

DISCRETIONARY LEARNER SUPPORT ADVANCED LEARNER LOAN (BURSARY) FUND POLICY 2021-2022

1. POLICY STATEMENT

The Discretionary Learner Support (Bursary) Fund is provided by the Education and Skills Funding Agency (ESFA) to help students' overcome specific barriers to participation, to enable them to remain in education.

The College is committed to maintaining the integrity of its Student Financial Support (Bursary) awards and the validity of its assessment of qualifying criteria and has effective procedures for resolving appeals.

This policy sets out the financial support available through, and eligibility for, bursary funding for 19+ year old students enrolled at all campuses of Tameside College and Clarendon Sixth Form College who are eligible for an Advanced Learner Loan.

The Advanced Learner Loan (Bursary) funds are managed by the College and are allocated on a first come first served basis via an online application and assessment process (<https://tameside.paymystudent.com/portal>). Applicants will be notified of their application outcome within 2 weeks of a completed application.

The rules within this policy are set at the time of writing but the College reserves the right to adjust the criteria in year according to the funds available and in accordance with any changes that the ESFA may make.

There are two types of Discretionary Learner Support bursary, Advanced Learner Loan Bursary and 20+ childcare:

- 1) **Advanced Learner Loan Bursary:** awarded to meet individual needs, for example, help with the cost of transport, course fees, books and equipment. To be eligible the student must:
 - i. Be aged 19 or over at 31 August 2020.
 - ii. Meet the residency criteria in the Adult Education Budget: Funding and performance Management Rules in the 2021 to 2022 academic year.
 - iii. Be leaning for a minimum number of days between the learning start date and the learning planned end date before they qualify:

Length of the learning aim	Qualifying period
168 days	42 days
14 to 167 days	14 days
Fewer than 14 days	1 day
 - iv. To qualify for the Advanced Learner Loan bursary support the student's gross annual household income must be below £30,000 evidenced by Benefits/Tax Credits/P60/Payslips/Bank Statements and the student must have an Advanced Learner Loan approved to pay for their course fees.
 - v. Students with a gross annual household income of more than £30,000 can apply for the Advanced Learner Loan Bursary support providing the student can demonstrate they are facing financial hardship. In this instance the College will take into account any extenuating circumstances and a decision will be made.
 - vi. An award for Advanced Learner Loan Bursary support may be paid to eligible students where one or more of the following applies:
 - Books and or uniform are needed for the student to attend the course.
 - The student lives 1 mile or more from college and/or work placement and the cost of travel is a barrier to attending College and/or learning. PayMyStudent (PMS) automatically measures distance using postcode.
 - A curriculum based field trip must be undertaken in order to gain a qualification.
 - The student needs financial support for UCAS application costs and or financial assistance towards a University open day or interview.
 - The student is facing unexpected financial hardship that is creating a barrier to attending College and or learning.

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- 2) **20+ Childcare:** awarded to help meet costs for Ofsted registered childcare for the children of 20+ year old students whilst they are studying. Students aged 19 and under should apply to “Care to Learn” scheme. The student must have an Advanced Learner Loan approved to pay for their course fees.
- i. Informal childcare provided by a relative cannot be funded.
 - ii. No more than 3 children will be funded by the scheme.
 - iii. Maximum rates we will pay are: £45 per full day or £30 per a part day session. Maximum rates for before and after school clubs are £11 per hour for a maximum of 2 hours.
 - iv. Funding is only to be used for timetabled days in College and remote blended learning sessions plus 30 minutes travelling time before and after college hours. We will pay for half term holidays, Christmas break and Easter break.
 - v. If the child is eligible for 15 or 30 hours per week free early education, these must be used to cover the required sessions first.
 - vi. We will not assist in the payment of registration fees or retainer fees.
- 3) **NOT Eligible**
- i. Students on apprenticeship programmes, or any waged training, are employed, rather than in education.
 - ii. Students who are aged 19 and over on 31 August 2021 and eligible for the Advanced Learner Loan but have not applied or who have been declined for an Advanced Learner Loan.
- 4) **Bursary Online Learning Equipment Loan (Laptop, Dongle etc.) Procedure:**
- a. Allocation will be decided in line with strategic objectives, in the following order:
 - i. Learners socio-economic need
 - ii. Learners who have no access to online learning equipment due to household financial situation
 - iii. Learners who may have additional learning needs
 - iv. Learners who have shared access to online learning equipment
 - v. Learners who are able to access online learning equipment from alternative sources
 - b. If the demand outweighs supply the college reserves the right to recall loaned equipment as required.
 - c. Learners must sign the online learning equipment agreement; this includes the acceptable use policy for college equipment (as below).
 - i. By using the above laptop, you are accepting the Tameside College IT ACCEPTABLE USE POLICY.
 - ii. Please note that this Tameside College laptop is booked out for the use of and the is responsibility of the person named below.
 - iii. If the laptop is broken or not returned you will be liable for the full cost of the laptop.
 - iv. You Agree to take reasonable care of the equipment as you will be financially responsible for any loss or damage due to personal negligence.
 - v. Please return it to the Bursary Team on request.
 - vi. Any Laptop that has not been returned within 2 weeks of a request to do so will be unable to access the college network.
 - vii. DO NOT GIVE THIS LAPTOP TO SOMEBODY ELSE TO USE, WITHOUT FIRST INFORMING IT SERVICES.
 - d. If equipment is recalled the learner must return said equipment within 5 working days.
 - e. If equipment is recalled the learner must return said equipment within 5 working days.
 - f. At the end of the course the college will contact all learners to recover the equipment loaned, if the equipment is not returned when requested then the student’s details will be passed to the finance department for the recovery of any costs incurred from the missing equipment.
- 5) **Payments**
- i. Payment will be made direct into the student’s bank account via the BACS system. Only in exceptional circumstances where a student is unable to administer their own account will a payment be made into another person’s account.

