



HE Hardship Fund Policy

1. Policy Statement

- 1.1 This policy allows Higher Education Students to determine their eligibility for support from City of Bristol college to assist them with their study costs.
- 1.2 The support detailed in this policy shall be subject to the college receiving funding from the external funding bodies and the college reserves the right to amend the support on considering changes to the funding received.
- 1.3 The policy is reviewed annually, and the college may change eligibility for support detailed in this policy.
- 1.4 Students eligible for support may not automatically receive it once the limited funds are exhausted; timely application for support is advised.

2. Scope

- 2.1 The policy aims to ensure that the limited funds available to the College are distributed effectively to students with the greatest financial need.
- 2.2 To clarify the different criteria for students studying higher education courses at City of Bristol College.
- 2.3 To provide information on the Hardship fund arrangements.

3. Responsibilities

- 3.1 This policy is overseen by the Director of Further and Higher Education and the Head of Higher Education to ensure that the application, process, approval and payment of the hardship fund is complied with
- 3.2 It is the responsibility of students to familiarise with the policy when undertaking any application for the hardship fund
- 3.3 It is the responsibility of the Head of Higher Education and the Higher Education administrator to ensure all applications are processed accordingly and reviewed
- 3.4 It is the responsibility for the Head of Higher to consult the relevant Finance Business Partner for the Directorate of Further and Higher Education in ensuring that all fees are up to date
- 3.5 It is the responsibility of the Head of Higher Education to check individual student records to ensure eligibility are met and in compliance of the policy
- 3.6 It is the responsibility of the Head of Higher Education to notify on all decision to the Director of Further and Higher Education and maintain all record of the application

4. Eligibility Criteria for Higher Education Students

- 4.1 Eligibility is set by the guidelines from the Office for Students (OfS) and the National Association of Student Money Advisors
- 4.2 To qualify the student must satisfy all the following criteria:



- a) Have an attendance record of at least 85%. The attendance threshold is set at 85% acknowledging that students may not be able to achieve 100% attendance; attendance records for the Hardship fund do not differentiate between authorised and unauthorised absence.
- b) Have provided evidence of their approved full Student Loan entitlement.
- c) Have been ordinarily resident in the United Kingdom and Islands throughout the three-year period preceding that date other than wholly or mainly for the purpose of receiving full-time education.
- d) Full-Time Undergraduates; applications for support can be made by 'home students' undertaking the following full-time courses at undergraduate level:
 - i. Higher National Diploma (HND)
 - ii. Higher National Certificate (HNC)
 - iii. Certificate of Higher Education 0846.9ETQ EMC P MCID 8 BDC q0.000008871 0 595.32 841.92 reWBTF2 9.9
 - iv. Foundation Degree



- The student is subject to disciplinary or academic sanction

7. Appeals

7.1 Applicants refused support after a case review have the right to make an appeal.

7.2 Appeals must be made in writing within 10 working days of receipt of the Case Review decision to decline support. These must be submitted to the HE Administrator.

7.3 The appeal should state the grounds for the appeal, these grounds are usually a fault in due process or error in fact.

7.4 Appeals must include:

7.5 Supply sufficient detail to sustain the grounds of appeal;

7.6 The outcome that they are seeking from the Appeals process.

7.7 How they would wish to have their appeal considered either via correspondence or personally attending an appeal hearing.

7.8 How they would wish to receive any corr



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| Version 1 | |
| Approved by: | (Corporation, Committee or SLT) |
| Date of approval: | |
| Date for Review: | <i>Annually</i> |
| Lead Officer: | Director of Further and Higher Education |
| Senior Manager responsible: | Vice Principal of Curriculum and Quality |