



2017 – 18

Bursary Policy

07/07/17
Final

Contents

| | |
|--|----|
| 1. Overview | 3 |
| 2. Bursaries & Support | 3 |
| 3. Age | 3 |
| 4. Traineeships..... | 4 |
| 5. 16 – 18 Vulnerable Bursary..... | 4 |
| 7. Care to Learn..... | 5 |
| 9. 19+ Discretionary Learner Support..... | 7 |
| 10. 20+ Childcare Bursary | 8 |
| 11. 19+ Advanced Learner Loans Bursary | 9 |
| 12. Higher Education | 9 |
| 13. Appeals | 10 |

1. Overview

Please note:

- The Student Administration Team will offer support and financial advice to learners on an individual basis.
- Bursary payments are subject to attendance and behaviour in line with College Policies and Procedures.
- If absent from College, bursary payments may be suspended.
- If you are unhappy with your bursary award or suspension of your award, you can appeal by submitting a Bursary Appeals Form.
- Appeals will be dealt with on an individual basis and will be subject to receipt of appropriate supporting evidence, (including for example a Doctor's note or Hospital Appointment Card) or circumstance.
- Bursaries are subject to available funds
- Eligibility does not guarantee entitlement to funds.
- Bursary claims must be submitted to Info+ before the 31st August in the academic year that you study; therefore 2017/18 academic year, claims must be submitted by 31/08/18, late claims will not be paid as the bursary fund is closed from that date.
- Learners who withdraw from study may be asked to return items that were paid for from a Bursary, failure to return items may result in learners being invoiced to recover the cost of the said items.
- An award only covers one academic year. Progressing learners must reapply for support.
- Discretion can be applied to overcome potential barriers to learning.

2. Bursaries & Support

| Criteria of Learner | Available Funds |
|------------------------|---|
| 16 – 18 Learners | <ul style="list-style-type: none"> • Vulnerable Learner Bursary • Further Education Free Meals (extends to learners aged 19-24 who are subject to a Learning Difficulty Assessment (LDA) or Education Health Care Plan (EHC Plan)) • Discretionary Awards e.g. Books, Travel, Equipment, Essential Trips |
| 19+ Learners | <ul style="list-style-type: none"> • Discretionary Awards e.g. Books, Travel, Equipment, Essential Trips • Childcare |
| Advanced Learner Loans | <ul style="list-style-type: none"> • Discretionary Awards e.g. Books, Travel, Equipment, Essential Trips • Childcare |

3. Age

Age

Bursary awards will be linked to the learner's age on 31st August before the academic year in question. Therefore Academic year 2017/18, the learner's age on 31/08/17.

If a learner is 18 on the 31/08/17 and they turn 19 during their programme of study, the learner will continue to receive the 16/18 bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

Example: Learner aged 18 31/08/17 applies for and is awarded a 'Vulnerable Bursary' in 2017/18, the following year the learner is 19 on the 31/08/18, this learner is no longer eligible to a 'Vulnerable Bursary' (even if it is the second year of their programme), the learner must apply to the 19+ Discretionary Bursary

4. Traineeships

| Traineeships |
|--|
| 16-18 learners accessing traineeship provision can apply to the 16-18 Discretionary and Vulnerable Bursary |
| 19-24 learners accessing traineeship provision can apply to the 19+ Discretionary Learner Support Bursary |

