

Student Financial Support Policy 2016/2017

Scope

This policy applies to students studying towards Education Funding Agency (EFA) or Adult Education Budget (AEB) funded further education qualifications that also qualify for bursary support based on funding body criteria.

Policy context

Vision West Nottinghamshire College policy is to follow the policy guidelines of the EFA/AEB and openly, fairly and transparently apply the rules set by these government funding agencies.

These funds are managed by the College and are allocated on a first come, first served basis (with the exception of the 16-18 Vulnerable Student Bursary Fund) via an application and assessment process.

Students must meet the specified eligibility criteria in order to be considered for any assistance. The rules within this policy are set out at the time of writing and could be subject to change at any time from the EFA/AEB.

Financial support is intended to remove barriers, support participation, attendance and achievement.

Application forms received by the Student Financial Support Team will be processed within six weeks of them receiving it or of the course start date, whichever is later. Applicants will be notified of their application outcome by post.

16-18 Student Bursary Funds

Eligibility for 16 – 18 bursaries

To be eligible for either type of bursary students must:

- be aged over 16 and under 19 at 31 August 2016
- meet the residency criteria in EFA 2016 to 2017 academic year funding regulations for post-16 provision
- be participating in provision that is subject to inspection by a public body which assures quality (ie Ofsted), the provision must also be either
 - funded directly by EFA or by EFA via a local authority
 - otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or pursuant to Section 96 or the Learning and Skills Act 2000
 - a 16 to 19 **traineeship** programme

Apprentices do not qualify for either vulnerable or discretionary bursaries, or free meals support.

16-18 Student Support Fund for full-time students

To qualify for the bursary support you must have an annual gross household income of below £25,000 or annual gross household income below £30,000 with three or more dependent children/young people in full time education or below school age living in the household. Discretion may be given in extenuating circumstances.

For all applications (excluding Free College Meals) funding is limited; therefore evidence of eligibility does not guarantee an award. Student's wishing to apply for financial support should do so as soon as possible from the start of their course.

- £30.00 termly BACS payment to student bank account. Payment dates published and available to all students <http://www.wnc.ac.uk/Facilities-and-services/>
- 100% support for kit and uniform – internal transfer or reimbursement with receipts. Students who qualify for the bursary can have items purchased for them however, the items will remain the property of the college and they will be expected to return them at the end of the academic year or at any point should they withdraw. Kits/uniforms can be retained for further use to enable them to complete their studies if they are progressing onto the next level.
- 50% paid towards curriculum based trips. Maximum funding available per year is £250.00.
- UK University interview travel costs – 50% of the total travel costs reimbursement with receipts. Public transport costs only.
- Exams – Pay 100% of exam resit cost for students in receipt of a bursary.

All above payments will be awarded based on 80% attendance rate except exam resit support which will have no attendance threshold.

- 100% support with transport for those that do not live on a college bus route – mega-rider to be given where possible. Must live more than 1 mile away from college.
- 100% support with transport for timetabled placement days. Students must provide a copy of their signed placement log to the student finance team for payment along with bus ticket.
- 100% support with transport for those whose timetabled hours include weekends or after 5pm on weekdays.

- Young carers may be given support with transport even if they live on a bus route if this assists them with their caring responsibilities.

Full monthly payment in relation to transport costs is made if attendance is 90% or above. If attendance falls below 70% no payment is made. Attendance between 70% and 90% the student will receive that percentage of payment.

16-18 Vulnerable Student Bursary

The defined vulnerable groups are students who are:

- in care
- care leavers
- getting Income Support (IS), or Universal Credit (UC) in place of Income Support, in their own right
- getting Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right
- Maximum bursary £1200 for those most at risk. Additional support can be taken from discretionary budget as listed below as long as the student meets the eligibility criteria for that fund.
- Bursary paid weekly on Mondays based on attendance. Payment made by BACS to student bank account. Payment dates published and available to all students <http://www.wnc.ac.uk/Facilities-and-services/>

Full weekly payment is made if attendance is 90% or above. If attendance falls below 70% no payment is made. Attendance between 70% and 90% the student will receive that percentage of payment.

