

Student Financial Support Policy

Valid from 2021/22

to 2022/23

Owner Vice Principal Curriculum and Quality

Committee approval SLT

Approval date 03/09/21

Board of governors' committee

Approval date

Board approval necessary

Date of Board approval

Revision history

New policy to clarify the annual position and changes to the Payment Period, bursary offer for 2021-22, eligibility criteria updated and attendance requirements to receive a payment.

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Student Financial Support Policy 2021 – 22

Stanmore College receives an allocation of funds from the Education and Skills Funding Agency (ESFA) annually to provide financial support to help students overcome specific financial barriers to participation so they can take part in or continue in learning and access education opportunities and remain in education.

Bursary offer for 2021/22

Stanmore College offers a bursary to students

**see also paragraph on Payments below. The college reserves the right to review and adjust the criteria for term 2 and 3 as necessary.*

- Learning Bursary at £8 per week over 34 weeks
- Enhanced Bursary at £20/£30/£40 per week over 30 weeks (maximum £1200 – internal/external)
30 weeks is in line with government guidelines for enhanced bursary

Eligibility

A student must be aged 16 or over, but under 19 as of 31 August 2021 to be eligible for help from bursary funds during academic year 2021 – 22.

Students aged 19 or over as of 31 August 2020 are only eligible to receive the Learning Bursary if they are continuing a study programme, they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

Students aged 19 or over as of 31 August are not eligible for the Enhanced Bursary. Any new student at the age of 19 or above are not eligible for Enhanced Bursary.

Residency

Students must meet the residency criteria in [ESFA funding regulations](#) for post-16 provision for the academic year 2021/22.

Students must have the legal right to be resident in the United Kingdom at the start of the study programme. Any Student/Persons subject to Home Office deportation are ineligible.

Students must be able to satisfy Stanmore College that it is reasonable that the student could/not complete their programme without funding.

Stanmore College recognises that all European Economic (EEA) student's resident before January 2021 have the legal right to remain in the UK for the duration of their course programme.

Eligible education provision

Students must be participating in provision that is subject to inspection by a public body that assures quality (i.e., Ofsted). The provision must also be either: funded directly by ESFA or by ESFA via a local authority, funded or co-financed by the European Social Fund or otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14 to 19 or a 16-19 Traineeship Programme. Students on apprenticeship programmes, or any waged training, are employed rather than in education. They are not eligible for the 16 to 19 bursary funds.

Evidence to support claims in the form of bank statements for the last 90 days will be considered including other documents as listed in the bursary application. This must include universal credit, tax credits that shows as payments on the bank statements.

Enhanced Bursary

To be eligible for this bursary, students must be either:

- In Care /Foster Care
In Care is defined as children looked after by a local authority on a voluntary basis (Section 20 of the children act 1989) or under a care order (section 31 of the children act 1989).
Foster Care is defined as a young person placed with a foster carer by the local authority
- Care leavers –
Defined as a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.
OR
Young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or amounted to 13 weeks) which began at the age of 14 and ended after 16.
- Receiving Income Support (IS) or Universal Credit (UC) in their own right to financially support themselves and / or some who is dependent on them and living with them such as a child or partner.
- Receiving Disability Living Allowance (DSA) or Personal Independence Payments (PIP) as well as receiving Employment and Support Allowance (ESA) or Universal Credit (UC) again in their own right.

Enhanced Learners – Ineligible for Bursary

- Students attending specialist residential provision that covers education costs in full
- Students undertaking distance learning programme that has no financial barriers (Travel/Meal Costs)
- Student in the care of Local Authority and educational costs are covered by the local authority
- Student who is financially supported by a partner

Learning Bursary

To be eligible for this bursary, students must live with parent(s), guardians, carers where the household is in receipt of one of the following benefits:

- Income Support
- Jobseekers Allowance
- Employment and Support Allowance
- Universal Credit
- Tax Credits (with household income of £24000 or below)
- Guarantee element of State Pension Credit

In addition to the above any student who is a Recognised Dependant of someone who receives a Means Tested Benefit.

Payments

Payments will be made in a timely manner, enquires are dealt with in the first 24 hours by email, phone, or face to face to ensure a smooth process is carried out at enrolment, induction, and all year round.

Payments are made via BACS into a bank account in the students' name. There are 11 payment periods during 2021 – 22 which are given on the application form. Payments are not backdated or paid during holiday periods. There are scheduled payment dates for Free School Meals and bursary.

For all students, there is an attendance and punctuality criteria (known as Percentage in Learning) of 85% + per week which students must attain in order to receive a payment for a particular week. This will apply to Term 1, but the College reserves the right to review and adjust criteria for Terms 2 and 3 as necessary.

