

Student Financial Support Policy

Valid from 2019/20

to 2020/21

Owner Vice Principal Curriculum and Quality

Committee approval SLT

Approval date November 2019

Board of governors' committee

Approval date

Board approval necessary

Date of Board approval

Revision history New policy to clarify the annual position

Contents

Student Financial Support Policy 2019 – 20	2
Bursary offer for 2019/20	2
Free School Meals	4
Help with fares	4
Financial assistance with Equipment and Trips	4
Childcare	5
Level 3 Loan Bursary	5
Withdrawn students	5
Appeals.....	5
Appendices.....	6

Student Financial Support Policy 2019 – 20

Stanmore College receives an allocation of funds from the Education and Skills Funding Agency (ESFA) annually to provide financial support to help students overcome specific financial barriers to participation so they can take part in or continue in learning and access education opportunities and remain in education.

Bursary offer for 2019/20

Stanmore College offers two types of bursary to both internal students and to partner (external) organisation students

- Learning bursary at £18 per week over 36 weeks (internal)
- Enhanced bursary at £40 per week over 30 weeks (maximum £1200 pa) (internal & external)
- Learning bursary at £10 per week over 36 weeks (external)

**see also paragraph on Payments below. The college reserves the right to review and adjust the criteria for term 2 and 3 as necessary.*

Eligibility

A student must be aged 16 or over, but under 19 as at 31 August 2019 to be eligible for help from bursary funds during academic year 2019 – 20.

Students aged 19 or over as at 31 August 2019 are only eligible to receive the learning bursary 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).

Students aged 19 or over as at 31 August are not eligible for the Enhanced bursary.

Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (i.e. Ofsted). The provision must also be either : funded directly by ESFA or by ESFA via a local authority, funded or co-financed by the European Social Fund or otherwise publicly funded and

lead to a qualification (up to and including Level 3) accredited by Ofqual or on the ESA list of qualifications approved for funding 14 to 19. Students on apprenticeship programmes, or any waged training, are employed rather than in education. They are not eligible for the 16 to 19 bursary fund.

Enhanced bursary

To be eligible for this bursary, students must be either :

- In care
- Care leavers
- Receiving Income Support (IS) or Universal Credit (UC) in their own right to financially support themselves and / or some who is dependent on them and living with them such as a child or partner.
- Receiving Disability Living Allowance (DSA) or Personal Independence Payments (PIP) in their own right as well as receiving Employment and Support Allowance (ESA) or Universal Credit (UC) again in their own right.

Learning Bursary

To be eligible for this bursary, students must live parent(s), guardians, carers where the household is in receipt of one of the following benefits:

- Income Support
- Jobseekers Allowance
- Employment and Support Allowance
- Universal Credit
- Tax Credits (with household income of £24000 or below)
- Guarantee element of State Pension Credit

Payments

Payments are made via BACS into a bank account in the students' name. There are 7 payment periods during 2019 – 20 which are given on the application form. Payments are not backdated or paid during holiday periods.

For internal students, there is an attendance and punctuality criteria (known as Percentage in Learning) of 90% + per week which students must attain in order to receive a payment for a particular week. This will apply to Term 1, but the college reserves the right to review and adjust criteria for Terms 2 and 3 as necessary. For external students, the attendance criteria is 95% per week for Term 1 and the same adjustments may be applied to Terms 2 or 3, if required.

Applications

The college has a defined bursary resource and students are encouraged to enquire and, where eligible, make an application for the relevant bursary at their earliest opportunity to ensure they receive maximum financial benefit from this provision.

Purpose of the bursary

To support students with the costs of study, for example, books, materials, trips, fares to college etc.

Free School Meals

Students aged 16 – 18 as at 31.8.19 and in receipt of the bursary are eligible to receive a meal allowance on days timetabled to attend college. Students aged 19 and over are only eligible to receive the meal allowance 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). The amount of £2.50 is credited to their student id and is to be used in the college canteen. The canteen offers meal deals to this value and further expenditure will be met by the student. The daily value does not roll over and if not used, it is then lost. External students can apply for the meal allowance which is payable at daily rate of £2.41. Students are to submit a completed meal allowance request form together with receipts for a 4 week period to demonstrate usual way of working. For students opting to bring packed lunches, their tutor is to sign the meal allowance request form to evidence. The meal allowance will be paid to external students along with their bursary and will be based on attendance as per registers supplied by contracted partners.

