

# 16-19 Student Financial Support Policy

Policy Level:	
Last Review Date:	March 2021
Last Amendment Date:	March 2021
Next Review Date:	April 2022
Reviewed By:	Jo Lawrence

## **1) Introduction**

Joseph Chamberlain College recognises the need to widen participation, promote learning and support the attendance, retention and achievement of students by providing them with a comprehensive system of means tested financial support. The financial support available should mitigate as far as possible any barriers to learning for those students who are experiencing financial hardship.

## **2) PURPOSE AND SCOPE OF THIS POLICY**

### **2.1 Purpose of the Policy**

- The purpose of this policy is to provide a framework within which the College's bursary funds are set, awarded, distributed and monitored.

### **2.2 Scope of the Policy**

- This policy should be read in conjunction with the financial Support procedures (see appendix 1).
- This policy applies to the following Learner Support funds;
  - 16-18 Discretionary Bursary Fund (ESFA)
  - Vulnerable Bursary Scheme (ESFA)
  - JCC Financial Support Scheme
  - Care to Learn

## **3) OBJECTIVES**

- To ensure that all staff and students understand the regulations and eligibility for the different financial support funds.
- To set appropriate bursary awards and payment levels considering the relevant funding agency regulations.
- To ensure that the financial support funds are distributed fairly and consistently and in line with the Education Skills Funding Agency guidance (ESFA).

## **4) MONITORING AND EVALUATION**

- This policy will be reviewed annually and approved by the Senior Leadership Team and the college Corporation.
- A termly reconciliation of the funds will be carried out by the College Finance team in conjunction with the Student Services Adviser.
- ESFA monitoring returns will be submitted at as required to evidence the distribution of the funds.

## **5) LIST OF APPENDICES**

- Appendix 1 – Financial Support Procedures

## **Appendix 1 – Financial Support Procedures 2021/2022**

### **1) Funds & Allocations 2021/2022**

<b>FUND</b>	<b>TOTAL</b>
16-18 Discretionary Bursary Fund	£630779
Vulnerable Bursary Scheme	N/A
JCC Financial Support Scheme	£30000
Free meals	£93452
Care to Learn	N/A
<b>TOTAL</b>	<b>£754231</b>

### **2) Application Information – All schemes**

- In order to qualify for funding students must be participating on a course which is ESFA funded.
- Students must satisfy the residency criteria set out in the ESFA funding guidance to receive funding.
- All forms of financial support offered by the college are subject to the availability of funds. Once funds have been exhausted the College cannot be held responsible for the costs incurred, nor can the College offer back payments if additional funding is provided by the government.

### **3) Application Process**

- The financial support fund application process will open on 1<sup>st</sup> June 2021 for returning students and the 23<sup>rd</sup> August 2021 for new students.
- The bursary fund may close for applications if the demand on funds is greater than anticipated to ensure that the college is able to financially meet their commitments.
- An application must be completed in full and submitted with the required documentation in order for the application to be considered.
- Funds will not be released until all documentary evidence has been received and the application has been fully approved.

### **4) Eligibility**

#### **4.1 Discretionary Bursary**

- Aged 16 and over who are studying on course funded by the ESFA.
- Students over 19 and who are in receipt of an Education Health and Care Plan will be funded through the 16-18 discretionary bursary fund.
- Have an annual household income below £25,000 gross.
- Students who meet the residency criteria as set out in the ESFA funding guidance (see page 15 in the guidance below).

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- Students who are not eligible are:
  - Students who have not enrolled onto a programme of study at Joseph Chamberlain College.
  - Students studying on higher education programmes.
  - Students aged over 19 studying an AEB funded programme subject to other policy

#### **4.2 Vulnerable Bursary**

- Students must be under 19 on 31<sup>st</sup> August 2021.
- Students eligible for a £1200 Bursary are as follows;
  - Students in care
  - Care leavers
  - Students receiving Income Support or Universal Credit because they are financially supporting themselves
  - Students who are receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

#### **4.3 Free Meals**

- Students who are between 16–18 on 31<sup>st</sup> August 2021 and subject to the following criteria, will be eligible for free meals. Students who turn 19 during the academic year are still eligible for that year.
- For the purposes of eligibility for free meals, 'disadvantage' is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits;
  - Income Support
  - Income-based Jobseekers Allowance
  - Income-related Employment and Support Allowance (ESA)
  - Support under part VI of the Immigration and Asylum Act 1999
  - The guarantee element of State Pension Credit
  - Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16190, as assessed by Her Majesty's Revenue and Customs
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
  - Universal Credit with net earnings not exceeding the equivalent of £7400 pa
- 19–24-year olds subject to LDA (Learning Disability Assessment) or an EHCP (Education Health and Care Plan) are eligible for free meals.
- Students on work experience or off-site visits etc. will also be eligible.

#### **4.4 Care to Learn**

- Students must be under the age of 20 on the first day of the course.
- Students are either a British citizen or have a legal right to live and study in England.
- Must be the main carer for the child and in receipt of child benefit for the child.
- Be using an eligible (OFSTED registered) childcare provider.

#### **4.5 Joseph Chamberlain Financial Support Fund**

- Students must not be eligible for the discretionary or vulnerable bursary scheme and fully complete the Joseph Chamberlain Financial Support Fund.
- Students have the ability to apply for meals, travel and essential electronic equipment.
- Students must be able to demonstrate a financial hardship to be eligible for all awards.
- To be eligible for travel students must live further than 1 mile away from the college.
- To receive essential electronic equipment students are required to confirm that they do not have access to the appropriate electronic equipment to enable them to student remotely.

