



Financial Support Appeals Policy and Procedure (student and apprentice)

Date approved: 14 July 2023

Approved by: SMT

Responsible Manager (s): Director for Students

Executive Lead: Vice Principal HE and Student Enhancement

Applicable to staff:	Yes
Applicable to students:	Yes
Accessible to students:	Yes
Accessible to general public: (including clients)	Yes

Consultation

Consultation undertaken with:

- | | | |
|------------|------------|----------|
| • SMT | Yes | |
| • AMT | Yes | |
| • CCMT | Yes | 05.07.23 |
| • Students | Yes | 29.06.23 |

Policy review frequency: normally annually

Contents

1. Scope and purpose of the policy
2. Policy statement
3. Accountability
4. Student involvement
5. Linked policies
6. Linked procedures
7. Equality Impact Assessment

1. Scope and purpose of policy

1.1 This policy applies to all students and apprentices who chose to study at Blackpool and The Fylde College (B&FC) who have submitted an application for financial support through student support funds and it has been declined due to not meeting eligibility criteria or are in receipt of financial support and have not received a payment due to their attendance being less than 90%. This includes attendance to online sessions.

1.2 The purpose of this policy is to demonstrate how students can appeal against decisions relating to financial support provided through Student Support Funds.

2. Policy statement

2.2 B&FC is committed to ensuring that all eligible students are given the opportunity to appeal against a funding support decision if they believe, and can evidence, that they have reasonable grounds to do so. The Procedure is outlined in Appendix 1.

3. Accountability

3.1 The Director for Students is responsible for ensuring this policy is accessible and current.

4. Student involvement

4.1 The Student Union and elected representatives were consulted in the formation of this policy.

5. Linked policies

- 16-19 Financial Support Policy (student)
- 19+ Financial Support Policy (student)
- Advanced Learner Loan Financial Support Policy (student)

6. Linked procedures

- N/A

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability

Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working

Title of Activity: Financial support appeals procedure (student and Apprentice)	<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision
Name and title of proposer: Nigel Brown, Director for Students	<i>(tick as appropriate)</i>

Equality and Diversity.

Are there students, apprentices, other customers, community/stakeholders, and/or colleague concerns that the proposed policy, project or change may be discriminatory or have an adverse impact on people with protected characteristics?

A	Students/Apps/Customers	No	If so, how many individuals / which groups of are likely to be affected?	None
B	Community/stakeholders	No		
C	Colleague	No		

Equality group	Positive impact High Low None	Negative impact High Low None	Reason / comments for positive impact why it could benefit any /all of the equality groups	Reason /comments for negative impact /what could disadvantage any/all of the equality groups
Sex	High	None	Inclusive offer of support irrespective of sex	
Gender reassignment (Male/female/Non-binary/Transgender)	High	None	Inclusive offer of support irrespective of sex	
Age	High	None	This appeals policy applies to all age groups who are in scope for financial support	
Race or ethnicity	High	None	Fully inclusive regardless of race or ethnicity	
(Disability) Learning difference	High	None	Fully inclusive irrespective of difference	
(Disability) Physical and/or sensory	High	None	Fully inclusive irrespective of disability – support from SSWI if required	
(Disability) Mental health need	High	None	Fully inclusive irrespective of disability – support from SSWI if required	
Sexual Orientation	High	None	Fully inclusive	
Religion and Belief	High	None	Fully inclusive	
Marriage and civil partnership	High	None	No impact concerning status	
Pregnancy and maternity	High	None	Fully inclusive	
Carers/care experienced	High	None	Fully inclusive	
Socio Economic deprivation indicators	High	None	This policy fully supports the closure of economic / deprivation gaps	

What changes or actions do you recommend to improve the service, project, policy, or change to eradicate or minimise the negative impacts identified? **Monitor the ratio of appeals based on any identified gaps**
 Who will be responsible for monitoring these actions? **Dfs**

Have students, apprentices/other customers, communities and/or colleagues been consulted in the review / proposed change?

A	Students/Apps/Customers	Yes
B	Community	No
C	Colleague	Yes
	If yes, who and how many have you involved and how have they been involved?	SU / AMT/CCMT

Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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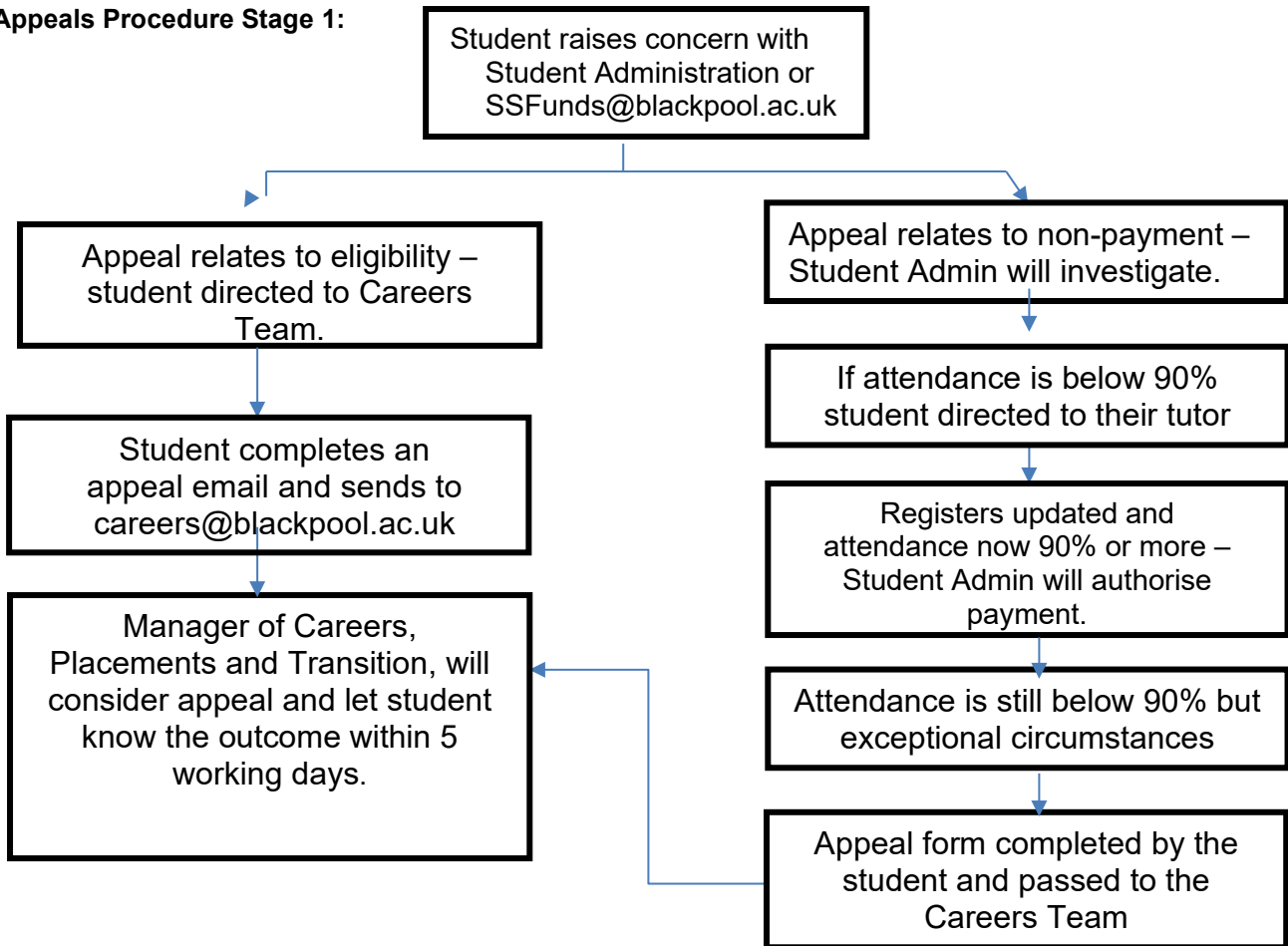
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Previous appeals data
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Is this policy of a high/medium or low risk?:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low
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Appendix 1

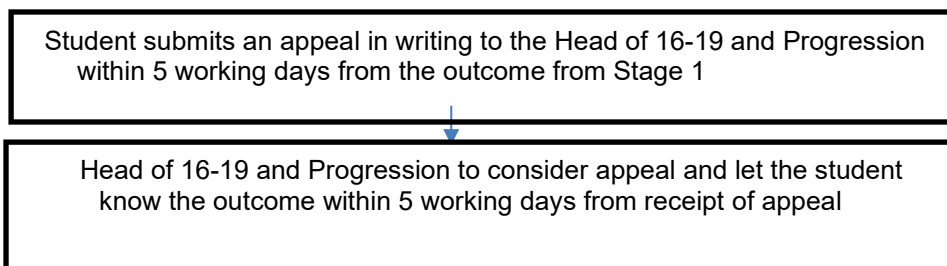
Student and Apprentice Support Funds

Appeals Procedure Stage 1:



Stage 2:

If the student is not satisfied with the outcome of an appeal from Stage 1 they can follow the procedure below:



Stage 3:

If the student is still not satisfied with the outcome of the appeal from Stage 1 and 2 above, they can follow the procedure below:

