

<b>Document No:</b>	<b>SS022</b>
<b>Issue No:</b>	<b>3</b>
<b>Issue Date:</b>	<b>2023-08-01</b>
<b>Renewal Date:</b>	<b>2024-08-01</b>
<b>Originator:</b>	<b>Student Services</b>
<b>Responsibility:</b>	<b>Director of Student Services and Marketing</b>

## **FINANCIAL SUPPORT FOR FE STUDENTS POLICY 2023/24**

### **1. INTRODUCTION**

1.1. Leicester College receives funds from the government (the discretionary learner support fund) for student financial support and bursaries. These funds are there to help students overcome financial barriers that may prevent them, or make it more difficult to engage in education. Any student on an eligible course can apply for financial support and the college will assess an application based on the eligibility requirements set out in section 3.

1.2. Funds administered by the College are:

- Discretionary Learner Support 16-18, 19+ Continuing, 19-23 with EHCP
- Vulnerable Bursary (formally known as guaranteed Bursary) 16-18
- Free Meals: 16-18 (and 19-23 with an EHCP, aged 19+ continuing students)
- Discretionary Learner Support – Adults
- Loans Bursary – Adults

Further detail on the funds available is set out in Appendix 1.

1.3. Students may also be eligible to access external funding including:

- Career Development Loans
- Care to Learn – Childcare support for students under 20.
- Learner Grants via Skills and Education Group. (Intermittent Funding).

1.4. Support is available to students studying at the College who meet the eligibility criteria, however all support is subject to funds being available and is therefore not an entitlement.

### **2. POLICY STATEMENT**

2.1. Leicester College is committed to ensuring all students receive appropriate support to remove barriers to learning. The College will administer internal and

external Further Education financial support funds for students whose access to, or completion of, education may be affected by financial factors.

- 2.2. The College is committed to a fair and transparent eligibility and assessment process and will provide advice, support and guidance for any student in financial hardship.
- 2.3. This policy applies to Government funded students only and does not include those studying on an Apprenticeship or Traineeship.

### **3. ELIGIBILITY**

- 3.1. The Government sets down the broad eligibility criteria relating to the award of financial support and these are updated on an annual basis. Any allocation of funding is subject to successful assessment and enrolment onto an eligible course. Funding is available to learners who are able to demonstrate that they live in a household with a low income and that as a result will experience financial hardship through participating in education. These funds are intended to mitigate some of the hardships experienced.
- 3.2. Students must be aged 20 or over to receive support from the fund for childcare costs. Younger students must apply to care to learn for childcare support.
- 3.3. Students will only be supported by the advanced learner loan bursary if they have an advanced learner loan approved by the Student Loan Company (studying a level 3, 4, 5 or 6 programme).
- 3.4. The College is unable to support 19+ students who live within a devolved authority within the UK.
- 3.5. Any allocation of funding is subject to successful assessment and enrolment onto an eligible course. All funding is subject to available funds and an application and eligibility does not guarantee support either in part or full. On-going funding is subject to full engagement in learning which includes good attendance, progress and positive behaviour.
- 3.6. The College policy is that funding will be allocated to learners in receipt of an eligible benefit or are able to demonstrate through suitable evidence that their household income is less than £33,000 for 16-18 year olds and 19+ lone parents and those in a couple. For 19+ single and without children £20,319 per annum. There are further limitations within this; for example eligibility for 16-18 Free Meals is dependent on meeting Government Free Meal criteria.
- 3.7. In order to minimise paperwork, improve efficiency and ensure appropriate use of limited funding the college expects all learners to make full uses of all other forms of funding prior to making an application for support. We undertake financial assessment using wage slips / payslips / bank statements / benefit statements.

## **4. ASSESSMENT CRITERIA**

- 4.1. Support is based on an income assessment and a student's annual household income should be less than £33,000 for 16-18 year olds and 19+ lone parents and those in a couple (for 19+ single and without children, the threshold is £20,319); or they are in receipt of an eligible benefit. Further detail is set out in Appendices 2 and 3.
- 4.2. Students will be required to provide parent/carer/partner/own income evidence such as wage slips, benefit statements and bank statement.
- 4.3. Students applying for childcare support will need to show evidence proving guardianship such as child benefit letter showing the student's and the children's name, tax credit award notice or birth certificate.
- 4.4. Students aged 16-19 who fall into one of the vulnerable student bursary groups will be awarded additional support, subject to a financial assessment of need. The groups are:
  - Child – Looked After (section 20 of the Children Act 1989 or Section 22 of the Children Act 1989)
  - Care leaver (section 31 of the Children Act 1989)
  - Receiving income support or Universal Credit in own name and living independently or a young parent
  - On ESA and receiving DLA or PIP in own name
- 4.5. Students may be eligible for funding from an external source and the college expects students to access this external funding before any support will be considered. Funding may be taken into consideration when making any financial award.
- 4.6. All awards are made subject to the availability of funds allocated at the start of the academic year by the funding agencies/government. Awards will be made on a first come, first served basis and there is no guarantee that applications will be funded. Students should make their applications as soon as the fund is opened; applications will be assessed in date order.
- 4.7. Should the funding guidance change mid-year this policy may need to be amended to reflect these changes. This may affect the support provided.
- 4.8. Further detail is set out in Appendices 2-4.

