

# R U N S H A W C O L L E G E

**POLICY TITLE:** Advanced Learner Loans Bursary

**APPROVED BY:** [OBJ] Senior Management Team

**AUTHOR:** [OBJ] Clare Quin / Camilla Gregory

**POLICY OWNER:** Andrea Neild

**POSITION:** [OBJ] Assistant Principal

**VERSION:** 11

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## 1 Introduction

This policy defines the eligibility for allocation and administration of Advanced Learner Loans Bursary in line with Education & Skills Funding Agency guidelines.

## 2 Scope

The policy applies to students aged 19 years or over enrolled on Level 3, 4, 5 or 6 vocational, technical, or professional courses at Runshaw College.

## 3 Purpose

The Advanced Learner Loans Bursary Fund has two elements:

1. Discretionary Support Bursary - Financial support for students facing financial difficulty who need help towards registered childcare, transport and hardship
2. Learning Support (LS) Bursary - To assist vulnerable students, such as those with learning difficulties or disabilities, who need support to access and participate in learning

## 4 Definitions

ESFA – Education & Skills Funding Agency

FEE – Free Early Education

'Home' student – A student who has been resident in the UK for three years before the start of the course and who has no restriction on remaining in the UK. The 3-year residency does not apply to refugees if their refugee status was confirmed in the 3 years prior to starting their course

## 5 Procedures

### 5.1 Eligibility for Advanced Learner Loans Bursary assistance

#### 5.1.1 All students must:

- a) be an enrolled student aged 19 or over on a level 3,4,5 or 6 course
- b) be in receipt of a Advanced Learner Loan for the full fees for their course
- c) have completed an on-line application form for assistance

- d) be attending directly funded ESFA provision
- e) Have a household income of £35,000 or less

For students applying for the bursary to due to facing financial difficulty, the following evidence must be provided;

- a) ~~(08)~~ show proof of current benefit payments, if required,
- b) ~~(08)~~ show evidence of income and childcare costs if required

Students requesting element 2 will be required to provide income/benefit evidence and must show evidence, such as Initial or Diagnostic Assessments results, medical certificates or statements dated within the last 12 months of a recognised learning difficulty or disability, if required.

## 5.2 **Childcare**

- 5.2.1 Advanced Learner Loans Bursary may only be used to fund childcare that is registered in accordance with the Children Act 1989.
- 5.2.2 Students will only be eligible for childcare payments if they have a dependent child aged under 15 (16 for children with disabilities) for which they provide care AND they satisfy the general eligibility conditions above.
- 5.2.3 Funding will only be considered for timetabled college days.
- 5.2.4 Students who choose to take holidays during term time will not have their childcare funded for that period of absence.
- 5.2.5 The student must not have a partner who can care for the child(ren) on the day(s) when they attend timetabled lessons. If both adults are students, payment will only be made when both attend lessons.
- 5.2.6 Students applying for childcare funding must both satisfy the above eligibility criteria and additionally submit evidence of their childcare costs. Applications will normally only be considered when a childminder who looks after the child(ren) on domestic premises is registered with Ofsted.
- 5.2.7 If childcare funding is available from another source, e.g. the Universal Credit Childcare Support Tax Credits, students must access that funding first and will not be double funded.
- 5.2.8 If students have extra hours on placement as part of their course, then additional help may be available on production of evidence from the course tutor. Additional help for exam times may also be considered, on production of an exam timetable or confirmation from the course tutor.

## 5.3 **Advanced Learner Loans Bursary Fund Committee**

The Advanced Learner Loans Bursary Fund Committee will comprise of the Head of Student Services (or in his/her absence any other suitable nominee of the Assistant Principal) and one other middle manager. The Student Finance & Welfare Adviser (or in his/her absence any other suitable nominee of the Head of Student Services) will advise the Committee.

## 5.4 **Allocation of Advanced Learner Loans Bursary**

- 5.4.1 All requests for Discretionary Support will be assessed by the Student Finance & Welfare Adviser according to the eligibility criteria above.
- 5.4.2 All allocations will be made in accordance with the College's Equality & Diversity Policy.
- 5.4.3 Notification of awards will normally be made in writing within 21 working days of receipt of a completed application and enrolment.

- 5.4.4 The fund will contribute 85% towards childcare assistance, up to a maximum annual allocation of £3,500 per student for each child, with a total maximum of £7,000 per student each year. Payments will be made monthly to the student as the parent/guardian subject to students meeting the attendance criteria and completion of the nursery confirmation form. Funding will be paid one month in advance. Reductions will be made in the following month's payment based upon attendance levels of the previous month.
- 5.4.5 Students will be able to apply for assistance with transport costs (based on 40p per mile for their own vehicle) up to an annual limit of £475 per student. Payments will be made at the start of each half term by bank transfer into the student's bank account once enrolment and attendance have been confirmed and a transport claim has been approved.

## **6 Emergencies**

Emergency applications may be made in exceptional and urgent circumstances through Student Services. Such applications should be made using the Advanced Learner Loans Bursary application form and submitted to any member of the Advanced Learner Loans Bursary Committee. Any two members of the Committee may sign the form to signify approval of the emergency payment. In doing so, they will take account of the eligibility criteria above.

## **7 Conditions for receipt of Advanced Learner Loans Bursary**

- 7.1 Students awarded Advanced Learner Loans Bursary assistance must agree to abide by Runshaw College's terms and conditions, including the monitoring of attendance at college and notifying the College if they finish courses early.
- 7.2 Advanced Learner Loans Bursary payments will be dependent on satisfactory attendance (normally more than 85% to consider students with caring responsibilities) and progress (as defined by the Committee). Students not meeting the required level of attendance will be referred to Progress Mentors to secure continuation of financial support.
- 7.3 Students receiving Advanced Learner Loans Bursary assistance must disclose any change of circumstance during their course that may affect their eligibility.
- 7.4 If a student in receipt of Advanced Learner Loans Bursary assistance leaves before completing their course, they may be required to repay all or part of their assistance.

## **8 IT Access**

Bursary students who do not have access to a suitable device may be loaned a laptop. The device must be returned in good condition at the end of the period of on-line learning or the end of their learning aim, whichever is soonest.

## **9 Appeals**

- 9.1 Appeals against the outcome of an application should be made in writing within 10 working days of receiving a decision and should state fully the grounds of appeal.

Appeals should be addressed to: Andrea Neild Assistant Principal, Runshaw College, Langdale Road, Leyland, PR25 3DQ.

In hearing the appeal, the Assistant Principal will have regard to the eligibility criteria above.

- 9.2 Responses to appeals will be made, in writing, within 10 working days. The appeal decision is final. Please note appeals cannot be considered where a refusal has been made due to the funds being exhausted.

## **10 Implementation**

- 10.1 The Assistant Principal for Student Experience and Support will oversee this policy.
- 10.2 A variety of methods will be used to publicise the Advanced Learner Loans Bursary to staff and students.

## **11 Review**

This policy will be reviewed annually in line with EFSA guidelines.

## **12 Data Protection**

All personal data processed by Runshaw College is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. If you have any questions or concerns about the College's collection, use, or disclosure of personal information, please email the College's Data Protection Officer:  
[DataProtectionOfficer@runshaw.ac.uk](mailto:DataProtectionOfficer@runshaw.ac.uk).

Further information can be found by visiting <https://www.runshaw.ac.uk/college-policies/>