Students on study programmes of less than 30 weeks will be paid a pro-rata amount. Additionally, the variant number of hours involved in each student's study programme will be considered when deciding if tier scale payment is more appropriate.

Applications for Bursaries

The College has a defined bursary resource and students are encouraged to enquire and, where eligible, make an application for the relevant bursary at the earliest opportunity to ensure they receive maximum financial benefit from this provision.

Discretionary bursary amounts paid can vary dependant on each student's individual circumstances or financial needs. Factors that can affect this are distance, household income and requirements of study programme.

Purpose of the bursary

A Student Bursary is in place to help students overcome specific financial barriers to participate in education. To support students with the costs of study, for example, books, materials, trips, fares to college etc.

Blanket/flat rate payments amounts can change for two reasons. The first is the number of applications received, secondly payments can vary based on each students' individual circumstances and their actual financial need.

Stanmore College currently adopts a tier system for payments for the variation in students. Currently there are 2 main types of learners.

1. On-site (students) (learning is based at the main site of Stanmore College at Elm Park)
2. External (students) (learning is delivered by sub-contracted provision in offsite locations)

*Unusually long journey can be based on either distance or travel time by public transport to get to Stanmore. In these cases, 'In-Kind' support can be provided but is subject to attendance, punctuality and Percentage of Learning of the applicant.

Personal Tutors and Key Teachers are expected to encourage student attendance against the bursary and to ensure registers are marked correctly so this will not impact on the student's monthly payments.

Free School Meals

Students aged 16 – 18 as at 31.8.21 who are eligible to receive a meal allowance will receive it on days timetabled to attend college. Students aged 19 and over are only eligible to receive the meal allowance if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP). The amount of £2.50 is credited to their Student ID and is to be used in the college canteen. The canteen offers meal deals to this value and further expenditure will be met by the student. The daily value does not roll over and if not used, it is then lost. Students studying at satellite centres can apply for the meal allowance which is payable at daily rate of £2.50 for each day they attend a time-tabled teaching learning session. Students are to submit a completed meal allowance request form together with receipts for a 4-week period to demonstrate usual way of working. For students opting to bring packed lunches, their tutor is to sign the meal allowance request form to evidence. The meal allowance will be paid to students along with their bursary and will be based on attendance as per registers.

Help with fares

To be considered for financial help with fares, students are to be in receipt of the bursary and hold a current 16+ or 18+ Oyster Card (if living in a London borough). The financial help will be based on the costs of weekly or monthly travelcards linked to their Oyster Card as per rates shown on the TfL (Transport for London) website. As with the bursary, this help is to promote and support good attendance and punctuality

(Percentage in Learning) and will be reviewed monthly for each student applicant by Student Services. Students must obtain and provide a receipt for the travelcard and hand to the Student Finance Adviser (within Student Services) the day after purchase. Stanmore College is situated in Zone 5, therefore, financial support to students living / travelling from the neighbouring Zone 4 will not be offered as the 16+ Oyster card (for students aged 16 – 18 as at 31.8.19) offers free bus travel which can be used when travelling to college.

As the College has a defined financial resource to assist students with their bursaries. Financial support must go to the most deserving of students, therefore, if these objectives are not met each month, the college will withdraw this financial support at the end of the period until students have demonstrated improved Percentage in Learning or provided the requested receipt.

Financial Assistance with Equipment and Educational Trips

During the academic year, students may have the opportunity to attend educational trips associated with their course or are required to purchase equipment to support their course of choice.

Equipment

The College will pay up to 50% of such costs with the requirement that the student pays the remaining balance. Payments are to Student Finance based in Services Students in the time frame advised by their tutor. Following payment, the student will receive a receipt as proof of payment.

Educational Trips

The learning Bursary is provided to ensure that learners of limited means are able to access learning opportunities. If an organiser believes that the trip may not be financially accessible to all the learners on the course, then they may put in a request (see the Trips and Visits Policy for the details on how to do this) for bursary funding to support learners entitled to the learning bursary.

Childcare

The College does not provide any direct support for Childcare costs.

Level 3 Loan Bursary

“Whether you qualify for an Advanced Learner Loan depends on your:

- age
- course
- college or training provider
- nationality or residency status

You must be 19 or older on the first day of your course.

Your course must be:

- a Level 3,4,5 or 6 qualification, for example A Levels or graduate certificate
- at an approved college or training provider in England”

<https://www.gov.uk/advanced-learner-loan/eligibility>

Outstanding Payments or Fines

Students who have incurred payments or fines (i.e. replacement id badges, overdue book fines, lost books fees etc) are required to make settlement in a timely fashion. If, after repeated requests, payment is not forthcoming, the College can look to recover these amounts from bursary monies owed. Students will be advised via the College app of the deductions to be made in any given period.