## **5. ALLOCATION OF FUNDS**

### **5.1 Assessment**

- 5.1.1 Applications will be assessed on receipt of a fully completed form with all relevant evidence. Funding will be allocated from the start of learning (as noted on the learning agreement) or receipt of the completed application – whichever is the later. Funds will only be backdated for one full term unless the learner can demonstrate exceptional circumstances prevented them applying at an earlier date.

5.1.2 It is the student and parent / guardian responsibility to ensure that they provide the relevant evidence and fully complete the application form. Assistance is available with completing the form on request.

5.1.3 Further detail is given in Appendix 5.

## **5.2 Notification of Award**

5.2.1 On receipt of a complete application along with all the required evidence the College will normally advise students of the outcome within 5 working days via email. However for applications received during September and October this may take up to 15 working days. In the event that a student does not meet the criteria for an award they will be notified in by email stating the reason why.

5.2.2 All awards are subject to satisfactory enrolment on an eligible College course and ongoing commitment to learning. Where a figure is provided for guidance this is for a full-time learner. Payments will be pro-rata for part-time students.

5.2.3 All applications and notifications will include the following statements:

*It is your responsibility to advise the Department for Work and Pensions about any financial support you are receiving. If the learner who is the beneficiary of support leaves college before the end of his / her course this may impact some benefits. The college reserves the right to stop or withhold payments where it believes that the learner is not meeting his / her obligations to attendance, behaviour or progress. Any application for funding that college believes to be fraudulent may be referred to external authorities such as the police for investigation with the possibility of the student and/or family facing prosecution.*

5.2.4 Students who are unsuccessful in being made an award can appeal using the process in section 5.4.1.

## **5.3 Method of payment**

5.3.1 Wherever possible, payments in kind will be made such as travel passes, credit for meals in the College's refectories, kit and materials.

5.3.2 Where a monetary payment is appropriate, the College believes students will develop financial numeracy and accountability by being enabled to manage their own affairs and therefore funds will only be paid to the learner, normally by BACS. Help will be provided with opening a bank account where this is necessary e.g. proof of study letters. In exceptional circumstances where a student cannot manage their own affairs doesn't have a bank account or is not allowed to receive cash payments due to status alternative methods will be discussed.

## **5.4 Appeals**

5.4.1 Appeals must in the first instance addressed in writing to the Welfare Team Leader. Appeals will only be upheld where it can be clearly demonstrated either a) the College has not followed its own policy or b) that the student is in a unique situation that the College has not considered previously. Where

appropriate, the Director of Student Services will meet with the student to seek further information.

## **6. DATA PROTECTION AND FRAUD**

- 6.1. All applications and associated paperwork will be stored electronically. Only the relevant members of the student services team will have access to the paperwork. According to guidance, the paperwork will be retained for a maximum of 6 years.
- 6.2. The College is required by statute to share certain information with the Government. Further information is available at <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>
- 6.3. The College will always co-operate with criminal investigations and may share information with appropriate authorities that may help with the prevention or detection of a crime.
- 6.4. Any apparently fraudulent applications will be referred to the appropriate authorities and may lead to suspension or exclusion.

## **7. COMMUNICATION AND REVIEW**

- 7.1. This Policy will be published on the College website and reviewed at least every two years.

**LEICESTER COLLEGE STUDENT FINANCE GUIDANCE AND PROCEDURES****SUPPORT CATEGORIES****1. Discretionary learner support funds 16-18, 19 continuing, 19 with EHCP****1.1. Discretionary Bursary - Award (2023/24)**

Intended to contribute to meeting the costs of attending college on a day-to-day basis. The Discretionary Bursary is to be used on the support that has been identified and agreed by the college necessary to help students participate in education. If an institution purchases books or equipment for a student, they can specify the student must return these at the end of their study programme so they can be used again by another student where appropriate.

