



Discretionary Learner Support Fund Policy 2024-2025

Author	Name	Amanda Parker/Ann Daynes	
	Job Title	Director of Student Services/Student Finance Manager	
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Purpose & Scope

This policy is intended to help students with the essential costs of participating in their study programme whilst keeping within regulatory funding guidance. Financial support is subject to an application being submitted via our PayMyStudent portal and a full financial assessment, taking into consideration household income, programme of study and domestic circumstances. The College reserves the right to adjust or withhold access to support as appropriate and in line with available funds.

The support available may include the following, in line with policy criteria:

16-19 Year Old Students	Adult Students	Advanced Learner Loan Bursary Fund Students
<ul style="list-style-type: none"> • Travel • FE meal • Childcare (C2L) • Discretionary Bursary • Progress Bursary • Kits, trips & UCAS fees <p>Apart from FE meals (£16,190), household income under/up to £25,000</p>	<ul style="list-style-type: none"> • Travel • FE meal • Childcare • Kits, trips & UCAS fees <p>Household income under/up to £25,000</p>	<ul style="list-style-type: none"> • Travel • FE meal • Childcare • Student Fund • Kits, trips & UCAS fees <p>Household income under/up to £25,000</p>

Support	16-19 Year Old Students Eligibility
Travel	<p>You can apply for help with travel during term time (weekdays only) if you:</p> <ul style="list-style-type: none"> • live 1.5 miles from the college centre where your classes are/placement. <li style="text-align: center;">and • come from a household whose income is under/up to £25,000. <li style="text-align: center;">or • receive the college's Progress Bursary. <p>Points to Note</p> <ol style="list-style-type: none"> 1) If you lose your pass, you will be required to pay £10 for a replacement to be issued. 2) Only one replacement pass will be issued at £10. Further replacements will be issued at the full cost of the pass. 3) Travel passes may be at risk if attendance is low.
Progress Bursary	<p>To qualify for this bursary, you must meet all of the following criteria:</p> <ul style="list-style-type: none"> • Aged 16-18 at the start of your course. <li style="text-align: center;">and • come from a household whose income is under/up to £25,000. <li style="text-align: center;">and • Attending a full study programme. And be: • A care leaver or in care. <li style="text-align: center;">or • In receipt of Income Support or Universal Credit in place of Income Support because you are financially supporting yourself and someone who is dependent on you and living with you such as a child or partner. <li style="text-align: center;">or • In receipt of Employment and Support Allowance or Universal Credit instead of ESA and Disability Living Allowance/Personal Independence Payment in your own name. <li style="text-align: center;">or • A young carer.

	<ul style="list-style-type: none"> • Kinship Carers in the following categories: Informal or private kinship arrangements between parents and relatives. Registered private foster care <i>Evidence from a professional third party required to support this status.</i> <p>Payment Details An assessment of need based on household income, household members and course studied will establish the level of support paid each week.</p> <ul style="list-style-type: none"> • Up to £40.00 per week for 35 weeks per year. • Paid directly into your bank account via BACS. • You must have at least 70% attendance a week to be eligible for payment.
Kits, trips & UCAS	<p>Fully funded students should not be charged for equipment and facilities so that they may successfully complete their learning aim. We will pay the costs of any required kits if a student is receiving financial support subject to requests directly from curriculum staff.</p> <p>We will pay the cost of educational trips and visits provided they are:</p> <ul style="list-style-type: none"> • An essential requirement of the course. • The students have already been assessed as eligible for support via PMS. <p>We will support students with UCAS fees as follows:</p> <ul style="list-style-type: none"> • The student is receiving financial support from the college. • £22.50 for a single choice. • £27.50 for multiple choices.
Childcare	<ul style="list-style-type: none"> • For students under the age of 20, childcare fees are paid by Care to Learn. You will receive £180 per child per week. The College may be able to assist if your weekly fees exceed this value.