- 100% support for kit and uniform – internal transfer or reimbursement with receipts. Students who qualify for the bursary can have items purchased for them however, the items will remain the property of the college and they will be expected to return them at the end of the academic year or at any point should they withdraw. Kits/uniforms can be retained for further use to enable them to complete their studies if they are progressing onto the next level.
- 50% paid towards curriculum based trips. Maximum funding available per year is £250.00.

- UK University interview travel costs – 50% of the total travel costs reimbursement with receipts. Public transport costs only.
- Exams – Pay 100% of exam resit cost for students in receipt of a bursary.

All above payments will be awarded based on 80% attendance rate except exam resit support which will have no attendance threshold.

- Discretionary support may be available for transport costs for those that do not live on a college bus route – mega-rider to be given where possible. Must live more than 1 mile away from college.
- Discretionary support may be available towards travel costs for timetabled placement days. Students must provide a copy of their signed placement log to the student finance team for payment along with bus tickets.
- Discretionary support may be available for support with transport costs for those whose timetabled hours include weekends or after 5pm on weekdays.
- Young carers may be given support with transport even if they live on a bus route if this assists them with their caring responsibilities.

Full monthly payment in relation to transport costs is made if attendance is 90% or above. If attendance falls below 70% no payment is made. Attendance between 70% and 90% the student will receive that percentage of payment.

Advanced Learner Loan Bursary for part-time or full-time students

To qualify for the bursary support you must be in receipt of an advanced learner loan and have an annual gross household income of below £25,000 or annual gross household income below £30,000 with three or more dependent children/young people in full time education or below school age living in the household. Discretion may be given in extenuating circumstances.

For all applications funding is limited; therefore evidence of eligibility does not guarantee an award. Student's wishing to apply for financial support should do so as soon as possible from the start of their course.

- £50.00 BACS monthly payment for full-time students, paid to Student bank account. Payment dates published and available to all students <http://www.wnc.ac.uk/Facilities-and-services/>
- Payments for part-time students will be pro-rata.

Full monthly payment is made if attendance is 90% or above. If attendance falls below 70% no payment is made. Attendance between 70% and 90% the student will receive that percentage of payment.

- Will allow up to £160.00 per week per child in Ofsted registered childcare. Funding available for a maximum of two children aged 5 or under on 31 August 2016. This is only to be used for timetabled days in college plus 30 minutes travelling time before and after college hours.
- If the child is eligible for 15 or 30 hours per week free early education, these **must** be used to cover your required sessions; you may then apply for additional cover, if required.

Full monthly payment is made to the childcare provider if attendance is 90% or above. Attendance will be monitored monthly and if it falls below 90% payment may be withheld, however, individual cases will be assessed at our discretion and may be awarded based on individual circumstances and specific need.

19+ Student Support Fund for full-time students

To qualify for the bursary support you must have an annual gross household income of below £25,000 or annual gross household income below £30,000 with three or more dependent children/young people in full time education or below school age living in the household. Discretion may be given in extenuating circumstances.

For all applications funding is limited; therefore evidence of eligibility does not guarantee an award. Student's wishing to apply for financial support should do so as soon as possible from the start of their course.

- This bursary is available for students where their course is not eligible for an Advanced Learner Loan.
- £50.00 BACS monthly payment for full-time students, paid to Student bank account. Payment dates published and available to all students <http://www.wnc.ac.uk/Facilities-and-services/>
- Part-time students will be case assessed at our discretion and may be awarded based on individual circumstances and specific need.

- In exceptional circumstances additional funds may be paid towards transport at our discretion. This will be case assessed, by the Head of Student Support, and based on individual circumstances.
- 100% support with transport for timetabled placement days. Students must provide a copy of their signed placement log to the student finance team for payment along with bus ticket.

Full monthly payment is made if attendance is 90% or above. If attendance falls below 70% no payment is made. Attendance between 70% and 90% the student will receive that percentage of payment.

- In exceptional circumstances additional funds may be paid towards 50% of curriculum based trips. Maximum funding available per year is £250.00. This will be case assessed, by the Head of Student Support, and based on individual circumstances.
- UK University interview travel costs – 50% of the total travel costs reimbursement with receipts. Public transport costs only.
- Exams – Pay 100% of exam resit cost for students in receipt of a bursary

All above payments will be awarded based on 80% attendance rate except exam resit support which will have no attendance threshold.