**1.2. Vulnerable (formally known as Guaranteed Bursary - Award (2023/24): up to £1200**

This is specifically for learners who are considered vulnerable by the Government and fall into one of four categories:

- Child – Looked After (section 20 of the Children Act 1989 or Section 22 of the Children Act 1989)
- Care leaver (section 31 of the Children Act 1989)
- Receiving income support or Universal Credits in own name and living independently or a young parent
- On ESA and receiving DLA or PIP in own name

The College claims this funding on a case by case basis from the Government and it does not form part of a block grant. Assessments will be made by considering the financial needs and other income sources for students and a lower rate will be claimed and paid if a student has free or subsidised accommodation provided by the local authority and receive payments from either social services or from benefits.

**1.3. Free Meals at College**

Students will be assessed as part of their Bursary application for entitlement to free meals subject to providing appropriate evidence. Assessment will be in accordance with the published government guidance.

Students will be allocated £3.15 for each day that they are in College. This will be credited daily on to the student ID card. Students can choose to spend this either on breakfast or lunch as appropriate.

Families in receipt of Working Tax Credit are not eligible for Free Meals. This category of students if proven to be in hardship will receive free meals paid from Discretionary bursary fund.

Appendix 4 provides guidance on the College's policy in relation to provision of FCM to young people under Section VI of the Immigration and Asylum Act, Looked After Children and Care Leavers.

## **1.4. Student Travel**

### **1.4.1. Bus**

Bus passes for Arriva and First bus only are provided. First Bus passes are all Mtickets, Arriva will be either annual card passes or vouchers. A charge of £15 is payable for a lost Arriva Buss pass.

If the student needs another bus company, they can claim their travel receipts for a refund.

New 16-18 students must be 2 miles+ away from their campus to qualify as measured by using Google Maps walking estimations.

Termly or annual bus passes will be awarded where possible. If the student has applied late or forgotten to collect their bus pass halfway through the term, a monthly / weekly / daily bus pass will be provided as this is most cost effective.

ESOL, with the exception of the 16-18 Full time Programme, will receive Termly Bus passes as they enrol termly.

Students must be timetabled for a minimum of 2 or more days a week and completing a Learner Responsive course of at least on term in length.

### **1.4.2. Train**

For students that need to use the train, we can refund tickets up to the value of the equivalent bus pass. The student is liable for any excess.

### **1.4.3. Fuel Allowance**

A fuel allowance can be given for those 16-18 years old with their own vehicle. Students will need to provide an insurance policy in their own name. We will not refund students brought to College by someone else. Petrol allowance is calculated as follows and cannot exceed the cost of an equivalent bus pass:

MILES x 2 (journeys) x DAYS IN x 0.50 (pence per mile) x TERM WEEKS =  
Refund Price (round this figure up to the nearest POUND)

### **1.4.4. Course Kit/Equipment**

Where essential kit/equipment is highlighted as being required by curriculum, depending on the students' course, these costs will be covered. Methods of payment include refunds, internal transfers, or vouchers (Course dependant).

#### **1.4.5. Childcare/Care to Learn**

Refer to Care to Learn.

#### **1.4.6. Material Fees**

Refunds for any LSF eligible/accepted students can be requested if they have paid for their enrolment fees or material fees instead of charging this to LSF.

### **2. Discretionary Learner Support Funds 19+**

- 2.1 The College provides support in the following areas subject to satisfactory enrolment and meeting the eligibility criteria detailed in section 3 of the policy. Students undertaking an Entry Level course will receive a maximum of three years funding. If they progress to a Level 1/2/3 course funding can continue beyond the three years.

#### **2.2 Tuition Fees**

For those students on a full time mainstream course the DLSF can pay 40% (more in exceptional circumstances) This contribution will only be paid once the student has set up an instalment plan and paid at least four monthly instalments.

##### **2.2.1 Adult Travel Award (2023/24)**

###### **2.2.1.1 Bus**

Bus passes for Arriva and First bus only are provided. First Bus passes are all Mtickets, Arriva will be either annual card passes or vouchers. A charge of £15 is payable for a lost Arriva Buss pass.

If the student needs another bus company, they can claim their travel receipts for a refund.

19+ students must be 1.7 miles away from their campus to qualify as measured by using Google Maps walking estimations.

Termly or annual bus passes will be awarded where possible, if the student has applied late or forgotten to collect their bus pass halfway through the term –the monthly / weekly / daily bus passes will be awarded as this is most cost effective.

Students must be timetabled for a minimum of 2 or more days a week.

###### **2.2.1.2 Train**

For students that need to use the train, we can refund tickets up to the value of the equivalent bus pass. The student is liable for any excess.