<p>FE Meals</p>	<ul style="list-style-type: none"> • If you receive one of the welfare benefits listed below, your children may be entitled to receive FE meals if they are aged 16-18 on 31.8.24. • If you are aged 16-18 on 31.8.24 and receive one of the following welfare benefits in your own name, then you may be eligible to receive FE meals: <ul style="list-style-type: none"> Income Support Income-based Jobseeker's Allowance Income-related Employment and Support Allowance 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 HMRC Working Tax Credit run on – paid for 4 weeks after you stop qualifying for Working Tax Credit Universal Credit with net earnings not exceeding the equivalent of £7,400 p.a. • If you are aged between 19 and 25 and are subject to an Education Health and Care Plan (EHCP) you may be eligible for FE meals. • You will be eligible for food from any College café to the value of £6.50 per day. Free meal credit will be added to your College card daily once your application is approved
<p>Discretionary Bursary</p>	<ul style="list-style-type: none"> • The Discretionary Bursary is paid weekly in arrears based on attendance (85%) and other college conditions set out in College/Student Agreement. • An assessment of need based on household income, household members and course studied will establish the level of support paid each week. • You must come from a household whose income is under/up to £25,000.

Support	Adults Eligibility
Travel	<p>You can apply for help with travel during term time (weekdays only) if you live 1.5 miles from the college centre where your classes are/placement.</p> <p style="text-align: center;">And</p> <ul style="list-style-type: none"> • You must be enrolled on a course of at least 12 weeks in length for a minimum of 6 hours a week. <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • You must have a household income of under/up to £25,000. <p>Points to Note</p> <ul style="list-style-type: none"> • If you lose your pass, you will be required to pay £10 for a replacement to be issued. • Only one replacement pass will be issued at £10. Further replacements will be issued at the full cost of the pass. • Travel passes may be at risk if attendance is low
Kits, trips & UCAS	<p>Fully funded students should not be charged for equipment and facilities so that they may successfully complete their learning aim. We will pay the costs of any required kits if a student is receiving financial support subject to requests directly from curriculum staff.</p> <p>We will pay the cost of educational trips and visits provided they are:</p> <ul style="list-style-type: none"> • An essential requirement of the course. • The students have already been assessed as eligible for support via PMS. <p>We will support students with UCAS fees as follows:</p> <ul style="list-style-type: none"> • The student is receiving financial support from the college. • £22.50 for a single choice. • £27.50 for multiple choices.
FE Meals	<p>If your household income is under/up to £25,000 per annum, you will be eligible for food from any College café to the value of £4.50 each day you attend college. Free meal credit will be added to your College card daily once your application is approved</p>

Childcare	<p><u>Eligibility</u></p> <ul style="list-style-type: none"> • You must be aged 20 or over. • You must be the parent or main carer of the child (ren). • You must have a household income of under/up to £25,000. • If your child is 2, 3 or 4 years old, any free early education hours you receive must be used first before additional childcare can be funded by the college.
Support	Advanced Learner Loans Bursary Fund Eligibility
Travel	<p>You can apply for help with travel during term time (weekdays only) if you live 1.5 miles from the college centre where your classes are/placement.</p> <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • You must be enrolled on a course of at least 12 weeks in length for a minimum of 6 hours a week. <p style="text-align: center;">and</p> <ul style="list-style-type: none"> • You must have a household income of under/up to £25,000. <p>Points to Note</p> <ul style="list-style-type: none"> • If you lose your pass, you will be required to pay £10 for a replacement to be issued. • Only one replacement pass will be issued at £10. Further replacements will be issued at the full cost of the pass. • Travel passes may be at risk if attendance is low
Student Fund	<ul style="list-style-type: none"> • Your household income must be under/up to £25,000 per annum for your application to be considered (evidence of this must be provided). • Both you and the course must be eligible for an Advanced Learner Loan. • You must have your own bank account and be able to provide the details to receive a payment from the fund. • Payments to be split. One half paid at the end of October, and one half paid at the end of January. (subject to change based on start date) Payments are based on individual circumstances and the course attending.

