

Name of Policy **Advanced Learning Loan Bursary (ALLB) Policy – For Students Aged 19+ Studying Level 3, 4, 5 Or 6 Qualifications Having Taken Out An Advanced Learning Loan**

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

Author / Job Title Director of Pastoral and Academic Progress

Equality Assessment By Whom		Date	
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Version	5	Date of next review (month & year)	06/2018
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Approved by	Date
ELT	12/07/16
SMT	
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

ADVANCED LEARNING LOAN BURSARY POLICY 2017-18 FOR STUDENTS AGED 19 YEARS AND OVER

The 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 the bursary to aid access, retention and achievement of eligible students on their chosen course.

It is available to students who have been approved for a Advanced Learning Loan for a Level 3 (or above) course whose household income is below £26,000 (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 an 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.

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 Ofsted 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.

For students claiming mileage, this will be calculated by Student Services using the 'RAC Route Finder' web site – based on postcode to postcode mileage – shortest route. Payment will be made at a rate of 20p per mile. Students travelling by public transport will be required to use the cheapest available tickets e.g. weekly /monthly tickets. Students are required to include all tickets with their claims – lost tickets will not be reimbursed. All claims will be made monthly in arrears. Taxi fares will not be reimbursed unless by prior arrangement.

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.

Procedure: Students are required to complete a claim form at the end of each month. Payments will be paid at the appropriate rate subject to penalties for absence below the minimum attendance level of 90%. The claim form must be received in Student Services by the end of each month or payment will not be made. Claims must be submitted monthly as no back-dated claims will be reimbursed.

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 - £2 per month will be automatically added to the student's account.

Appeals 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.

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