###### **2.2.1.3 Fuel allowance**



A fuel allowance can be given to 19+ students. Petrol allowance is calculated as follows and cannot exceed the cost of an equivalent bus pass:

MILES x 2 (journeys) x DAYS IN x 0.50 (pence per mile) x TERM WEEKS = Refund Price (round this figure up to the nearest POUND).

### **2.2.2 Childcare Support**

Learners aged **20 or over** enrolled on an ESFA funded course are eligible to apply for a grant towards the cost of childcare. The child must be in an Ofsted registered provider offering childcare, breakfast club or after-school provision. Non-Ofsted registered providers can be considered in exceptional circumstance.

#### **2.2.2.1 Eligibility**

To accept a childcare application the learner must:

- Have an accepted LSF application.
- Have a working partner or no partner.
- Provide birth certificate/s for each child.
- Doing an eligible course. We will cover timetabled hours including Directed Study (not weekends).

To reject a childcare application the learner must:

- Not applied to LSF (direct the learner to the form)
- Have a non-working partner that could look after the child.
- Their FEEE hours cover their timetabled hours at college.
- The learner and their partner are studying at the same time, they will need to arrange separate classes to provide childcare.
- Cannot supply birth certificate/s for listed child/ren.
- For any students undertaking a short course (anything shorter than a full term) will be down to the manager's discretion.
- You will need to get approval from the Welfare team leader before awarding childcare support.

#### **2.2.3 Day Care / Nursery support**

The College will make a contribution of **up to** £70 / day / £35 for AM/PM session per child for students accessing nursery or day care provision. The learner is responsible for any excess. Where a provider does not make allowance for holiday breaks we will continue to pay for the holiday periods during the published academic year, but not before the start of Autumn Term and not after the end of the Summer Term. Discretionary decisions can be made for one off additional date e.g. Exams/Revision Sessions.

#### **2.2.4 Breakfast Club / Afterschool Club / Childminder**

- Breakfast club up to £10 / day / child
- After school club up to £14 / day / child for students accessing care provision via the child's school.

- Childminder £7 per hour.

The College will not pay for care during College holiday periods. Discretionary decisions can be made for one off additional date e.g. Exams/Revision Sessions.

### **2.2.5 Childcare cap and payments**

The College will only pay for those days when a learner has timetabled lessons in College. Allowances will be made for reasonable travel time and where this runs into another session this will be covered. The maximum payable per child in any academic year is up to £5,000.

The contract / agreement remains between the student and the provider at all times and the college takes no responsibility for balance of fee, arrears, additional sessions or costs incurred outside the agreed times.

Providers are required to provide evidence of their normal fees, OFSTED registration and confirmation that the child is booked to attend.

The College will pay once a term on receipt of confirmation letter. Only the agreed amount will be paid and subject to confirmation of good attendance, behaviour and progress. The College will not be liable for any registration fees or fines.

### **2.3 Free Meals**

All adults with a successful application and undertaking an eligible course e.g. learner responsive will receive free meals for the days that they attend College.

### **2.4 Print Credit**

All adults with a successful application and undertaking an eligible course e.g. learner responsive will receive print credit annually of £80.

### **2.5 Course Kit/Equipment**

Where essential kit/equipment is highlighted as being required by curriculum, depending on the students' course, these costs will be covered. Methods of payment include refunds, internal transfers, or vouchers (Course dependant).

### **2.6 Material Fees**

Welfare can provide refunds for any LSF eligible/accepted learners if they have paid for their enrolment fees or material fees instead of charging this to LSF.

### **2.7 CSC Students Only**

City Skills students are entitled to a free meal while studying. They are not required to go through an assessment as their entitlement is implicit as benefit

claimants. This will be added to their Support Plan termly by a member of the Welfare Team using the CSC new starter spreadsheet administered by the admin team at CSC.

CSC staff will have records of the students' benefit entitlement as these are mandated/directed by DWP.

### **3 Loans Bursary Fund (Level 3, 4, 5 and 6 FE learners with an Advanced Learner Loan aged 19 or over)**

The College provides support in the following areas subject to satisfactory enrolment and meeting the eligibility criteria detailed in section 3 of the policy.

#### **3.1 Tuition Fees**

This fund will NOT provide support for tuition fees.

#### **3.2 Adult Travel Award (23/24)**

##### **3.2.1 Bus**

Bus passes for Arriva and First bus only are provided.

If the student needs another bus company, they can claim their travel receipts for a refund.

19+ students must be 1.7 miles away from their campus to qualify as measured by using Google Maps walking estimations.

Termly or annual bus passes are awarded where possible, if the student has applied late or forgotten to collect their bus pass halfway through the term – this is where a monthly / weekly / daily bus pass will be awarded as this is most cost effective.

