

**Name of Policy** 24+ ADVANCED LEARNING LOAN BURSARY (ALLB) POLICY – FOR STUDENTS AGED 24+ STUDYING LEVEL 3 OR 4 QUALIFICATIONS HAVING TAKEN OUT A 24+ TUITION FEE LOAN

**Policy objectives** The objective of the policy is to ensure transparency for students regarding their eligibility for support from the 24+ Advanced learning Loan Bursary in line with SFA guidelines.

**Author / Job Title** Head of Student Services and Support

**Equality Assessment By Whom**  **Date**

**Version**  **Date of next review (month & year)**

Approved by	Date
Senior Manager – Vice Principal: Curriculum and Quality	13 July 2015
SMT	13 July 2015
Corporation	N/A

**Related policies or procedures or parent policy if applicable** Discretionary Learner Support Fund – students aged 16-18  
Discretionary Learner Support Fund – students aged 19+  
SFA Guidance

**Groups/bodies consulted in the development of the policy**

**To be published on College website** YES

## **24 + ADVANCED LEARNING LOAN BURSARY POLICY 2015/16 FOR STUDENTS AGED 24 YEARS AND OVER**

The 24+ ALLB is aimed at helping vulnerable students - such as those with learning difficulties or disabilities, parents who need help with child care, and ex-military personnel, with the costs of additional learning support, childcare or travel.

The College will use this to aid access, retention and achievement of eligible students on their chosen course.

It is available to students who have been approved for a 24+ Advanced Learning Loan for a Level 3 (or above) course whose household income is below £25,521. (Parental income will not be taken into consideration but the income of any spouse or co-habiting partner will).

It is available to students meeting this criteria if they are a "home student" ie have been resident in the country for three or more years and are studying a programme of learning funded by the Skills Funding Agency. The residency "decision tree" available in the SFA Circular should be used if there is any doubt over eligibility as a "home student".

The fund is not an entitlement and is dependent on the amount of funding allocated to the College each year.

Eligible students can receive funding for the duration of their progressive programme provided it remains funded by a 24+ Advanced Learning Loan and appropriate bursary funds are allocated to the College.

When making decisions about awarding Loans Bursary funding the College will take into account the availability of other financial support for learners.

Payments will be dependent on an attendance level of at least 90%. Consideration will be given to mitigating circumstances such as: child protection, family illness, safeguarding concerns, caring responsibilities or any other issues that might affect attendance. Students must notify Student Services of any such mitigating circumstances as soon as they become aware there may be an issue. Where attendance is still deemed unsatisfactory or if no notification is made to Student Services, payment will be either withheld or reclaimed.

Payments will also be dependent on satisfactory behaviour i.e. no disciplinary action above Stage 1.

The College reserves the right to reclaim monies paid to students where information given on the application form is found to be false.

The College reserves the right to reclaim monies paid to students where the student has withdrawn before the end of the course.

It is the students responsibility to tell the Department for Work and Pensions about any direct funding support that they receive from the College as payments received may affect their eligibility for some benefits.

## Application Procedure

Students will need to complete an application form for assistance. Forms are available from Student Services or via the website [www.macclesfield.ac.uk](http://www.macclesfield.ac.uk).

Completed forms should be handed in to Student Services with all supporting documentation. The application will be delayed should the student provide insufficient evidence. Where a student is applying for Childcare support, official documents must be provided eg child benefit letter or full birth certificate.

A letter confirming eligibility for support will be sent within 15 days of receiving a fully completed application and you will be invited to attend a discussion about the support available and the conditions attached.

## Means Test

Where eligibility is to be determined via means testing this will be based on household income, and evidence such as Income Support, Universal Credit, JSA, WTC documentation or wage slips will be required to support applications.

## Specific Support Information

### Childcare

**Policy:** It is College policy that students should use registered childcare provision.

Childcare will be calculated over a 44 week period and on this basis will cover half terms, Christmas and Easter holidays. ALLB will not pay retainers over the summer holidays. The maximum weekly amount payable for any one child is £160 unless by prior arrangement.

Each student will be responsible for 5% of the bill up to a maximum of £25 each month.

The Student will be responsible for paying any deposit due prior to enrolling at College.

Student Services will notify the Childcare provider of the parameters of the funding. They will also be notified that all invoices must be addressed to the student and not the College and should include their registration number. Should a student withdraw from their course the College will only be responsible for payment whilst the student was in attendance at College.

The childcare allowance within the Child Tax Credit will be taken into account when assessing eligibility for support if appropriate.

Where a student continues to use childcare provision after completing their course the student will be liable for all childcare costs.

**Procedure:** Students are required to complete a claim form each month ensuring that an appropriate invoice is attached. Claims will be processed each Monday (Tuesday in the case of a bank holiday) and payment will be made by BACS directly to the childcare provider.

## **Additional Learning Support**

**Policy:** This will be assessed and provided based upon individual need/requirements.

**Procedure:** Students are advised to request a meeting with the Head of Student Services or the Learning Support Co-ordinator to discuss their learning support requirements.

## **Travel**

**Policy:** Transport support will only be provided to students living 3 miles or more from College.

Charges incurred for parking eg permits and tickets from Macclesfield Bus or Train station to the College will not be reimbursed unless by prior arrangement.

Penalties will be applied in arrears should attendance fall below 90%.

**Procedure:** An amount per day based on an individuals cost of travel will be used to calculate the annual cost. This will then be split into 9 equal payments to be made by BACS mid month starting in October and finishing in June.

## **Additional Materials, Textbooks or Kits**

**Policy:** Each course will have a maximum level of funding for specific materials, printer credits and/or textbooks. This will be based on teacher recommendations and past dLSF experience. No assistance is provided for deposits for textbooks.

**Procedure:** Each student will be informed of the maximum level of funding for materials. Payments will be made in November, February and May, dependent on the value of support. Printer Credit - £1 per month will be automatically added to the student's account.

## **Appeals and Complaints Procedure**

In the event of your application being refused by the College, you will have the right to appeal. This should be in writing to the Vice Principal: Curriculum and Quality, detailing the reasons for their appeal. A decision will be made within 10 working days and you will be notified of the outcome and reasons.

If you wish to make a formal complaint to the College a form is available from Reception or on our website [www.macclesfield.ac.uk](http://www.macclesfield.ac.uk)

For further help and advice about any aspect of applying for student financial support please contact Student Services on 01625 410000 Ext 523 or 514 or [wellbeing@macclesfield.ac.uk](mailto:wellbeing@macclesfield.ac.uk)