### **5) Demonstrating a Financial Need**

#### **5.1 Vulnerable, Bursary**

- To meet the eligibility criteria for the vulnerable bursary students must submit one of the following;
  - A letter from Local Authority Children's Services confirming their 'Looked After' status
  - A letter from Local Authority Children's Services confirming 'Leaving Care' status
  - A letter from Benefits Agency confirming Income Support Benefit or Universal Credit
  - A letter from Benefits Agency confirming Personal Independence Payment, Universal Credit, Employment and Support Allowance and Disability Living Allowance are being made in the student's name

#### **5.2 Discretionary Bursary - Gross Household income below £25000**

- To meet the eligibility criteria for the discretionary bursary students must submit one of the following;
  - Tax Credit/Universal Credit Award Notice for household all pages (current tax year)
  - 2 recent wage slips
  - Any current benefits agency letter dated after 1<sup>st</sup> April 2021
  - Pension Credit Award Notice for current year
  - Asylum Seekers documents/letter from Home Office and recent Post Office benefit receipt
  - 2 months bank statements (dated in the last 3 months) showing benefits or wages being paid
- Students whose parents are self-employed or will be required to provide a recent copy of certified accounts for the business or a recent Working Tax Credit Assessment.

- Students living independently or who are estranged from their parents/guardians will be assessed on their individual gross income.
- Students who live with their parents or guardian but whom can demonstrate that they are financially independent will be assessed on their individual income.

## 6) Type of Discretionary Bursary Support

- The support categories available to students have been detailed below;
  - Free Meals
  - Bursary payment – to purchase equipment and materials
  - Travel - for students living more than 1 mile away from the College
  - Essential IT equipment to enable students to work remotely
  - Educational visits and trips (dependent on the availability of funds)
  - Exceptional extra costs (UCAS payments, open days etc.)
- Eligible students are required to choose either travel, bursary or essential IT equipment

## 7) Payments

- Payments for all awards are based on students meeting the colleges attendance, punctuality and behaviour expectations which have been outlined below;
  - Attendance – must meet the college expectation of 95%
  - Punctuality – must meet the college expectation of 95%
  - There must be no concerns regarding behaviour or attitude to learning

### 7.1 Free Meals

- A daily payment of £3.85 will be allocated to eligible students for each day they are in the college. These funds are for the purchase of meals in the colleges catering outlets and if not used will be reallocated to other eligible students.
- Payments for free meals are made to students via their ID card on a daily basis. Funds can be used in any of the colleges catering outlets.
- A payment directly into the student’s bank account will be made in the weeks that they are studying remotely.
- Students on work experience and on trips will be provided with the funds to purchase a meal whilst offsite. This will usually be a payment directly in to the student’s bank account.

### 7.2 Discretionary Bursary

- Students will receive 4 payments of £60 throughout the academic year commencing in the week beginning 4<sup>th</sup> October 2021. Further payments will be made in the following weeks;

Payment Number	Week Commencing
1	04/10/2021

2	06/12/2021
3	14/02/2022
4	02/05/2022

- Payments will be made following the approval of the application and will not be backdated.

### **7.3 Travel**

- Travel costs are provided for those students living more than a mile away from the college.
- Students living within 1 mile of their campus will only be eligible for travel support in exceptional circumstances e.g. when a student has medical evidence to suggest walking would have a detrimental effect on their health.
- Subject to the above criteria being met travel costs will be paid as follows;
  - A payment, in the form of an E-ticket/swift card or a Young Person's Regional Travel Card. This will be uploaded to the student's mobile phone once the application has been approved.
  - Should travel vouchers not be appropriate (those students that live outside the Travel West Midlands boundary), awards will be made in the form of a monthly payment of approximately £35 payable for the period October – June (9 months).

### **7.4 Essential IT Equipment**

- Students that do not have the appropriate IT equipment to enable them to study remotely can apply for Chrome Book.
- All equipment will be purchased by the college as set up as per the college student computers. The usage of every device will be monitored in line with the college's Acceptable Use Policy.
- Students will be responsible for the security and general condition of the equipment.
- The college will not be responsible for replacing this should it be misplaced or broken.
- Students will be expected to return the laptop to the college at the end of their studies.

### **7.5 Educational Visits and Trips**

- Payments will only be made for department organised visits which are deemed to be of an educational nature.
- Payment will be made for each student who is eligible for funding.

### **7.6 Exceptional Extra Costs**

- The College also holds emergency funding to help students who face particular short-term financial hardship. Each instance will be considered on its own merits.

- If an exceptional or extra cost is determined to be necessary, then a one-off payment will be made to the student.

### **7.7 Vulnerable Bursaries**

- For eligible students the vulnerable bursary will normally comprise of 30 weekly payments of £40 totaling £1200.
- Students that are eligible for the vulnerable bursary will also be eligible for travel and free meals in addition to their weekly payments.

### **8) Withdrawals**

- If a student withdraws from their course within 4 weeks of the start date, 100% of funds allocated to them and/or equipment purchased for them will be required to be returned. Funds will be re-allocated accordingly.

### **9) Appeals**

- Appeals must be made in writing within one week to the Student Services department via the online appeals portal who will review the decision based on the information available. The outcome of the appeal will be sent to the student within 10 working days of receiving the appeal.