Students must be timetabled for a minimum of 2 or more days a week.

##### **3.2.2 Train**

For students that need to use the train, we can refund tickets up to the value of the equivalent bus pass. The student is liable for any excess.

##### **3.2.3 Fuel allowance**

A fuel allowance can be given to Loans Bursary Fund students. Fuel allowance is calculated as follows and cannot exceed the cost of an equivalent bus pass:

MILES x 2 (journeys) x DAYS IN x 0.50 (pence per mile) x TERM WEEKS =  
Refund Price (round this figure up to the nearest POUND)

#### **3.3 Childcare Support**

- 3.3.1 Learners aged 20 or over enrolled on an ESFA funded course are eligible to apply for a grant towards the cost of childcare. The child must be in an OFSTED registered provider offering childcare, breakfast club or after-school provision.

### **3.3.2 Eligibility**

To accept a childcare application the learner must:

- Have an accepted LSF application.
- Have a working partner or no partner.
- Provide birth certificate/s for each child.
- Doing an eligible course. We will cover timetabled hours including Directed Study (not weekends)

To reject a childcare application the learner must:

- Not applied to LSF (direct the learner to the form)
- Have a non-working partner that could look after the child.
- Their FEEE hours cover their timetabled hours at college.
- The learner and their partner are studying at the same time, they will need to arrange separate classes to provide childcare.
- Cannot supply birth certificate/s for listed child/ren.
- For any students undertaking a short course (anything shorter than a full term) will be down to the manager's discretion.
- You will need to get approval from the Welfare team leader before awarding childcare support.

### **3.3.3 Day Care / Nursery support**

The College will make a contribution of **up to** £70 / day / £35 for AM/PM session per child for students accessing nursery or day care provision. Where a provider does not make allowance for holiday breaks we will continue to pay for the holiday periods during the published academic year, but not before the start of Autumn Term and not after the end of the Summer Term. Discretionary decisions can be made for one off additional date e.g. Exams/Revision Sessions.

### **3.3.4 Breakfast Club / Afterschool Club / Childminder**

- Breakfast club up to £10 / day / child
- After school club up to £14 / day / child for students accessing care provision via the child's school.
- Childminder £7 per hour.

The College will not pay for care during College holiday periods. Discretionary decisions can be made for one off additional date e.g. Exams/Revision Sessions.

### **3.3.5 Childcare cap and payments**

The College will only pay for those days when a learner has timetabled lessons in college. Allowances will be made for reasonable travel time and

where this runs into another session this will be covered. The maximum payable per child in any academic year is up to £5,000.

The contract / agreement remains between the student and the provider at all times and the College takes no responsibility for balance of fee, arrears, additional sessions or costs incurred outside the agreed times.

Providers are required to provide evidence of their normal fees, OFSTED registration and confirmation that the child is booked to attend.

The College will pay once a term on receipt of confirmation letter. Only the agreed amount will be paid and subject to confirmation of good attendance, behaviour and progress. The College will not be liable for any registration fees or fines.

### **3.4 Free Meals**

All adults with a successful LSF application, undertaking an eligible course e.g. learner responsive and have an approved ADVLL will receive free meals for the days that they attend College.

### **3.5 Print Credits**

All adults with a successful LSF application, undertaking an eligible course e.g. learner responsive and have an approved ADVLL will receive annual print credit to the value of £80.

### **3.6 Course Kit/Equipment**

This will not be funded as this is included in the ADVLL.

### **3.7 Material Fees**

This will not be funded as this is included in the ADVLL.

## **4 Residential Support**

Intended to eliminate the barriers to attending College to follow a specialist provision which is not available locally and for those who may have to find accommodation closer to the college. This support is for learners who are in receipt of an advanced learner loan and have been assessed as requiring support. This support will be funded from the bursary funding.

It is the responsibility of the learner to find suitable accommodation and money will be paid directly to the learner or the accommodation provider subject to providing satisfactory evidence.

## **5 Promotion of funds**

The College will publicise availability of funds on the website and in the other promotional materials. Due to the time lag between printing, updating and confirmation of funding this information can be changed at any time. The

College accepts no liability for costs incurred prior to a student receiving written confirmation of an award AND enrolling at the College.