- Will allow up to £160.00 per week per child in Ofsted registered childcare. Funding available for a maximum of two children aged 5 or under on 31 August 2016. This is only to be used for timetabled days in college plus 30mins travelling time before and after college hours.
- If the child is eligible for 15 or 30 hours per week free early education, these **must** be used to cover your required sessions; you may then apply for additional cover, if required.
- Support with childcare costs for part-time students will be case assessed at our discretion and may be awarded based on individual circumstances and specific need.

Full monthly payment is made to the childcare provider if attendance is 90% or above. Attendance will be monitored monthly and if it falls below 90% payment may be withheld, however, individual cases will be assessed at our discretion and may be awarded based on individual circumstances and specific need.

Free College Meals

Eligible benefits

Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, disadvantage is defined by the students being 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
- during the initial roll out of the benefit, Universal Credit

A student is only eligible to receive a free meal when they, or a parent/guardian on their behalf, have made a successful application to Vision West Nottinghamshire College.

- Payment will be made to students aged between 16 and 18 on 31st August 2016 who are or whose parent/carer are in receipt of qualifying benefit. Students aged 19 to 24 who are subject to an Education Health and Care Plan (EHC Plan) and ESF students aged between 16 and 18 on 31 August 2016 are also entitled to a free meal while attending their provision if they meet the eligibility criteria.
- The payment will be £2.41 per day for the number of days the student attends college.
- The allowance will be credited weekly to students Way2Pay accounts.
- Eligible students attending placement can receive payment of £2.41 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.

Appeals/Complaints procedure

Any disagreement with a decision made by the Student Financial Support Team in relation to an application should be made in writing to the Head of Service, Student Support, Vision West Nottinghamshire College, Derby Road, Mansfield, Notts NG18 5BH.

Student Financial Support Team

Room 26

Derby Road

Mansfield

NG18 5BH

Telephone: 01623 627191 Ext 8179

Email: StudentFinancialSupport@wnc.ac.uk

16-18 Student Support Fund – Termly payment dates		
7 to 28 October 2016	20/1/2017	21/4/2017

19+ Student Support Fund and Advanced Learner Loan Bursary
Monthly payment dates
7 to 28/10/2016
4/11/2016
9/12/2016
6/1/2017
10/2/2017
10/3/2017
7/4/2017
5/5/2017
9/6/2017
7/7/2017

Vulnerable Student Bursary - weekly pay dates			
Week number	Week ending	Weekly Pay Dates - Monday	
1	11/9/2016	19/09/2016	
2	18/9/2016	26/09/2016	
3	25/9/2016	03/10/2016	
4	2/10/2016	10/10/2016	
5	9/10/2016	17/10/2016	
6	16/10/2016	24/10/2016	
7	23/10/2016	31/10/2016	
		07/11/2016	Half term
8	6/11/2016	14/11/2016	
9	13/11/2016	21/11/2016	
10	20/11/2016	28/11/2016	
11	27/11/2016	05/12/2016	
12	4/12/2016	12/12/2016	
13	11/12/2016	19/12/2016	
14	18/12/2016//6	28/12/2016	
15	25/12/2016	16/01/2016	2 days
		23/01/2016	Xmas holidays
		16/01/2017	3 days
16	15/1/2017	23/01/2017	
17	22/1/2017	30/01/2017	
18	29/1/2017	06/02/2017	
19	5/2/2017	13/02/2017	
20	12/2/2017	20/02/2017	
		27/02/2017	half term
21	26/2/2017	06/03/2017	
22	5/3/2017	13/03/2017	
23	12/3/2017	20/03/2017	
24	19/3/2017	27/03/2017	
25	26/3/2017	03/04/2017	
26	2/4/2017	10/04/2017	
27	9/4/2017	18/04/2016	
		24/04/2016	Easter holidays
		01/05/2016	Easter holidays
28	30/4/2017	08/05/2016	
29	7/5/2017	15/05/2016	
30	14/5/2017	22/05/2016	
31	21/5/2017	30/05/2016	Tuesday
32	28/5/2017	05/06/2016	
		12/06/2016	Half term
33	11/6/2017	19/06/2016	
34	18/6/2017	26/06/2016	
35		03/07/2016	
36		10/07/2016	