Withdrawn Students

Should a student withdraw from their chosen course of study and decide to leave the college, they may be required to repay monies or return equipment supplied / bought by Bursary fund. Eligibility to the College

bursary will cease as at the date of withdrawal. Any outstanding financial support due will be paid to the student on the next payment date subject to meeting conditions of financial support.

Appeals

If any student is dissatisfied with the decision regarding their bursary application, financial support, help with fares, equipment or educational trips, they need to set this out in writing clearly stating reasons and produce supporting evidence, if needed. The letter should be sent to the Vice Principal Curriculum & Quality who will investigate and respond to the student within 10 working days of receipt of the appeal letter. The appeal will be heard by two managers not involved in the initial decision-making process.

Appendices

Details below to be added to the Bursary Forms.

- Copies of eligibility forms – manual forms are updated and on file: speak to Student Finance Officer, Head of Finance.
- Bursary payments will start from the date all the correct documentation has been received, application is stamped and processed – added onto Pro-solution.
- Incomplete applications without the correct evidence will not be processed or backdated for students.
- Missing evidence must be sent to the Finance Officer within 2 weeks in order for the application to be checked and processed.
- Payments will be every 4 weeks.

Learning Bursary Form 2021/2022



Stanmore College has agreed to pay a bursary of £8 per week up to 34 weeks. Payments made for weeks where attendance and punctuality is 85%+. This is known as 'Percentage in Learning'.

The purpose of the bursary is to support you with the costs of your study, for example, books, materials, trips, fares to college etc.

STUDENT DETAILS (Please use BLOCK CAPITALS)

Surname

Forename(s)

Date of Birth Age as at 31 Aug 2021 New Student: Returning Student:

Email

Student ID Number

Please tick if your family is in receipt of one or more of the following benefits:

Income Support Jobseekers Allowance Employment Support Allowance Universal Credit

Child Tax Credit Pension Credit (Guaranteed Element) Free School Meals

Conditions

I must achieve and maintain a weekly percentage of learning of 85% or above in Term 1. Any weeks this drops below 85% - I will not receive a payment for that week.

- I understand bursaries are not back-dated, are not paid for holiday weeks & are paid into my own bank account only.
- I must comply with the college code of conduct. Failure to do so may result in the withdrawal of this bursary funding. I understand that failing to advise Student Services of any change to my bank details will result in a delay in receiving my payment.
- I understand that if false or incomplete information is submitted, the matter may be referred to the Department for Education or the Police. I could face prosecution and the college will seek to recover any payments for which I am not eligible.

Your payments will start from: _____

Date application received: _____

"Stanmore College reserves the right to make changes to the amounts the amount of bursary paid weekly for the Learning bursary. Bursaries are in place for students 16-18 with a financial need. Stanmore student Bursary awards are subjective to an assessment of costs incurred to study. The learning bursary is there to help you attend College and with the costs of classroom learning, in the event of a national / local lockdown and the majority or all learning being moved online, the amount of learning bursary may need to be reduced. If there was any change, notice would be given."

Student.services@stanmore.ac.uk

For Office use only

Input into bursary date: Initials: Eligible:

for meal allowance of £2.50 per day. Credited to ID card. Yes No

Month	Covering period	Weeks in period	Money in your bank account on
Period 1	1 st Sept - 1 st Oct 2021	5 weeks	15 th Oct 2021
Period 2	4 th Oct – 5 th Nov 2021	4 weeks	19 th Nov 2021
Period 3	8 th Nov – 26 th Nov 2021	3 weeks	10 th Dec 2021
Period 4	29 th Nov – 17 th Dec 2021	3 weeks	14 th Jan 2022
Period 5	4 th Jan – 21 st Jan 2022	3 weeks	4 th Feb 2022
Period 6	24 th Jan – 11 th Feb 2022	3 weeks	25 th Feb 2022
Period 7	21 st Feb – 11 th Mar 2022	3 weeks	25 th Mar 2022
Period 8	14 th Mar – 1 st Apr 2022	3 weeks	14 th Apr 2022
Period 9	19 th Apr – 13 th May 2022	4 weeks	27 th May 2022
Period 10	16 th May – 10 th Jun 2022	3 weeks	24 th Jun 2022
Period 11	13 th Jun – 8 th Jul 2022	4 weeks	22 nd Jul 2022

It is your responsibility to provide correct bank details. Incorrect information could delay your Bursary payments

Name as it appears on your bank card

Name of Bank

Bank Account Number

Bank Sort Code

I confirm the above bank details are correct.