Help with fares

To be considered for financial help with fares, students are to be in receipt of the bursary and hold a current 16+ or 18+ oystercard (if living in a London borough). The financial help will be based on the costs of weekly or monthly travelcards linked to their Oystercard as per rates shown on the TfL website. As with the bursary, this help is to promote and support good attendance and punctuality (Percentage in Learning) and will be reviewed monthly. Students must obtain and provide a receipt for the travelcard and hand to the Student Finance Adviser the day after purchase. Stanmore College is situated in Zone 5, therefore, financial support to students living / travelling from the neighbouring Zone 4 will not be offered as the 16+ Oystercard (for students aged 16 – 18 as at 31.8.19) offers free bus travel which can be used when travelling to college.

As the college has a defined resource to assist students with their fares, it has to go to the most deserving of student, therefore, if these objectives are not met each month, the college will withdraw this financial support at the end of the period until students have demonstrated improved Percentage in Learning or provided the requested receipt.

Financial assistance with Equipment and Trips

During the academic year, students may have the opportunity to attend trips associated with their course or are required to purchase equipment to support their course of choice.

Equipment

The college will pay 50% of such costs with the requirement that the student pays the remaining 50%. Payments are to Student Finance based in Services 4 Students in the time frame advised by their tutor. Following payment, the student will receive a receipt as proof of payment.

Trips

The learning bursary is provided to ensure that learners of limited means are able to access learning opportunities. If a trip organiser believes that the trip being organised may not be financially accessible to all the learners on the course, then they may put in a request (see the Trips and Visits

Policy for the details on how to do this) for bursary funding to support learners entitled to the learning bursary.

Childcare

The College does not provide any direct support for Childcare costs.

Level 3 Loan Bursary

If an adult learner is successful in their application for a level 3 learning loan, then they may apply for further support from the student loan company, which is then added to their loan. The support available for adults on level 3 loans is set out in the DfE guidance document.

“You may apply to get money from the Loan Bursary Fund after you’ve received a letter approving your Advanced Learner Loan.

The money can help pay for things like:

- *accommodation and travel*
- *course materials and equipment*
- *childcare*
- *classroom assistance for a disability or learning difficulty - once you’re assessed by your college or training provider”*

DFE:

“Advanced_Learner_Loans_funding_and_performance_management_rules_2019_to_2020_V1.docx” version July 2019

Outstanding payments or fines

Students who have incurred payments or fines (i.e. replacement id badges, overdue book fines, lost books fees etc) are required to make settlement in a timely fashion. If, after repeated requests, payment is not forthcoming, the college can look to recover these amounts from bursary monies owed. Students will be advised via the college app of the deductions to be made in any given period.

Withdrawn students

Should a student withdraw from their chosen course of study and decide to leave the college, they may be required to repay monies or return equipment supplied / bought by fund. Eligibility to the college bursary will cease as at the date of withdrawal. Any monies due will be paid to the student on the next payment date.

Appeals

If any student is dissatisfied with the decision regarding their bursary, help with fares, equipment or trips, they need to set this out in writing clearly stating reasons and produce supporting evidence, if needed. The letter should be sent to the Vice Principal & Quality who will investigate and respond to the student within 10 working days of receipt of the appeal letter. The appeal will be heard by two managers not involved in the initial decision making process.

Appendices

Copies of eligibility forms

Enhanced Bursary Form

Stanmore College has agreed to pay a bursary of **£40 per week** over 30 weeks. Payments made for weeks where attendance and punctuality is 90%+. This is known as 'Percentage in Learning'.

The purpose of the bursary is to support you with the costs of your study, for example, books, materials, trips, fares to college etc.

STUDENT DETAILS (Please use BLOCK CAPITALS)

Surname

Forename(s)

Date of Birth Age as at 31 Aug 2019 New Student Returning Student

National Insurance number Student ID Number

Social Worker / Key Worker Details

Name

Email

Telephone number

Conditions

I must achieve and maintain a weekly percentage in learning of 90% or above in Term 1. Any weeks this drops below 90% - I will not receive a payment for that week.