## APPENDIX 2

### 16-18 Assessment Chart (2023-24 Version)

Eligibility	1	Is the student 16 or over but under 19 on 31 August 2023 (or 19-23 and evidence of an EHCP)	Yes	Go to section 2
			No	Not eligible for support – check for 19+ eligibility. STOP
	2	Has the student been assessed by college as eligible for EFA funding and residency?	Yes	Go to section 3
			No	Not eligible for support. STOP.
	3	Is the student claiming “independent” status e.g. Care Leaver or Looked after child?	Yes	Go to section 6
			No	Go to section 4
Non-independent learners	4	Does parent have evidence dated within last 3 months of receipt of one or more of: <ul style="list-style-type: none"> <li>Income Support</li> <li>Universal Credit or/and income less than £33,000</li> <li>Income Based JSA</li> <li>Income Based ESA</li> <li>Part VI support of Immigration Act</li> <li>Child Tax Credit income &lt;£16,190 and NO working tax credit.</li> <li>Guarantee element of state pension credit</li> </ul>	Yes	Entitled to <b>Discretionary Bursary, Support Funds* AND Free College Meals.</b>
			No	Go to section 5
	5	Does parent have evidence dated within last 3 months of receipt of: <ul style="list-style-type: none"> <li>Working Tax Credit with income assessed as less than £33,000</li> </ul>	Yes	Entitled to <b>Discretionary Bursary and Support Funds*.</b>
			No	Not entitled to Bursary <b>OR</b> Free School Meals. STOP.
Independent Learners	6	Does the learner have evidence of one or more of the following: <ul style="list-style-type: none"> <li>Looked after child</li> <li>Care leaver</li> <li>Income Support or Universal Credits in own name, living independently or young parent</li> <li>ESA <b>AND</b> DLA or PIP</li> </ul>	Yes	Student is entitled to <b>Vulnerable Bursary and Support Funds*</b> and <i>may</i> be entitled to Free College Meals. Go to section 7
			No	Student is not entitled to Vulnerable bursary but <i>may</i> be entitled to Free College Meals and Support Funds. Go to section 7
	7	Does learner have evidence in own name dated within last 3 months of receipt of one or more of: <ul style="list-style-type: none"> <li>Income Support</li> </ul>	Yes – and in receipt of VB	Entitled to <b>Discretionary Bursary, Support Funds*</b>

	<ul style="list-style-type: none"> <li>Universal Credit earning less than £7,400</li> </ul>		
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8	<ul style="list-style-type: none"> <li>Income Based JSA</li> <li>Income Based ESA</li> <li>Part VI support of Immigration Act</li> <li>Child Tax Credit income &lt;£16,190 and NO working tax credit.</li> <li>Guarantee element of state pension credit</li> </ul>	Yes – but not in receipt of VB	Entitled to <b>Discretionary Bursary, Support Funds* AND Free College Meals.</b>
		No	Not entitled to Free School Meals. Go to section 8.
	<p>Is the learner in receipt of one or more of following:</p> <ul style="list-style-type: none"> <li>Working Tax Credit or Child Tax Credit with income assessed as less than £33,000</li> <li>Housing or Council Tax Benefit</li> </ul>	Yes	Entitled to <b>Discretionary Bursary, Support Funds*</b>
		No	STOP.
9	<p>Does learner live within 3 miles from home to campus:</p> <ul style="list-style-type: none"> <li>For returning students that were enrolled and received a bus pass in 23/24 will for one year only (24/25) will continue to be assessed at 2 miles+.</li> </ul>	Yes	No travel support
		No	Travel Support



### APPENDIX 3

#### Adult Assessment Chart – not HE (2023/24 version)

Eligibility	1	Is the student 19 or over on 31 August 2023?	Yes	Continue to no. 2
			No	Refer to 16-18 support
	2	Is the course funded by Education and Skills Funding Agency OR eligible for 19+ Advanced Learner loans funding?	Yes	Continue to no. 3
			No	Not eligible for support. STOP. (NB if course is marked FULL COST check if set-up for 19+)
	3	Is the course L3, L4, L5 & L6 <b>and</b> the student is 19 or over on 31 August 2023.	Yes	Go to section 7
			No	Go to section 4
	4	Has the student been assessed by college as eligible for EFA funding and residency?	Yes	Go to Section 5
			No	STOP
Funded Bursaries	5	Is the learner (or the learner is a dependant of someone who is) in receipt of an eligible benefit dated within last 3 months: <ul style="list-style-type: none"> <li>Income Support</li> <li>Universal Credit or/and income less than £33,000/£20,319</li> <li>JSA</li> <li>ESA</li> <li>Part VI support of Immigration Act</li> <li>Child Tax Credit income less than £33,000/£20,319</li> <li>State pension credit</li> <li>Working Tax Credit with income assessed as less than £33,000/£20,319</li> <li>Housing or Council Tax Benefit</li> <li>No income (Declaration of Nil Income) Need to sign declaration</li> </ul>	Yes	Learner eligible for <ul style="list-style-type: none"> <li>Childcare</li> <li>Support Funds</li> <li>Travel</li> </ul> Go to section 6.
			No	Not eligible for support. Advise MAY be eligible for a CDL.STOP.
	6	Is the learner applying for Childcare support <b>AND</b> under 20?	Yes	Childcare must go through C2L. Continue to Section 9
			No	Continue to Section 9
19 Bursaries	7	Is the learner in receipt of a valid Advanced Learner loan approval letter OR is showing as approved on ADLL Portal?	Yes	Go to Section 8
			No	Student MUST be in receipt of a loan before receiving help. Refer to advice centre. STOP