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- a. Where the award is for a travel payment to and from College, students will receive a weekly BACS payment in arrears of £18.53 for full time students and £10 for part time students.
 - i. Where the award is for travel for students seeking asylum a weekly bus pass will be issued.
 - ii. If a student is withdrawn within the first six weeks of their course we may attempt to reclaim all monies paid and/or ask for kit and uniform that has been paid in kind to be returned to us.
 - iii. Payments will be made to credit student accounts on Mondays. In the case of bank holiday payments will be made to credit student accounts on Tuesdays.
 - iv. Collection of bus passes will be available Monday to Thursdays 09:00hrs to 16:00hrs.
 - b. **Equipment, Uniforms and Books**
 - i. These payments will be made either directly to the student or to the supplier usually within 7 working days from application assessment and approval date. Additional payments for equipment and books will be made on the first Monday of every term if the student has met the attendance requirements for the previous term where applicable.
 - c. **Educational Trips**
 - i. These payments will be made either directly to the student or to the department on an ad hoc basis throughout the year – usually within 6 weeks of being notified of a trip from the curriculum area. The bursary scheme will contribute up to 95% of the overall cost of the trip per bursary student if the trip is of educational value.
For all applications funding is limited meaning evidence of eligibility does not guarantee an award. Students wishing to apply for financial support are advised to do so as soon as possible from the start of their course.
 - d. **Repayment of the Bursary**

The student will be required to repay all or part of the bursary if it is terminated in the following circumstances:

 - i. If the student has used the bursary payment for anything other than the stated purpose.
 - ii. If the student has knowingly or recklessly provided false or inaccurate information about their financial position.
 - iii. If the student has been found to have committed a serious breach, or series of persistent minor breaches, of discipline for which the sanction would normally be expulsion or required removal.
 - iv. If equipment purchased with bursary funds is damaged through misuse or neglect, then the learner will be liable for the cost of replacement items.
 - e) **Coronavirus - Bursary payment procedure amendments, following college full closure:**
 - i. Minimum 85% attendance criteria in blended learning must be maintained in order to receive the following - Discretionary Bursary payments to continue to be awarded on the due dates for books, equipment, uniform.
 - ii. Adult meal allowance payments will be suspended.
 - iii. Travel payments will be suspended.
 - iv. Childcare payments will be suspended.
 - v. **Prior to college re-opening**
 - v. For learners who meet criteria for BACS travel payments and have currently been awarded BACS payments 2 weeks in arrears – One, weekly travel payment of £15 for full time learners and £10 for part time learners will be paid by BACS payment, a minimum of 3 days in advance of college re-opening date.

6) Attendance Criteria at College Site and Including Blended Learning

- i. Attendance criteria is set at 85% between 26th October 2021 and 21st June 2022.
- ii. 85% weekly attendance - automatic award of travel payment if student is eligible.

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- iii. Less than 85% weekly attendance payment will be cancelled for that week for students in receipt of discretionary bursary.
 - iv. 85% termly attendance – automatic award for financial help towards additional creative supplies and books if student is eligible.
 - v. Less than 85% for previous term's attendance the additional award will be cancelled for that term.

7) **Appeals Process**

- i. First appeal must be made in writing to studentfinancialsupport@tameside.ac.uk
- ii. Second appeal can be made in writing to the Head of Central Support & Enrichment or the Vice Principal Quality & Services to Learners within 14 days of notification of a decision. All Appeals will receive a response within 10 days of receipt. All decisions on Appeal are final.

[Appeals Form](#)

2. POLICY CONTEXT

This policy applies to all eligible 19+ year old students enrolled at Tameside College, Tameside One and Clarendon Sixth Form College and sets out the financial support available through, and eligibility for, Student Financial Support (Bursary) funding.

3. LOCATION AND ACCESS TO THE POLICY

The 19+ Hardship Discretionary Learner Support (Bursary) Fund Policy 2021-2022 and supporting policies and other documents are available via SharePoint on the College network.

4. POLICY STATUS

Responsibility: Gail Clifford – Head of Central Support & Enrichment
Approved by: Senior Leadership Team
Issue Date: July 2021
Review Date: June 2022