5. 16 – 18 Vulnerable Bursary

| Learners Aged 16-18 Classroom Learning – Vulnerable Bursary Fund (Nominated Vulnerable Group) |
|---|
| Eligible learners can apply for a 'Vulnerable Bursary' of up to £1200 a year. |
| Full-time courses that run for 30 weeks or more will be paid £1200 per annum (the maximum vulnerable bursary award). The weekly payment will be calculated by dividing £1200 by the number of weeks the course runs, for example: |
| $\text{£1200} / 36 \text{ week course} = \text{£38.89 per week}$ $\text{£1200} / 30 \text{ week course} = \text{£40.00 per week}$ |
| Full-time courses that run for less than 30 weeks will be calculated on a pro-rata basis. The weekly payment will be calculated by dividing the maximum bursary award $\text{£1200} / 30 = \text{£40.00 per week}$ multiplied by the number of weeks the course runs, for example: |
| $24 \text{ weeks} \times \text{£40} = \text{£960}$ $29 \text{ weeks} \times \text{£40} = \text{£1160}$ |
| Part-time courses will be calculated on a pro-rata basis by dividing the maximum weekly amount £40 by five days per week, multiplied by the number of days and weeks the course runs, for example: |
| Learner attends college 2 days per week and the course runs for 24 weeks: |
| $\text{£40 per week} / 5 \text{ days per week} = \text{£8 per day} \times 2 \text{ days attending college} = \text{£16 per week} \times 24 \text{ weeks (course duration)} = \text{£384}$ |
| Vulnerable Bursaries are awarded to learners in one of the defined vulnerable groups: |
| <ul style="list-style-type: none">• looked after (in care)• leaving care• in receipt of Income Support (IS) or Universal Credit (UC) instead of Income Support in their own right (name)• In receipt of Employment Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own right (name)• Evidence of the above must be provided to support an application.• Learners awarded a vulnerable bursary will be paid weekly by BACS (preferred payment method).• Contributions for travel passes will be deducted from the annual award |

6. 16-18 Free Meals

Free Meals

Learners aged 16-18 and learners aged 19-24 who are subject to a Learning Difficulty Assessment (LDA) or Education Health Care Plan (EHC Plan) are entitled to apply for Free Meals whilst attending College subject to meeting the eligibility criteria.

To be eligible to 'Free Meals' you or your parents must be in receipt of one or more of the following benefits:

- Income Support
- Income-based Job Seekers Allowance
- Income-based Employment 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 they are not be in receipt of Working Tax Credit) **and** have an annual gross income of up to and including £16,190, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- In receipt of Universal Credit to replace either of the above benefits

- A parent or learner in receipt of **Working Tax Credit only is not entitled** to free meals.
- A parent or student in receipt of **one of the above qualifying benefits (excluding Child Tax Credit) and Working Tax Credit is eligible** for free meals as the qualifying benefit takes precedence over their receipt of Working Tax Credit
- Evidence of individual or family income / benefit is required to support any claim.

7. Care to Learn

Care to Learn

Care to Learn helps young parents under the age of 20 to continue in, and return to education after the birth of a child by providing funding for childcare whilst the young parent is studying. The scheme can provide up to a maximum total amount of support of £160 per child per week.

Young parents must complete and submit a new application for each academic year they want to claim Care to Learn funding, even if their study programme runs for more than one year.

Childcare providers and education institutions also need to provide information for each young parent who applies.

For further information please see www.gov.uk/care-to-learn

8. 16-18 Discretionary Awards

Learners Aged 16-18 Classroom Learning – Discretionary Bursary

Learners aged 16 - 18 (excluding apprentices) can apply for a discretionary bursary award to help them overcome the individual barriers to participation they face, for example help with the cost of meals, books and equipment.

bursary to help them overcome individual barriers to participation they face, for example help with the cost of meals, books, trips and equipment.

To be eligible to a Discretionary Bursary your parents must be in receipt of one or more of the following benefits:

- Income Support
- Income-based Job Seekers Allowance
- Employment Support Allowance (ESA)
- Child Tax Credit and have an annual gross income of no more than £25,000, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit and have an annual income of up to and including £25,000
- In receipt of Universal Credit to replace either of the above benefits
- Low income of up to and including £25,000
- Evidence of individual or family income / benefit is required to support any claim.

Travel

- Learners can purchase the discounted termly travel pass to travel on the Transdev or Rosso Transport networks for £30.00 per term (prices are subject to change according to new travel deals with travel companies, available funding and rise in ticket costs).
- Learners with a household income of less than £25,000 per annum and are resident outside of the Transdev or Rosso travel pass areas may apply for the travel grant; support will be determined on their individual circumstances.