Childcare	<ul style="list-style-type: none"> • You must be the parent or main carer of the child(ren) • You must have a household income of under/up to £25,000. • You and the course you are attending must be eligible for an Advanced Learner Loan. • If your child is 2, 3 or 4 years old, any free early education hours you receive must be used first before additional childcare can be funded by the college.
Kits, trips & UCAS	<p>Fully funded students should not be charged for equipment and facilities so that they may successfully complete their learning aim. We will pay the costs of any required kits if a student is receiving financial support subject to requests directly from curriculum staff.</p> <p>We will pay the cost of educational trips and visits provided they are:</p> <ul style="list-style-type: none"> • An essential requirement of the course. • The students have already been assessed as eligible for support via PMS. <p>We will support students with UCAS fees as follows:</p> <ul style="list-style-type: none"> • The student is receiving financial support from the college. • £22.50 for a single choice. • £27.50 for multiple choices.
FE Meals	<p>If your household income is under/up to £25,000 per annum, you will be eligible for food from any College café to the value of £6.50 each day you attend college. Free meal credit will be added to your College card daily once your application is approved</p>

Appendix A

Progress Bursary Assessment Matrix 24-25

Band	Category	Total maximum award available	Equivalent weekly payment
A	In care	£1400	£40
B	Care leaver	£1260	£36
C	Student receiving income support/Universal Credit	£1120	£32
D	Student receiving DSA/PIP	£980	£28
E	*Young carer/kinship care	£840	£24

***This support is provided from the College discretionary learning support fund**

Appendix B

Discretionary Bursary Assessment Matrix 24-25

Band	Household Income	Amount £
1	0 – 7,400	200.00
2	7,401 – 16,190	150.00
3	16,191 - 25,000	100.00

Band	Household Members	Amount £
1	Lone parent	100.00
2	Both parents	50.00

Band	Household Members	Amount £
1	Other siblings	100.00
2	Only child	50.00

Band	Courses	24-25
A	Level 3 Theatre Costume All level 3 Art + Design/Graphic/Games Design Level 3 Photography Level 2 + 3 Make Up Route Level 3 Nails Level 3 + 4 (non-HE) Fashion Level 3 Cake Decoration/Bakery	300.00
B	All level 2 Art + Design Level 2 Fashion Level 3 Dance/Drama/Musical Theatre Level 2 Photography Level 2 + 3 Sport Level 3 Music	250.00
C	Level 2 + 3 Hairdressing Level 2 + 3 Beauty Therapy Level 2 + 3 Barbering Level 2 Nails Complementary Therapies Level 2 Dance/Drama/Music All Catering Courses	200.00
D	GCSE programmes A Level programmes Access Courses BTEC Level 2 + 3 Workshop/Salon – based courses Level 2 All level 1 courses	150.00
E	All other courses	0

Appendix C

Advanced Learner Loan Student Fund Matrix 24/25

Household Income Band £	Amount £
0.00 – 7,400	200.00
7,401 – 16,190	150.00
16,191 – 25,000	100.00

Band	Courses	24-25
A	Level 3 Theatre Costume All level 3 Art + Design/Graphic/Games Design Level 3 Photography Level 2 + 3 Make Up Route Level 3 Nails Level 3 + 4 (non-HE) Fashion Level 3 Cake Decoration/Bakery	250.00
B	All level 2 Art + Design Level 2 Fashion Level 3 Dance/Drama/Musical Theatre Level 2 Photography Level 2 + 3 Sport Level 3 Music	200.00
C	Level 2 + 3 Hairdressing Level 2 + 3 Beauty Therapy Level 2 + 3 Barbering Level 2 Nails Complementary Therapies Level 2 Dance/Drama/Music All Catering Courses	150.00
D	GCSE programmes A Level programmes Access Courses BTEC Level 2 + 3 Workshop/Salon – based courses Level 2	100.00
E	All other courses	0