	8	<p>Is the learner (or the learner is a dependant of someone who is) in receipt of an eligible benefit dated within last 3 months:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Universal Credit or/and income less than £20,319</li> <li>• JSA</li> <li>• ESA</li> <li>• Part VI support of Immigration Act</li> <li>• Tax Credit income less than £20,319</li> <li>• State pension credit</li> </ul>	Yes	<p>Entitled to <b>19+ Loan Bursary support.</b></p> <ul style="list-style-type: none"> <li>• Childcare Support Funds</li> <li>• Travel</li> </ul> <p>Go to section 9.</p>
			No	<p>Not eligible for support. Advise MAY be eligible for a CDL. STOP</p>
Other	9	Does learner live within 1.7 miles from home to campus:	Yes	No travel support. .
			No	Travel support available.

## APPENDIX 4

### PART VI OF IMMIGRATION AND ASYLUM ACT FOR ASSESSMENT OF FCM AND ASYLUM SEEKERS

	Free Meals	Bursary	Evidence
Asylum seeker who is looked after and in Financial need	Can receive them under Section VI as the local authority is providing accommodation and ensuring essential living needs being met.	Yes – Vulnerable bursary as a Looked After Child.	Letter from SW* confirming LAC and receiving support under Section VI.  ARC Card
Asylum seeker who is not looked after but is a dependant and in Financial need	Can receive - <b>if</b> the parent or a social worker can evidence that they are being accommodated or supported with essential living needs by the local authority.	Yes – College Bursary if they qualify for FCM on the basis that the family are, or at risk of, becoming destitute and require LA intervention.	Letter from SW* confirming LAC and receiving support under Section VI.  ARC Card
Asylum Seeker who is a care leaver and in Financial need	Only if meet age criteria <b>AND</b> they or SW can evidence that they are being accommodated or supported with essential living needs by the local authority.	Yes – Vulnerable bursary as a Care Leaver	Letter from SW* confirming CL and receiving support under Section VI.  ARC Card
Looked After child in Financial need	Requires evidence of income support, Universal Credits, income based JSA or income related ESA.	Yes – Vulnerable bursary as a Looked After Child.	Letter from SW* confirming LAC status.  Benefit Evidence
Care leaver in Financial need	Requires evidence of income support, Universal Credits, income based JSA, income related ESA, etc.	Yes – Vulnerable bursary as a Care Leaver	Letter from SW* confirming CL status.  Benefit Evidence

\*Statement from Social Worker / Immigration Officer to state:

*“This student is an asylum seeker, or the dependant of an asylum seeker, who is receiving on-going support from the Government under Section VI of the Immigration and Asylum Act 1999 with accommodation and / or provision for essential living needs whilst his or her claim is processed.”*

### Learning Support Application

#### 19+ Application

**Applications must be completed in the student's name.**

**You and/or your partner are in work and your earnings are less than £33,000 or £20,319 for single allowance, please provide**

- P60 or 3 months payslips AND
- Tax Credit Award Notice 2023/24 or your review notice for 22/23 or latest statement from Universal Credit, (If in receipt of).

**You and/or your partner are self-employed**

- Copy of your annual accounts or SA302 AND
- Tax Credit Award Notice 2023/24 or your review notice for 22/23 or latest statement from Universal Credit, (If in receipt of).

**You and/or your partner are NOT in work please provide evidence of**

- Jobs Seekers' Allowance
- Income Support
- Employment and Support Allowance
- Tax Credit Award Notice 2023/24 or your review notice for 22/23 or latest statement from Universal Credit, (If in receipt of).

**You live with family and have nil income**

- 3 months bank statements in students name showing name and address of account holder.

