

16 - 19 Discretionary Learner Support Policy 2020-20201

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1. Introduction

- 1.1 Hugh Baird College policy is to follow the guidelines set by these government funding agencies when allocating bursary funding. These funds are managed by the College and are allocated on a first come, first served basis (with the exception of the 16-19 Vulnerable Student Bursary Fund) via an application and assessment process.
- 1.2 Students must meet the specified eligibility criteria in order to be considered for any assistance. Financial support is intended to remove barriers, support participation, attendance and achievement.
- 1.3 Application forms received by the Student Financial Support Team will be processed within six weeks of enrolment. Any applications received prior to this will not be processed until after the student has enrolled. Applicants will be notified of their application outcome by post/e-mail/text.
- 1.4 The table bellows outlines the different forms of financial support that is available.

16 -19 Vulnerable Bursary	16-19 Student Support Fund Bursary	Free College Meals
<p>Up to £1200 paid as follows;</p> <ul style="list-style-type: none"> All students will receive £2.50 per day for a meal while at college Free college bus pass Bursary payment Payments for course related equipment or consumables <p>(student may receive 1 or a combination of the above options depending on their personal requirements and participation costs)</p>	<ul style="list-style-type: none"> Help with travel costs if over 1.5 miles from college bus route or on placement. Support for essential uniform and kit £2.50 meal payment per day for two days at college Payment towards curriculum based trips to a maximum funding of £250.00 per student per year. Curriculum based trips abroad over £250 per student will be considered on a one to one individual basis. 	<ul style="list-style-type: none"> £2.50 per day for timetabled days at college

2. Eligibility Criteria

2.1 Eligibility for 16 – 19 bursaries

2.1.2 To be eligible for the bursary students must:

- be aged 16 or over but under 19 at 31 August 2020 or
- be aged 19 or over at 31 August 2020 and have an Education, Health and Care Plan (EHCP)

- be aged 19 or over at 31 August 2020 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
 - meet the residency criteria in ESFA 2020 to 2021 academic year funding regulations for post-16 provision
 - be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be;
 - either funded directly by ESFA or by ESFA via a local authority
 - otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14-19
 - a 16 to 19 traineeship programme
- 2.1.2 Students on apprenticeship programmes, or any waged training, are employed, rather than in education. They are not eligible for help from the 16 to 19 Bursary Fund or Free Meals.
- 2.1.3 No students aged 19 or over are eligible to receive a vulnerable bursary.

2.2 16-19 Student Support Fund for full-time students

- 2.2.1 To qualify for the student support fund you must have an annual gross household income of below £35,000, discretion may be given in extenuating circumstances via a written appeal to Head of Student Services.
- 2.2.2 For all applications (excluding Free College Meals) funding is limited; therefore, evidence of eligibility does not guarantee an award. Students wishing to apply for financial support should do so as soon as possible from the start of their course, with the level of support including;
- Free college term time only bus pass, or train pass for those living more than 1.5 miles away from college or placement. Any student who does not live on a bus or train route covered by the College standard ticket issue will be considered on an individual basis. In this situation a contribution towards the full cost of travel may be made through the bursary, there is no guarantee of 100% travel costs in these circumstances.
 - 100% support with transport costs for timetabled placement days if required. Students must provide a copy of their signed placement log and proof of travel (bus or train ticket) to the student finance team for payment.
 - 100% support with transport for those students whose timetabled hours are after 5pm on weekdays and/or include weekends
 - Young carers may be given support with transport even if they live on a bus route if this assists them with their caring responsibilities, with applications to Student Finance assessed on an individual basis
 - Support or a contribution for kit and uniform via internal transfer or reimbursement with receipts. Students who qualify for the bursary can

have items purchased/reimbursed for them however, the items will remain the property of the college and they may be expected to return them at the end of the academic year or at any point should they withdraw. Uniforms can be retained for further use to enable them to complete their studies if they are progressing onto the next level.

