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Originator:	Student Services
Responsibility:	Director of Student Services and Marketing

This policy applies to all College activity including ESF contracts.

WELFARE AND FINANCIAL SUPPORT FOR STUDENTS (including guidance for the administration of the Learner Support Funds)

1. PURPOSE

- 1.1 Financial Support is provided to assist students following a course of study at Leicester College. Financial support may provide help towards the costs of travel, books/kit, childcare and fees.

2. PRINCIPLES

- 2.1 These apply to financial support in general and include the Discretionary Learner Support Fund, 16-19 year old Bursary Fund, 24+ Bursary Fund, Student Loans, Care to Learn.
- 2.2 Every student enrolled at Leicester College is able to apply for financial support. The fund used to provide the support will be determined by the student's age and level of course. Funds available are limited and will be allocated on a first come first served basis.
- 2.3 Priority will be given to those from disadvantaged groups:
- Students who are economically/socially disadvantaged, disabled, and/or have learning difficulties.
 - Those who are, or have been, in care, are young parents or young carers
 - Unemployed people receiving an income replacement benefit
 - The unwaged dependents of those listed above
- 2.4 Each fund will be managed in accordance with the criteria laid down by each funding body.
- 2.5 Administration of funds will be open and transparent.
- 2.6 Where relevant, payment will be made to a third party e.g. child care payments.

- 2.7 To receive financial support students must be enrolled and actively engaged in study. Students who are eligible for support are not automatically entitled to it.

3. PROCEDURES

- 3.1 These apply to Discretionary Learner Support, 16-19 year old Bursary Fund, 24+ Bursary Fund and related funds.

3.2 Publicity

The availability of financial support will be publicised in the following ways:

- During guidance interviews
- Through the College prospectus
- Through College website
- On posters displayed on student notice boards
- Leaflets
- At College enrolment/open days
- At induction talks
- Through admissions and advice centre reception points
- Through application packs and via social media

3.3 Guidance and Welfare Advice

Information, advice and guidance about all sources of financial support will be provided by members of the College's Welfare Team. They will also assist applicants to apply for support and will assess eligibility.

4. STUDENT FINANCE

- 4.1 Higher Education students apply to Student Finance England for funding. Students can apply for a tuition fee loan and a maintenance loan. Application is completed on line to Student Finance England.

5. COMMUNICATION AND REVIEW

- 5.1 This Policy will be reviewed every three year and will be published on the College website.