



Financial Support 2018-19 (FE)

1. Introduction

- 1.1 This policy states the eligibility criteria and process for the administration of financial support for students undertaking Further Education study at Moulton College in 2018/19.
- 1.2 It is a requirement of the Education Funding Agency and Skills Funding Agency to release a published statement setting out how Institutions will use their bursary fund allocation to support learners with the associated cost of attending and studying at a further education institution.
- 1.3 Funding guidance rules require a structured system that demonstrates a consistent approach to the decision making process and a justification for discretion outside of the policy where required. This policy is a commitment to adhere to the funding agency rules.

2. Changes for 2018-19

- 2.1 All institutions have been reminded that Landbased residential bursary's should be prioritised.

3. Administration of Bursary Funding Applicants

- 3.1 All assessed applications will be ratified by a Panel. The Panel will be chaired by the Chief Finance Officer and may consist, Transport Coordinator, Assistant Director of Student Services, Student Services Coordinator and the Student Welfare Manager
- 3.2 Panel meetings will be held at fortnightly intervals during the application period from July to October to review:
 - Exceptional applicants with circumstances where additional financial support is required. A fair and consistent award will be agreed by the Panel, ensuring any discretion is justified and evidenced for audit purposes.
 - Financial control of allocated funding. To ensure the agreed support package is making the desired impact on student recruitment, retention and attendance as well as removing/reducing financial barriers for learning to take place.
 - Current processes – to inform future improvements in supporting learners financially.
- 3.3 The financial support application form was updated for 2018-19 in February 2018. This will allow early applicants to receive an offer in principle to support their decision to attend Moulton College whilst also securing an award decision early for current students who are continuing into the second year of a two year course.
- 3.4 Bursary award decisions should be made to applicants in writing no later than 1 calendar month after their application for support has been submitted with complete evidence attached. Where the service is able to, the letter will be sent before this time.
- 3.5 Rejected applicants will be informed in writing of the panel's decision, no later than 1 calendar month from the date the application form was submitted with complete evidence.
- 3.6 Appeals will be considered in writing up to one calendar month after the applicant's rejection letter was sent by Student Services. Appeals should be made to the Assistant Director of Student Services (ADSS). In the first instance the appeal will be reviewed by the ADSS, should the appeal require escalation then the Panel, identified in 3.1, will convene.

The appeal will need to address the reason for initial rejection and also provide explanation of any extenuating circumstance the applicant wishes the panel to consider.

3.7 The window of applications to be submitted for assessment will close at the end of the first term (with the exception of free meals and the guaranteed bursary as both are entitlements).

3.8 Bursary applicants must be UK residents and held that status for the last three years.

3.9 It should be noted that Asylum seekers will not be eligible for ESFA funded bursaries.

4. Core Financial Support Package

16 to 19 Bursary

Award Category	Income is <£21,000	Income is =£21,000 - £28,000	In receipt of certain Benefits
Residential	£3,500	£2,000	
Meals			FREE*
College Transport	£540	£360 (2ND & 3RD term)	
PPE	100%	50%	
Campus Contribution	100%	50%	
Guaranteed Bursary	Up to £1,200 per year for defined vulnerable learners (see section 4.4 for eligible definitions of Vulnerability).		
Childcare (ages 16-19)	Apply to Care 2 Learn (See www.gov.uk/care-to-learn for eligibility and contacts)		

*To be eligible for free meals you must be in receipt of a listed benefit. See section 4.5

Adult Discretionary Learner Support and 24+ Loans Bursary

Award Category	Income is <£21,000	Income is =£21,000 – £28,000
Residential	£3,450	£2,000
Transport	Actual cost up to max. £540	Actual cost up to max. £360
Course Equipment	Actual cost up to max. £250	Actual cost up to max. £125
Fees (Exams, Tuition, Registration)~	£1000	£500
Childcare (ages 20+)	Actual cost up to a max. £160 p/wk	Actual cost up to a max. £160 p/wk
College Contribution	100%	100%

^ For eligibility of fee remission see the Fee Remission guide – Appendix 1

~ Not eligible for support if eligible for a 24+ Advanced Learning Loan

4.1 Transport Support (Ages 16-18)

- Northamptonshire County Council offers a subsidy for learners under the age of 18, meeting their low income test and travelling to Moulton College as their nearest institution. For 2018/19 this will be a 50% subsidy. A 100% subsidy is awarded if the learner meets the low income test and is in receipt of a statement of educational needs stating transport is a requirement.
- If a learner is not on a Moulton College bus route they may receive a discretionary payment towards the cost of travel in the second and third term, subject to bursary funds remaining.
- Local Authority rules state 3 miles as the maximum acceptable walking distance. As Moulton College and its satellite sites are located in rural locations, the 3 mile rule may be waived where learners who live less than 3 miles would experience a dangerous journey e.g. having to walk down a village road with little or no paved walking areas.
- Where a student can provide evidence of a mobility issue, the 3 mile rule will also be waived.

4.2 Transport Support (Ages 19 and over)

- We will offer financial support towards the lowest cost, most practical form of transport for an adult learner up to a capped maximum amount in-line with the means-tested threshold that is evidenced at the assessment stage.
- Where a student lives less than 3 miles from the College site they are due to attend, a practicality assessment will take place to determine the need for financial support, in order to make the most of our limited allocated funds.
- Local Authority rules state 3 miles as the maximum acceptable walking distance. As Moulton College and its satellite sites are located in rural locations, the 3 mile rule may be waived where learners who live less than 3 miles would experience a dangerous journey e.g. having to walk down a village road with little or no paved walking areas.
- Where a student can provide evidence of a mobility issue, the 3 mile rule will also be waived.