9. 19+ Discretionary Learner Support

19 + Discretionary Learner Support

Learners aged 19+ can apply for a 'Discretionary Learner Support' (DLS) Bursary to help with specific financial hardship that prevents them from taking part in learning. Only learners funded by Adult Education Budget (AEB) can apply to the DLS bursary.

Learners are responsible for informing the Department for Work and Pensions about any learner support bursary payments received as these payments may affect benefit eligibility.

All applications will be assessed on an individual basis and approved by a College Manager. There may be a need to adjust the allocation where the personal circumstances of a learner changes.

The bursary is to help towards the cost of, for example, Transport, Equipment, Trips/Residential, Books and domestic emergencies. For help with Childcare costs, see 20+ Childcare below.

To be eligible to a Discretionary Bursary the learner must be in receipt of one or more of the following benefits:

- Income Support
- Income-based Job Seekers Allowance
- Employment Support Allowance (ESA)
- Child Tax Credit and have an annual gross income of no more than £25,000, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit and have an annual income of up to and including £25,000
- In receipt of Universal Credit to replace either of the above benefits
- Low income of up to and including £25,000
- Evidence of individual or family income / benefit is required to support any claim.

Bursaries are awarded on an individual basis and are subject to funds available, the table below is a guide only:

| Bursary Allocation | | | | | |
|--------------------|------|--------------|------|--------------|------|
| 450 + aglh | £525 | 360-449 aglh | £250 | 280-359 aglh | £200 |
| 201-279 aglh | £150 | 145-200 aglh | £100 | 73-144 aglh | £75 |
| 26-72 aglh | £50 | 6-25 aglh | £20 | 0-5 aglh | Nil |

The bursary cannot be used:

- if the learner is aged 19+, studying a level 3 or above qualification funded by an Advanced Learner Loan, the learner must apply to the 19+ Advanced Learner Loan Bursary (see below).
- if the learner is already receiving financial help with travel or childcare costs from Job Centre Plus or a Work Programme Provider.
- for travel costs if the learner lives within 2 miles from the College site they are attending.

Any equipment purchased on behalf of a learner, such as PCs/laptops, from the Discretionary Learner Support Fund remains the property of the College although the College should reimburse the Discretionary Learner Support Fund with an amount representing the depreciated value.

10.20+ Childcare Bursary

20+ Adult Childcare 20+ Classroom Learning

Learners aged 20+ can apply for a bursary where they are at risk of not starting learning or not continuing learning as a result of childcare costs. Childcare bursaries are awarded on an individual basis and are subject to funds available. There is no automatic allocation for continuing and progressing learners in the next academic year (learners must submit a new application for each academic year).

For further information please see: www.gov.uk/care-to-learn

Learners are responsible for informing the Department for Work and Pensions about any learner support bursary payments received as these payments may affect benefit eligibility.

To be eligible for funding from the 20+ Childcare Learner Support Fund the learner should be in receipt of:

- Income Support
- Income-based Job Seekers Allowance
- Employment Support Allowance (ESA)
- Child Tax Credit and have an annual gross income of no more than £25,000, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit and have an annual income of up to and including £25,000
- In receipt of Universal Credit to replace either of the above benefits
- Low income of up to and including £25,000
- Evidence of individual or family income / benefit is required to support any claim.

Childcare Cost will be paid for :

- 1st child - Full childcare costs, term time only (full and part time learners)
- 2nd and subsequent children – 25% of childcare costs, term time only (full and part time learners)
- Only time in class and unpaid placements will be supported
- Retainer fees may be paid at the end of the academic year, subject to funds being available, evidence of monies paid from the nursery provider would be required

Childcare providers must provide their OFSTED register number on the application form (or provide a copy of their OFSTED certificate) in order for learners to be supported by College funds. (Informal childcare, such as that provided by a friend or relative, cannot be funded – must be OFSET registered)

Payments will not be made to childcare providers until the learner is fully enrolled and a copy of their validated timetable has been submitted to the Student Administration Team

