

Name of Policy

DISCRETIONARY LEARNER SUPPORT FUND (BURSARY) –
FOR STUDENTS AGED 16-18 YRS

Policy objectives

The aim of the Discretionary Learner Support Fund (dLSF) is to support and assist students on their course of study by ensuring that finance is not a barrier to their learning.

Person Responsible for Policy

Student Services Manager

Dept

Student Services

Date Policy approved

July

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

June 2012

Approved by

**Related policies or procedures
or parent policy if applicable**

n/a

Background

The EMA has now closed and has been replaced with the 16-19 Bursary scheme.

The new 16-19 bursary scheme is specifically aimed at students aged between 16 and 18 years facing financial hardship in accessing education.

The College will be responsible for allocating bursary awards to students either as cash payments or with payment in kind for course expenses.

The College will make awards based upon a proven hardship need which must be substantiated by evidence which will be retained in accordance with audit requirements.

The 14-25 Learning & Achievement Executive for Cheshire East has determined a common approach for the distribution of the 16-19 Bursary fund which has been recommended to Cheshire East post 16 providers including WBL providers, Colleges, Academies, School Sixth Forms, Special Schools & Colleges.

There are 4 priority groups highlighted.

Priority 1

Most In Need Bursary of £1,200 per year (minimum). This is a mandatory amount, however, young people need to meet agreed criteria to receive the full payment.

The people in Priority 1 have been identified by the government as the following:

- Young people in care or care leavers
- Young people receiving income support in their own right
- Disabled young people receiving **BOTH** Employment Support Allowance and Disability Living Allowance

Students in this priority group can expect to receive the following from Macclesfield College:

- 10 monthly payments of £100 (paid by BACS mid-month September – June)
- Contribution to College meals paid via sQuid card (£2 per day)
- Additional course costs to be met by College bursary fund eg trips/kit and uniform
- Free travel pass if not provided by Local Authority

All payments will be subject to the student meeting the following attendance and behaviour criteria:

- Minimum attendance of 91%
- No Stage 2 disciplinary

Should a student not meet the criteria an interview will be arranged with the Student Services Manager to determine level of payment.

Students on part time/short courses within this priority group will receive pro-rata amounts.

Any student previously receiving £30 EMA who belongs in Priority 1 will transfer across to the new 16-19 Bursary scheme rather than continue with transitional EMA.

Priority 2, 3 & 4

A bursary payment of **up to** £800 will be allocated as payment in kind. These are discretionary bursaries based on individual need and remaining funds available once Priority 1 has been allocated. The criteria for all priorities is income related.

These priorities should be taken in sequence for allocation of funds.

Priority 2

New students previously eligible for Free School Meals (indicates a household income below £16,190).

Evidence for this group will be provided to the College by the Local Authority based on Year 11 May 2011 Census.

These students will be eligible to receive the following from Macclesfield College (subject to sufficient funds being available):

- Contribution to College meals paid via sQuid card (£2 per day)
- Additional course costs to be met by College bursary fund eg trips/kit and uniform
- Free travel pass if not provided by Local Authority

Continuing students who have been identified previously as being eligible for Free School Meals and who will get the reduced rate of £20 EMA will be eligible to receive the following from Macclesfield College (subject to sufficient funds being available):

- Contribution to College meals paid via sQuid card (£2 per day)
- Contribution to additional course costs eg trips/kit and uniform

All payments will be subject to the student meeting the following attendance and behaviour criteria:

- Minimum attendance of 91%
- No Stage 2 disciplinary

Should a student not meet the criteria an interview will be arranged with the Student Services Manager to determine level of payment.

Priority 3

New students whose household income is below £20,817.

Evidence for this group will be Working Tax Credit documentation.

These students will be able to receive the following from Macclesfield College (subject to sufficient funds being available):

- Contribution to College meals paid via sQuid card (£2 per day)
- Contribution to additional course costs eg trips/kit and uniform

Continuing students in this income bracket who will get the reduced rate of £20 EMA will be eligible to receive the following from Macclesfield College (subject to sufficient funds being available):

- Contribution to College meals paid via sQuid card (£2 per day) **OR**
- Contribution to additional course costs eg trips/kit and uniform

Priority 4

New students whose household income is below £25,521.

Evidence for this group will be Working Tax Credit documentation or P60.

These students will be able to receive the following from Macclesfield College (subject to sufficient funds being available):

- Contribution to College meals paid via sQuid card (£2 per day)
- Contribution to additional course costs eg trips/kit and uniform

Continuing students in this income bracket who will get the reduced rate of £10 EMA will be eligible to receive the following from Macclesfield College (subject to sufficient funds being available):

- Contribution to College meals paid via sQuid card (£2 per day) **OR**
- Contribution to additional course costs eg trips/kit and uniform

All payments will be subject to the student meeting the following attendance and behaviour criteria:

- Minimum attendance of 91%
- No Stage 2 disciplinary

Should a student not meet the criteria an interview will be arranged with Student Services Manager to determine level of payment.

If funding is available once Priorities 1 – 4 have been addressed the College will resume its support of those students aged 16-18 who are travelling further afield than most in order to study aerospace engineering as we are the only provider within the north west.

Eligibility

Funding is available to students meeting the above criteria if they are a “home student” i.e. has been resident in the country for three or more years and are studying a programme of learning funded by the YPLA, or is an EU national. They must be over 16 years of age.

Eligible students can receive funding for the duration of their progressive programme, eg NVQ 1 - 3 (3 years funding), Introductory Diploma - National Diploma (4 years funding). Students wishing to or those required to, repeat a level in a related or different subject area, will be assessed on an individual basis.

Application Procedure

Students will need to complete an application form for assistance. Forms are available from the Student Services.

Completed forms should be handed in to Student Services with all supporting documentation. The application will be delayed should the student provide insufficient evidence.

A letter detailing the individual support provision will be sent within 15 days of receiving a fully completed application. Included with this letter will be information detailing conditions and procedures for collecting funding. Details of the decision are recorded on the student's form and stored within Student Services.

Means Test

Priorities 2 – 4 will be determined via means testing, based on parental income, and evidence such as income support, JSA, WTC documentation will be required to support applications.

If funding is available to support additional students once priorities 1 – 4 have been allocated the College will determine level of support based on need.