

**Advanced Learner Loan
Financial Support Policy
and Procedure 2021**

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Date approved: 10.09.21
 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:		Date:
• SMT	Yes	10.09.21
• AMT	Yes	25.08.21
• CCMT	Yes	31.08.21
• Students	Yes	23.08.21

Policy review frequency: normally annually

Contents

1. Scope and purpose of the policy
2. Policy statement
3. Procedure
4. Accountability
5. Student involvement
6. Linked policies
7. Linked procedures
8. Appendix A&B
9. Equality Impact Assessment

1. Scope and purpose of policy and procedure

1.1 This policy and procedure applies to students who are aged 19+ on 31 August 2021 and have an Advanced Learner Loan (ALL) approved by the Student Loans Company. The scope of this policy extends to students who are aged 19-24 and on an Educational Health and Care Plan. This policy demonstrates how B&FC administers funds in accordance with regulatory guidelines.

2. Policy statement

2.1 The ALL Bursary Fund provides financial support to help students overcome specific barriers to learning so they can access and remain in education. B&FC's policy on financial support funds is to follow the rules laid down by the regulator, Educational and Skills Funding Agency (ESFA)

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 can evidence that they have reasonable grounds to do so.

3. Procedure

3.1 The application process is identified in Appendix A

3.2 The eligibility criteria and types of support are identified in Appendix B

4. Accountability

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

4.2 If a student has a particular barrier to learning and requires financial support for something not listed in appendix B they should apply for funding through the Barriers to Learning scheme.

5. Student Involvement

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

6. Linked policies

- 16-19 Financial Support Policy
- 19+ ESFA Financial Support Policy
- Financial Support Appeals Policy and Procedure

7. Linked procedures • N/A

8. Appendix A

- Applications details: <https://blackpool.ac.uk/support/adult-student-funding>

Or email

- SSfunds@blackpool.ac.uk

Appendix B

Eligibility and type of support

- To receive financial support students will normally have a minimum of 90% attendance.

Type of support	What students may be eligible for	Eligibility requirements
Discretionary student support fund	<ul style="list-style-type: none"> • Free Blackpool Transport (BT) for unlimited travel on BT bus or tram for those living 1.5 miles from main campus of study • Travel bursary of £60 month if student lives outside BT transport area • Taxi Support 	<ul style="list-style-type: none"> • Household income of less than £30,810 per year, evidenced by eligible benefit proof or proof of parent/carer income for 2021-22 (Exceptions may be considered on a case by case basis by VP Finance and Planning) • If student is unable to use BT as a result of LDD they may be eligible for Local Authority support in first instance. B&FC may consider applications for a taxi where evidence is provided through their latest disability benefit letter and household income is below £30,810
Free meal	Free daily lunch supplied as a voucher (hard copy or digital) redeemable at internal food outlets, and in some cases nominated external retail outlets	<ul style="list-style-type: none"> • Specific benefit evidence, defined by DfE. Full criteria here: https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2021-to-2022-academic-year
Course related bursary	<ul style="list-style-type: none"> • A monthly (during termtime only) bursary to help with course related costs and expenses. Technology support can be included in this application.. 	<ul style="list-style-type: none"> • Household income to meet the threshold identified above
Childcare	<ul style="list-style-type: none"> • Age 20 or over on the first day of their course 	<ul style="list-style-type: none"> • Must be on a publicly funded course.

	<p>who are at risk of not starting or continuing learning because of childcare costs.</p> <ul style="list-style-type: none"> • Students can apply for help with the cost of childcare for College hours and essential placements. If aged under 20 at the start of their course. ESFA funded Care to Learn – help with the cost of childcare up to a maximum of £160 per child per week 	<p>https://www.gov.uk/care-to-learn</p> <ul style="list-style-type: none"> • Apply directly to B&FC. Household income must meet the threshold specified above. Childcare funding can only be paid to Ofsted registered provision and any free hours that the student is eligible for must be used for College hours in the first instance.
Residential Funding	<ul style="list-style-type: none"> • Contribution towards accommodation for eligible students who are studying specialist provision and need to live away from home 	<ul style="list-style-type: none"> • Help with the costs of accommodation for students study away from home because the course is not available in their local area and the student is studying towards any loan funded course. • Household income must also be below the threshold above.

7. Equality, Diversity and Inclusion Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding and Inclusion, 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: Advanced Learner Loan Financial Support Policy	New or <input type="checkbox"/> Revision Please tick as appropriate
Author and Date: Director for Students, August 2021	Expected Implementation Date: September 2021 What is the review date? May 2022
Equality Diversity and Inclusion. Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	
Safeguarding: Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?	Yes No <input checked="" type="checkbox"/>
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	Yes No <input checked="" type="checkbox"/>
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	Yes No <input checked="" type="checkbox"/>
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	
Is this policy of a high/medium or low risk?	High Medium <input checked="" type="checkbox"/> Low