Lunches are normally included in the nursery's session fee. Where lunches are additional, it is expected that these will be paid for by the learner. A 'session' is a morning or afternoon in day care or before/after school care

Non Eligibility:

- Learners with children aged 2, 3 and 4 years must apply for, and use, Nursery Education Grant. These will be arranged through registered childcare providers and not the College
- Learners under 20 years of age on the day their programme of learning starts should apply to "Care to Learn" for childcare support
- Learners aged 19+ attending a level 3 course or above funded by 19+ Advanced Learner Loans (ALL) must apply to the 19+ ALL Bursary Fund
- Learners attending Higher Education courses should apply to the Learner Loan Company for a childcare grant

11.19+ Advanced Learner Loans Bursary

Learners Aged 19+ Advanced Learner Loans Bursary (must have taken out a loan)

To be eligible to a 19+ Advanced Learner Loan Bursary the learner should be in receipt of:

- Income Support
- Income-based Job Seekers Allowance
- Employment Support Allowance (ESA)
- Child Tax Credit and have an annual gross income of no more than £25,000, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit and have an annual income of up to and including £25,000
- In receipt of Universal Credit to replace either of the above benefits
- Low income of up to and including £25,000
- Evidence of individual or family income / benefit is required to support any claim.
- Learner must be aged 19 or over on the day they start their course.
- Course must be funded by an Advanced Learner Loan.

The Bursary is aimed at vulnerable learners such as those with learning difficulties or disabilities, parents who need help with childcare and ex-military personnel to help with hardship and childcare. Only those learners who have taken out an Advanced Learner Loan can apply for an Advanced Learner Loan bursary.

Bursaries are awarded on an individual basis and are subject to funds available, the table below is a guide only:

Part Time Advanced Learning loan Bursary Allocation

| | | | | | |
|--------------|------|--------------|------|--------------|------|
| 450 + aglh | £525 | 360-449 aglh | £250 | 280-359 aglh | £200 |
| 201-279 aglh | £150 | 145-200 aglh | £100 | 73-144 aglh | £75 |
| 26-72 aglh | £50 | 6-25 aglh | £20 | 0-5 aglh | nil |

Learners are responsible for informing the Department for Work and Pensions about any learner support bursary payments received as these payments may affect benefit eligibility.

12.Higher Education

Higher Education Access To Learning Fund (ALF)

- Each eligible full time learner can apply for a grant (pro-rata for part time learners)
- Learners must have applied for a Maintenance Loan from the Student Loan Company
- Childcare Grants, separate to ALF, are available through the Student Loan Company upon application

13.Appeals

How to appeal - If a learner is not satisfied with the decision they may appeal in writing to:

Head of Business Support Services
Accrington & Rossendale College
Broad Oak Centre
Broad Oak Road
Accrington

Any appeal must be made within 4 weeks from the date of the original decision being given to the learner.

In the event of a learner appealing against a decision made, the following timescales will apply:

- The college will provide an initial response within 5 working days.
- Investigate your complaint thoroughly.
- Keep you up-to-date on progress if an immediate response cannot be given.
- Provide a full response within 15 working days

Accrington & Rossendale College reserve the right to update or amend this policy at any time without prior notice.

Bursary Appeals Form

| | |
|---------------------------|--|
| Name: | |
| email address: | |
| Address: | |
| Course: | |
| Course Tutor: | |
| Learner ID Number: | |
| Week commencing: | |

Following the College's decision not to pay my bursary for the week shown above, I wish to appeal against the decision made for the following reason:

I am submitting evidence as follows to support my appeal:

Please return this form to:

Head of Business Services
 Accrington & Rossendale College
 Broad Oak Centre
 Broad Oak Road
 Accrington BB5 2AW

OFFICE USE ONLY:

| | | | |
|---------------------------|--|--|--|
| Date form received | | Admin signature | |
| Appeal upheld or rejected | | Signature of Panel Date of decision | |
| Reason for decision | | | |