Please be aware Payments will SOLELY be made to the STUDENTS BANK ACCOUNT

Student Signature

Date

Staff Signature

Date

Original qualifying paper seen and copied.

Enhanced Bursary Form 2021/2022



Stanmore College has agreed to pay a bursary of **three bands: A, B and C** over 30 weeks. Payments made for weeks where attendance punctuality is 85%+. This is known as 'Percentage of Learning'.

The purpose of the bursary is to support you with the costs of your study, for example, books, materials, trips, fares to college etc.

STUDENT DETAILS (Please use BLOCK CAPITALS)

Surname

Forename(s)

Date of Birth Age as at 31 Aug 2021: New Student Returning Student

National Insurance number Student ID Number

Email

Social Worker / Key Worker Details

Name

Email

Telephone number

Please tick if you are in receipt of any of the benefits listed below only if they are in your own name

Income Support Income related Employment and Support ALLOWANCE Universal Credit

DLA Personal Independence Payment (PIP) OR Employment and Support Allowance (ESA)

Conditions

I must achieve and maintain a weekly percentage of learning of 85% or above in Term 1. Any weeks this drops below 85% - I will not receive a payment for that week.

- I understand bursaries are not back-dated, are not paid for holiday weeks & are paid into my own bank account only.
- I must comply with the college code of conduct. Failure to do so may result in the withdrawal of this bursary funding. I understand that failing to advise Student Services of any change to my bank details will result in a delay in receiving my payment.
- I understand that if false or incomplete information is submitted, the matter may be referred to the Department for Education or the Police. I could face prosecution and the college will seek to recover any payments for which I am not eligible.

Your payments will start from _____

Date application received: _____

"Stanmore College reserves the right to make changes to the amounts the amount of bursary paid weekly for the Learning bursary. Bursaries are in place for students 16-18 with a financial need. Stanmore student Bursary awards are subjective to an assessment of costs incurred to study"

Student.services@stanmore.ac.uk

For Office use only

Input into bursary date: Initials: Eligible:

for meal allowance of £2.50per day. Credited to ID card. Yes No

Month	Covering period	Weeks in period	Money in your bank account on
Period 1	1 st Sept - 1 st Oct 2021	5 weeks	15 th Oct 2021
Period 2	4 th Oct – 5 th Nov 2021	4 weeks	19 th Nov 2021
Period 3	8 th Nov – 26 th Nov 2021	3 weeks	10 th Dec 2021
Period 4	29 th Nov – 17 th Dec 2021	3 weeks	14 th Jan 2022
Period 5	4 th Jan – 21 st Jan 2022	3 weeks	4 th Feb 2022
Period 6	24 th Jan – 11 th Feb 2022	3 weeks	25 th Feb 2022
Period 7	21 st Feb – 11 th Mar 2022	3 weeks	25 th Mar 2022
Period 8	14 th Mar – 1 st Apr 2022	3 weeks	14 th Apr 2022
Period 9	19 th Apr – 13 th May 2022	4 weeks	27 th May 2022

**It is your responsibility to provide correct bank details.
Incorrect information could delay your Bursary payments**

Name as it appears on your bank card

Name of Bank

Bank Account Number

Bank Sort Code

I confirm the above bank details are correct.

Please be aware Payments will SOLELY be made to the STUDENTS BANK ACCOUNT

Student Signature

Date

Staff Signature

Date

Original qualifying paper seen and copied.

Students will be assessed separately to ensure they are eligible for Free School Meals.

STUDENT DETAILS (Please use BLOCK CAPITALS)

Surname

Forename(s)

Date of Birth Age as at 31 Aug 2021 New Student Returning Student

Email

Student ID Number

Conditions

Students aged 16 – 18 as at 31.8.21 and in receipt of the bursary are not automatically eligible to receive a meal allowance on days timetabled to attend college. Students will be assessed separately to ensure they are eligible for Free School Meals.

Students aged 19 and over are only eligible to receive the meal allowance if they are continuing a study programme, they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

Students will receive £2.50 a day on their student card.

If the student doesn't used the meal allowance on the day, it will not be credited for the next day.

Please tick the following

Benefits:	Tick the box below
Income Support	<input type="checkbox"/>
Income-based Jobseekers Allowance	<input type="checkbox"/>
Income-related Employment and Support Allowance (ESA)	<input type="checkbox"/>
support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
the guaranteed element of State Pension Credit	<input type="checkbox"/>
Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))	<input type="checkbox"/>
Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit	<input type="checkbox"/>
UC with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)	<input type="checkbox"/>