), for 16 – 18 year old students, and the Skills Funding Agency (SFA) for 19+ students.

12. MONITORING AND REVIEWING

12.1

The Policy will be reviewed by the College annually in line with the guidance received from the Education Funding Agency and the Skills Funding Agency.

12.2

Annual monitoring of the process takes place by both internal and external auditors, and by regular (termly) monitoring meetings with the Director of Resources and the financial accountant.

13. RELATED POLICIES AND PROCEDURES

n/a

14. MANAGEMENT RESPONSIBILITIES

The manager responsible for the effective operation of the Policy is the Head of Student Services

15. EQUALITY IMPACT ASSESSMENT

This Policy does not adversely affect students on the grounds of any protected characteristics.

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EFA 16-18 BURSARY SUPPORT FUND 2019/20

Discretionary Support Bands	Lunch Card	Transport	Travel Grant	Bursary	Stationery/Printing	Kit/Equip/Books	UCAS Fee
<p>In receipt of at least one of following benefits:</p> <ul style="list-style-type: none"> • Income Support • income-based Jobseekers Allowance • income-related Employment and Support Allowance (ESA) • support under part VI of the Immigration and Asylum Act 1999 • the guarantee element of State Pension Credit • Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)) • Working Tax Credit run-on • Universal Credit with net earnings not exceeding the equivalent of £7,400 pa <p>(Band 0)</p>	£2.41/ day for those eligible to free college meals	You will be entitled to a subsidised £30 per term Travel Pass	If you do not live near a selected Travel Pass route you can claim up to a £500 Travel Grant subject to distance to college	£150	£60	Essential kit/Equipment/books for subject/course authorised by a Resource Manager	Up to £25 Paid via claim back
<p>If your household Income is £16,190 or under and in receipt of working tax credit</p> <p>(Band 1)</p>	£350 credit to college card to spend in refectory	You will be entitled to a subsidised £30 per term Travel Pass	If you do not live near a selected Travel Pass route you can claim up to a £500 Travel Grant subject to distance to college	£150	£60	Essential kit/Equipment/books for subject/course authorised by a Resource Manager	Up to £25 Paid via claim back
<p>If your household Income is between £16,191 - £23,000 or under</p> <p>(Band 2)</p>	£250 credit to college card to spend in refectory	You will be entitled to a subsidised £30 per term Travel Pass	If you do not live near a selected Travel Pass route you can claim up to a £400 Travel Grant subject to distance to college	£100	£60	Essential kit/Equipment/books for subject/course authorised by a Resource Manager	Up to £25 Paid via claim back
<p>If your household Income is between £23,000 - £34,000</p> <p>(Band 3)</p>	£150 credit to college card to spend in refectory	You will be entitled to a subsidised £30 per term Travel Pass	If you do not live near a selected Travel Pass route you can claim up to a £300 Travel Grant subject to distance to college	£100	£40	Essential kit/Equipment/books for subject/course authorised by a Resource Manager	Up to £25 Paid via claim back
<p>If your household Income is £34,001+</p> <p>(Band 4)</p>	Not entitled to support	You will be entitled to a subsidised £30 per term Travel Pass	Not entitled to support	Not entitled to support	Not entitled to support	Essential kit/Equipment/books for subject/course authorised by a Resource Manager	Not entitled to support
<p>Vulnerable Bursary A student whom is either:</p> <ul style="list-style-type: none"> • in care • a care leaver • getting Income Support (IS), or Universal Credit (UC) in place of Income Support, in their own right • getting Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) 			<p>Entitled to:</p> <ul style="list-style-type: none"> • weekly bursary of £30 per week (term time only) • All Band 0 benefits (above) other than Stationery/Printing • Subject to attendance and behaviour 				

Terms and Conditions

- Please note that the bursary is not an entitlement – Payments are subject to attendance and behaviour conditions - Funds are limited and applications are actioned on first come first serve basis - Support will be made on a termly basis subject to funds available - The College retains the right to withdraw support at its sole discretion at any time.