4.3 Residential Support (All ages)

- Full cost of residential accommodation for 2018/19 is £4,950 (16-18) and £4,800 (19+).
- Priority will be given to students residing more than 20 miles from the College, where travel on a daily basis by public or Moulton College transport is not available or to students on courses that require regular attendance at early morning and weekend commercial experience.
- Priority will also be given to students enrolling onto Landbased based provision.
- Duty Room costs will be supported under condition that the student has identified this need in their initial application, the room is required as an essential part of the course and the tutor has confirmed this is the case.

4.4 Guaranteed Bursary Defined Vulnerable Groups (Ages 16-18)

- A learner who was 16-18 years of age on 31st August 2018 and is living independently whilst in receipt of Income Support in their name. This should be evidenced with a recent Income Support award letter or their tenancy agreement.
- A learner who was aged 16-18 years of age on 31st August 2018 and is in receipt of Both Employment Support Allowance and Disability Living Allowance. Both benefits must be in the name of the learner and evidence by producing original benefit award letters.
- A learner who was 16-18 years of age on 31st August 2018 and is looked after by the local authority. This can be evidenced by providing a letter from the local authority

confirming your status as 'looked after child' under section 20 or 31 of the children act 1989.

- A learner who was 16-18 years of age on 31st August 2018 and is a care leaver, having previously been looked after by the local authority for a consecutive 13 weeks, beginning after the age of 14 and ending after the age of 16. This can be evidenced by providing a letter from the local authority confirming your status as a 'care leaver'.

4.5 Free Meals eligibility

- Students must be aged between 16 and 18 on 31 August 2018 to be eligible for a free meal. Students who turn 19 during their programme of study will remain eligible for a free meal until the end of that academic year in which they turn 19 or to the end of their programme of study, whichever is sooner.
- Students in receipt of one of the following benefits (or their parent/guardian in receipt) will be eligible for a free meal:
 - 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 £16,190, 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 (during the initial roll out of the benefit)
- Students aged between 19 and 25 who are subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) and ESF students aged between 16 and 18 on 31 August 2014 are also entitled to a free meal while attending their provision if they meet the benefits eligibility criteria.
- Tokens will be issued to awarded students per term. These need to be produced when ordering food at Moulton College restaurants/cafes. Replacements will not be given for lost tokens.

5. Eligibility Conditions (16-19 Bursary)

5.1 Student must be aged 16-18 years of age on 31st August 2018. If the learner turns 19 whilst on the course they started on 31st August, they will receive support from the 16 to 19 bursary fund until the end of the academic year.

5.2 Eligible vulnerable learners in receipt of the guaranteed bursary will be awarded a pro rata amount of the total £1,200 if they are enrolled on a part-time course or become eligible on the above stated defined vulnerable groups, mid-way through the academic year. Awards will be calculated as follows:

Becoming eligible mid-year:

Weekly guaranteed bursary amount x Remaining weeks in the academic year where the learner is eligible to be paid guaranteed bursary

Enrolled on a part-time course:

Weekly guaranteed bursary amount x No. weeks enrolled on part-time course

6. Eligibility Conditions (Adult Discretionary Learner Support)

- 6.1 Childcare funding can only be awarded for Ofsted registered childcare. This can be with a child minder, private nursery or pre/after school club.
- 6.2 Learners who are fully funded through a tuition fee remission must not be charged a mandatory fee for something that is required to achieve their course. This includes administration, registration, assessment, materials or examination costs. This can also include charges for identification passes, uniforms, tools and materials where the learner cannot achieve their learning aim without them. The exception to this rule is approved 24+ Advanced Learning Loans students.

7. Conditions of Payment

- 7.1 Awards will be made as 'payment in kind' where possible. This means students will not be paid directly where Moulton College has the ability to provide support in-house. This can be achieved on most PPE items, residential fees, tuition fees, meal tokens, campus contribution etc. This removes the issue of support not being received in a timely manner and ensures little to no financial management issues for students/parents/guardians.
- 7.2 Awards are subject to the learner's continued attendance, progression and good behaviour on their chosen course. Where unsatisfactory, the panel reserves the right to reduce or stop future award payments until improvement is shown.
- 7.3 Awards to individuals are allocated on a first come, first served basis. Awards will be allocated until the end of the first term or until funding allocations are exhausted (whichever is sooner).

8. Management Information and Auditing Requirements

- 8.1 Funding guidance permits institutions to retain 5% of allocated funds for administration costs (with the exception of the 24+ Loans Bursary, being 5% admin retained from total funds awarded).
- 8.2 Data on awarded students to be included in ILR returns and documents related to student bursary awards are required to be retained by Moulton College for auditing purposes. Paperwork will be archived securely at the end of the academic year and shredded upon the 6 year required document retention deadline.
- 8.3 Management information returns are required at certain points in the academic year. SFA requires a mid-year return in January/February and an end of year return in September/October. These will be completed in collaboration by the Student Services Manager and the Director of Finance and Corporate Services.

Reference:

EFA – 16 to 19 Bursary 2015/16
EFA – Free College Meals in Further Education 2015
EFA – 16 to 19 Residential Bursary 2015/16
SFA – Discretionary Learner Support 2015/16
SFA – 24+ Loans Bursary 2015/16
Northamptonshire County Council – Post 16 Education Transport