



# FE Bursary Procedures 2024-2025



**Evidence:**

Letter from a Social Worker or relevant council confirming In Care or Care Leaver  
Award letter or Benefit Office stamped application form confirming in receipt of the eligible benefits listed  
above  
x





## Discretionary Learner Support Fund (for 19 plus students)

### Financial eligibility:

To be eligible for support students must be:

19 or over

Studying for a qualification funded by the Education and Skills Funding Agency (ESFA)

Meet the ESFA or West of England Combined Authority (WECA) residency criteria of home student

To be eligible for the Discretionary Learner Support Fund, students must also be in one of the defined vulnerable groups:

Gross income less than £23,000 if living independently, or gross household income less than £32,000.

In receipt of a means tested benefit (listed below)

### Evidence:

P60

Full copy (totalling 6 pages) of the household's Tax Credit Award notice for 2024/25

Evidence of income e.g. audited accounts for self-employed people

Award letter, or Benefit Office stamped application form, confirming being in receipt of one of the following benefits:

- o Job Seekers Allowance (JSA)
- o Employment Support Allowance (ESA)
- o Guaranteed Element of State Pension Credit
- o Income Support (IS)
- o Universal Credit

### Support provided:

Travel for journeys over 3 miles each way (verified by Google maps walking man)

Course related costs determined by your course tutor

Childcare - see arrangements and evidence below

## Arrangements for awards for all bursary funds

### Childcare

#### **Evidence required:**

Childcare provider Ofsted Number

Childcare provider fees for the required hours

Child / children copy of birth certificate

Confirmation of government free childcare hours. These hours must be used where possible to cover student timetable at college. We can support any top up hours if required.

#### **How is the award made?**

Paid in arrears based on previous month's attendance

- BACS payment made directly to the childcare provider

Awards are made to cover the timetabled hours plus reasonable travel time of up to 1 hour

#### **Student responsibilities**

Students are expected to have 85% attendance and awards will not be made if attendance falls below this.

The childcare provider will be notified.



## Travel

### ***How is the award made?***

Bus travel is awarded through a bus pass or daily tickets for timetabled days

Petrol awards are made at 30p per mile

Train awards are dependent on individual circumstances.

## Appeals

Information on how to appeal is provided in the Bursary Policy and will also be outlined in the award letter.

## Care to Learn

Care to learn (C2L) helps young parents under the age of 20 to continue in, and return to education after the birth of a child. It does this by providing funding for childcare whilst the young parent is studying. The scheme can provide up to a maximum total amount of support of £160 per child per week.

The young parent's study programme must have some direct public funding.

C2L will only fund childcare provision registered with Ofsted.

Young parents, their education institution and their childcare provider must all meet the eligibility criteria to receive C2L.

Young parents must complete and submit a new C2L application for each academic year. Childcare providers and education institutions also need to provide information for each young parent who applies. Students submit applications online via the Student Bursary Support Service (SBSS) online portal.

Version	
<b>Approved by:</b>	SLT
<b>Date of approval:</b>	June 2024
<b>Date for Review:</b>	June 2025
<b>Lead Officer:</b>	Director of Marketing, Sales & Student Services & Student Services Manager with responsibility for LSF
<b>Senior Manager responsible:</b>	Executive Director of Finance & Funding