**Which year are you applying for support for?**

2023/24 - courses starting between August 2023 and July 2024



**Student's Name\***

**First name**

**Last name**

**Address\***

**First line of Address**

**Second line of Address**

**City**

**Post Code**


**Email\***

**Phone\***

**Leicester College ID number**

**Name of course applied for**

**Course level**

**Are you studying a T Level qualification?\***


☐ **Yes**    ☐ **No**

**Your age on 31 August 2023\***


 

**Date of birth\***

**Are you**

**Marital status**

**Do you have an Educational Health Care Plan (EHCP)?**

The EHCP, which means the Education and Health Care Plan is a document which sets out the education, healthcare and social care needs of a child or young person. It was formerly known as a 'statement of special educational needs'

☐ **Yes**      ☐ **No**

**Which countries have you lived in for the past three years?\***

**Date of entry to UK (if applicable)**

dd/mm/yyyy

**Are you an Asylum Seeker?\***

☐ **Yes**      ☐ **No**

**Are you a refugee?\***

☐ **Yes**      ☐ **No**

Only answer the following 3 questions if you are applying for a Level 3 course

**If you are aged 19-23, is this your first full level 3 course?**

(Level 3 = 2 A Levels; 4 AS levels; BTEC National diploma or Certificate; NVQ 3; or other equivalent qualification)

☐ **Yes**      ☐ **No**

**Have you applied for an Advanced Learner Loans?**

(if you are 19-23 and studying your first full level 3 you do not need a loan as you are eligible for fee remission)

☐ **Yes**      ☐ **No**

**Do you intend to apply for an Advanced Learner Loan?**

☐ Yes ☐ No

**Are you aged 19-23 and caring for someone?**

☐ Yes ☐ No

**Please tell us why you are applying for support.\***

**Please list the full names of all the people who live in your household at the same address as you, their relationship to you and their age if under 18.\***

If you live alone, please put in n/a

**Please select from the list here what you need help with. Funding is limited. If you cancel or withdraw from your course bus passes and kit will need to be returned.\***

- ☐ Travel to and from College
- ☐ Essential equipment/kit (if you are buying your own kit before enrolment please keep your receipts if you want to claim this money back)
- ☐ Material fees (due to be paid at enrolment) ☐ Childcare

**Do you intend to buy your own kit before enrolment? If so, please keep your receipts to claim this money back**

☐ Yes ☐ No

**Travel to and from college\***

First Bus



## Children

Only complete the section below about any children you have if you need help with paying for childcare.

### Number of children

None



### Please check this box to indicate that you agree\*

I understand that the information provided in this form is necessary for Leicester College to carry out its role in providing further education and I give my consent to the College to process this data for the purposes of managing my application for learner support.

☐ I agree

### Please check this box to indicate that you agree\*

I understand that any assistance provided is subject to enrolling on a course of study and maintaining satisfactory levels of attendance and progression, and agree that consultation may take place with my tutor.

☐ I agree

### Please check this box to indicate that you agree\*

I have read the Privacy Notice for Students who access support and I understand that the information that I provide will be used in accordance with the General Data Protection Regulations (GDPR) and the UK Data Protection legislation.

<https://leicestercollege.ac.uk/about/data-protection-2/all-privacy-notices/>

☐ I agree

**If you have applied for help with childcare please check the boxes below to show that you agree with the following. Any changes of nursery/childminder must be discussed and agreed in advance with a Welfare Adviser.**

☐ I agree to notify Leicester College if my child/ren stop attending nursery/childminder or if I withdraw from my course (Note: you may incur costs if you fail to do so)

☐ I agree that I need to have any additional childcare agreed by a Welfare Adviser (this includes childcare costs during placement). Written confirmation needs to be provided from a tutor regarding the start date of placement

☐ I agree that any Free Early education Entitlement will be deducted from my allocation and not used in another setting. Any additional costs for lunches or extra activities must be paid by the parent

## Evidence required

As the fund is a hardship fund, it is dependent upon household income. • For students aged 19, living at home and supported financially by parent(s); partner you live with; carer; support can be based on the parent(s); partner; carer's wages and/or benefits. • For 19+ aged students the support is based on the student's income/benefits and the income/benefits of a partner if they live with you.

**Please select one that applies to you\***

If you or your partner are in work / self-employed



**If you or your partner are in work / self-employed\***

Please provide scanned copies or screen shots of the following - P60 (April 2023) or 3 months payslips AND-a Tax Credit Award Notice 2023/24 or review notice 2022/23 or your/your partners latest statement for Universal Credit. If you or your partner are self-employed- we require annual accounts ending April 2022 or SA302 AND- Tax Credit Award Notice 2023/24 or your/your partners latest statement for Universal Credit. Applications cannot be submitted without the evidence uploaded.

Drop files here or

**Select files**

Max. file size: 35 MB.

**Student signature\***

**CAPTCHA**



I'm not a robot



reCAPTCHA  
Privacy - Terms

**SUBMIT**

[Save and Continue Later](#)