- Support with the provision of IT equipment and associated technology to enable remote access to ensure participation in the delivery of teaching, learning and assessment by the College, for students in receipt of the bursary. Such items will remain the property of the college and they may be expected to return them at the end of the academic year or at any point should they withdraw.
- Where funds allow, payment towards curriculum based trips to a maximum funding of £250.00 per student per year. Curriculum based trips abroad over £250 per student will be considered on a one to one basis.
- UK University interview travel costs (based on public transport costs only) with travel costs reimbursed upon provisions of receipts and letter confirming interview date, time and venue.

2.2.3 The following courses qualify for uniform and or equipment/kit bursaries:

- Automotive (uniform)
- Building Services (uniform and equipment)
- Beauty therapy and media make up (uniform and kit)
- Catering (uniform and kit)
- Hairdressing (uniform and kit)
- Childcare (uniform)
- Health and Social Care (uniform)
- Sport (uniform)
- Public Services (uniform)

2.2.4 All above monthly payments and travel passes will be awarded based on the continual attainment of a 90% attendance rate, positive progression with chosen course, and exemplary behavior, and maybe withdrawn if a students' conduct falls below the expected standards set by the College.

2.3 **16-19 Vulnerable Student Bursary**

2.3.1 The vulnerable bursary fund is a value of up to £1200 per academic year. To be eligible for the vulnerable bursary, students must be under 19 on the 31st August 2020 and be on a study programme at the College. The student must be able to demonstrate hardship/need and course participation costs to be awarded the bursary. In addition, they must fall into one of the following groups;

- in care

- care leavers
- in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right.

All support will be awarded according to participation costs and individual circumstances. Not all students will be awarded the full £1200, each student's circumstances will be assessed individually and level of award determined from this. Regular block payments will not be issued.

2.3.2 Additional support can be taken from discretionary budget as listed below as long as the student meets the eligibility criteria for that fund;

- In the first instance the student will be given £2.50 per timetabled days at college for a meal. The allowance will be paid fortnightly into a student bank account. This measure is in response to COVID-19 guidance for remote working. When students are studying full time on campus awards will be credited to their ID card.
- Provision of a Free college term time only bus/train pass
- Payments for course related equipment or consumables
- Support for essential kit and uniform in identified curriculum areas
- Funding allowing, payment towards curriculum based trips to a maximum funding of £250.00 per student per year. Curriculum based trips abroad over £250 per student will be considered on a one to one basis.
- UK University interview travel costs (based on public transport costs only). Travel costs will be reimbursed with receipts and letter confirming interview date, time and venue.

2.4 Free College Meals

2.4.1 Free meals in further education are provided for students who are 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 they 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 – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (earnings under £7,400)

- 2.4.2 A student is only eligible to receive a free meal if they are aged between 16 and 18 on 31st August 2020, and when they, or a parent/guardian on their behalf, have made a successful application to Hugh Baird College. Students who turn 19 during their course remain eligible for free meals until the end of the academic year in which they turn 19 or to their end of course, whichever is sooner.
- 2.4.3 Students aged 19 or over are only eligible for a free meal if they;
- Are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or
 - Have an Education, Health and Care Plan (EHCP) and meet all the 16-19 bursary eligibility criteria.
- 2.4.4 Students will receive an allowance of £2.50 per timetabled days at college to enable them to purchase a free meal, with the allowance will be paid into their bank account whilst they are working off partially remote timetables. When students are studying full time on site the award will be credited daily to student's accounts.
- 2.4.5 Eligible students attending placement can receive payment of £2.50 per day paid into their nominated bank account on production of a copy of their signed placement log to the student finance team for payment.

3 Appeals Against Applications

- 3.1 If a student's application for support from the Learner Support Fund is not approved the student may appeal in writing to the Head of Student Services who will consider the appeal together with the Vice Principal of People, Organisation Development and Culture. Appeals must be received within 14 consecutive days of the date of the letter declining the application. The panel will respond to the applicant within 28 consecutive days of receipt of the appeal. Only in exceptional circumstances will a request be paid if the criteria have not been met. The decision following consideration of the appeal will be final and binding.

4 Review

- 4.1 This Policy will be reviewed annually in line with the release of the Discretionary Learner Support Fund Guidance and is the responsibility of the Head of Student Services.

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