- Eligibility criteria in terms of attendance & punctuality may alter for Terms 2 & 3.
- I understand bursaries are not back-dated, are not paid for holiday weeks & paid into my bank account only.
- I must comply with the college code of conduct. Failure to do so may result in the withdrawal of this bursary funding. I understand that failing to advise Services to Students of any change to my bank details will result in a delay in receiving my payment.
- I understand that if false or incomplete information is submitted, the matter may be referred to the Department for Education or the Police. I could face prosecution and the college will seek to recover any payments for which I am not eligible.

The bursary payments will start as from today _____

Month	Covering period	Weeks in period	Amount	Money in your bank account on
Period 1	2 - 27 Sept 2019	4 weeks	£160	11 Oct 2019
Period 2	30 Sept – 15 Nov 2019	6 weeks	£240	22 Nov 2019
Period 3	18 Nov – 13 Dec 2019	4 weeks	£160	20 Dec 2019
Period 4	16 Dec 2019 – 31 Jan 2020	5 weeks	£200	14 Feb 2020
Period 5	3 Feb – 13 March 2020	5 weeks	£200	27 Mar 2020
Period 6	16 March – 8 May 2020	6 weeks	£240	22 May 2020

Student Signature

Date

Staff Signature

Date

Original qualifying paper seen and copied.

Alyson Brown (Senior Adviser – Student Finance) (T) 020 8420 7882 (E) a.brown@stanmore.ac.uk

For Office use only

Input into bursary date: Initials:

Eligible for meal allowance of £2.50 per day. Credited to ID card. Yes No

Learning Bursary Form

stanmore college
2019 / 2020

Stanmore College has agreed to pay a bursary of **£18 per week** up to 36 weeks. Payments made for weeks where attendance and punctuality is 90%+. This is known as 'Percentage in Learning'. The purpose of the bursary is to support you with the costs of your study, for example, books, materials, trips, fares to college etc.

STUDENT DETAILS (Please use BLOCK CAPITALS)

Surname

Forename(s)

Date of Birth Age as at 31 Aug 2019 New Student Returning Student

Student ID Number

Conditions

I must achieve and maintain a weekly percentage in learning of 90% or above in Term 1. Any weeks this drops below 90% - I will not receive a payment for that week.

- Eligibility criteria is terms of attendance & punctuality may alter for Terms 2 & 3.
- I understand bursaries are not back-dated, are not paid for holiday weeks & paid into my bank account only.
- I must comply with the college code of conduct. Failure to do so may result in the withdrawal of this bursary funding. I understand that failing to advise Services to Students of any change to my bank details will result in a delay in receiving my payment.
- I understand that if false or incomplete information is submitted, the matter may be referred to the Department for Education or the Police. I could face prosecution and the college will seek to recover any payments for which I am not eligible.

The bursary payments will start as from today _____

Month	Covering period	Weeks in period	Amount	Money in your bank account on
Period 1	2 - 27 Sept 2019	4 weeks	£72	11 Oct 2019
Period 2	30 Sept – 15 Nov 2019	6 weeks	£108	22 Nov 2019
Period 3	18 Nov – 13 Dec 2019	4 weeks	£72	20 Dec 2019
Period 4	16 Dec 2019 – 31 Jan 2020	5 weeks	£90	14 Feb 2020
Period 5	3 Feb – 13 March 2020	5 weeks	£90	27 Mar 2020
Period 6	16 March – 8 May 2020	6 weeks	£108	22 May 2020
Period 7	11 May – 26 June 2020	6 weeks	£108	10 July 2020

Student Signature

Date

Staff Signature

Date

Original qualifying paper seen and copied.

Alyson Brown (Senior Adviser – Student Finance) (T) 020 8420 7882 (E) a.brown@stanmore.ac.uk

For Office use only

Input into bursary date: Initials:

Eligible for meal allowance of £2.50 per day. Credited to ID card. Yes No

Student Finance Document Number: Issue: 1 Date of Issue: July 2019 Document Owner: Vice Principal

Partner Learning Bursary Form

Stanmore College has agreed to pay a bursary of **£10 per week** up to 36 weeks. The purpose of the bursary is to support you towards costs of your study, for example, books, materials, trips, fares etc.

STUDENT DETAILS (Please use BLOCK CAPITALS)

Surname

Forename(s)

Date of Birth Age as at 31 Aug 2019 New Student Returning Student

Student ID Number

Name of Provider

Location of Provider

Conditions

I must achieve and maintain a weekly attendance of 95% or above in Term 1. Any weeks this drops below 95% - I will not receive a payment for that week.

- Eligibility criteria is terms of attendance & punctuality may alter for Terms 2 & 3.
- I understand bursaries are not back-dated, are not paid for holiday weeks & paid into my bank account only.
- I must comply with the college code of conduct. Failure to do so may result in the withdrawal of this bursary funding.
- I understand that failing to advise Services to Students of any change to my bank details will result in a delay in receiving my payment.
- I understand that if false or incomplete information is submitted, the matter may be referred to the Department for Education or the Police. I could face prosecution and the college will seek to recover any payments for which I am not eligible.

The bursary payments will start as from today _____

Month	Covering period	Weeks in period	Amount	Money in your bank account on
Period 1	2 - 27 Sept 2019	4 weeks	£40	11 Oct 2019
Period 2	30 Sept – 15 Nov 2019	6 weeks	£60	22 Nov 2019
Period 3	18 Nov – 13 Dec 2019	4 weeks	£40	20 Dec 2019
Period 4	16 Dec 2019 – 31 Jan 2020	5 weeks	£50	14 Feb 2020
Period 5	3 Feb – 13 March 2020	5 weeks	£50	27 Mar 2020
Period 6	16 March – 8 May 2020	6 weeks	£60	22 May 2020
Period 7	11 May – 26 June 2020	6 weeks	£60	10 July 2020

Student Signature

Date

Staff Signature

Date

Original qualifying paper seen and copied.

Alyson Brown (Senior Adviser – Student Finance) (T) 020 8420 7882 (E) a.brown@stanmore.ac.uk

For Office use only

Input into bursary date: Initials:

Eligible for meal allowance of £2.41 per day. Yes No

Partner Enhanced Bursary Form

stanmore college
2019 / 2020

Stanmore College has agreed to pay a bursary of **£40 per week** over 30 weeks. The purpose of the bursary is to support you towards costs of your study, for example, books, materials, trips, fares etc.

STUDENT DETAILS (Please use BLOCK CAPITALS)

Surname

Forename(s)

Date of Birth Age as at 31 Aug 2019 New Student Returning Student

National Insurance number Student ID Number

Name of Provider

Location of Provider

Social Worker / Key Worker Details

Name

Email

Telephone number

Conditions

I must achieve and maintain a weekly attendance of 95% or above in Term 1. Any weeks this drops below 95% - I will not receive a payment for that week.

- Eligibility criteria is terms of attendance & punctuality may alter for Terms 2 & 3.
- I understand bursaries are not back-dated, are not paid for holiday weeks & paid into my bank account only.
- I must comply with the college code of conduct. Failure to do so may result in the withdrawal of this bursary funding. I understand that failing to advise Services to Students of any change to my bank details will result in a delay in receiving my payment.
- I understand that if false or incomplete information is submitted, the matter may be referred to the Department for Education or the Police. I could face prosecution and the college will seek to recover any payments for which I am not eligible.

The bursary payments will start as from today _____

Month	Covering period	Weeks in period	Amount	Money in your bank account on
Period 1	2 - 27 Sept 2019	4 weeks	£160	11 Oct 2019
Period 2	30 Sept – 15 Nov 2019	6 weeks	£240	22 Nov 2019
Period 3	18 Nov – 13 Dec 2019	4 weeks	£160	20 Dec 2019
Period 4	16 Dec 2019 – 31 Jan 2020	5 weeks	£200	14 Feb 2020
Period 5	3 Feb – 13 March 2020	5 weeks	£200	27 Mar 2020
Period 6	16 March – 8 May 2020	6 weeks	£240	22 May 2020

Student Signature Date

Staff Signature Date

Original qualifying paper seen and copied.

Alyson Brown (Senior Adviser – Student Finance) (T) 020 8420 7882 (E) a.brown@stanmore.ac.uk

For Office use only

Input into bursary date: Initials:

Eligible for meal allowance of £2.41 per day. Yes No