



## Financial Support Appeals Policy and Procedure (student and apprentice)

Date approved: 15.07.22

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:<br>(including clients) | Yes |

### Consultation

Consultation undertaken with:

|            |            |            |
|------------|------------|------------|
| • SMT      | <b>Yes</b> | 15.07.2022 |
| • AMT      | <b>Yes</b> | 24.05.2022 |
| • CCMT     | <b>Yes</b> | 24.05.2022 |
| • Students | <b>Yes</b> | 20.05.2022 |

**Policy review frequency:** normally annually

## **Contents**

1. Scope and purpose of the policy
2. Policy statement
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## **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**

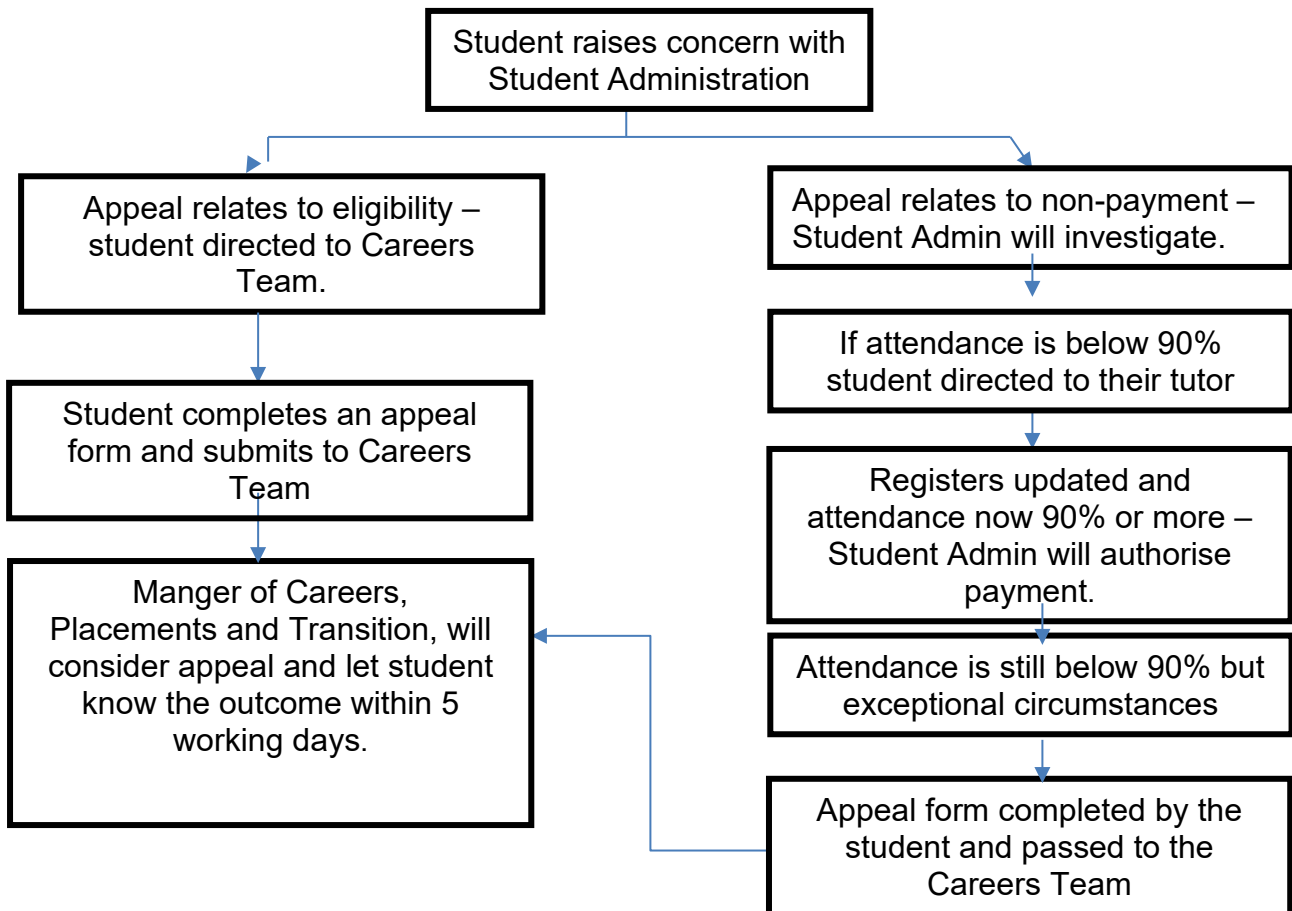
- N/A

## 7. Equality Impact Assessment

| <b>Impact Assessment for the 4 strands of Equality Diversity and Inclusion, Safeguarding, Health and Safety and Sustainability</b>  |  |
|---|--|
| <b>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</b>  |  |
| <p>Title of Activity: Advanced Learner Loan Financial Support Policy</p>  | <p>New or <input checked="" type="checkbox"/> Revision Please tick as appropriate <input type="checkbox"/></p> |
| <p>Author and Date:</p> <p>Director for Students May 2022</p>   | <p>Expected Implementation Date:</p> <p>August 2022</p> <p>What is the review date?</p> <p>May 2023</p>        |
| <p><b>Equality and Diversity.</b><br/>Which of the characteristics maybe impacted upon?<br/>And, if yes, how has this been considered?<br/>What are the risks? What are the benefits?</p>   |  |
| <p><b>Safeguarding:</b><br/>Are there any aspects of this proposal which could cause a learner/member of staff/visitor to feel unsafe?<br/>If yes, how has this been considered?<br/>What are the risks? What are the benefits?</p> | <p>Yes      <input checked="" type="checkbox"/> No</p>   |
| <p><b>Health and Safety:</b><br/>Have any risks been identified?<br/>If yes, how has this been considered?<br/>What are the risks? What are the benefits?</p>   | <p>Yes      <input checked="" type="checkbox"/> No</p>   |
| <p><b>Sustainability:</b><br/>Are there expected benefits or impacts on sustainability issues?<br/>If yes, how have these been considered?</p>  | <p>Yes      <input checked="" type="checkbox"/> No</p>   |
| <p><b>Evidence:</b><br/>What evidence do you have for your conclusions and expectations for these conclusions?<br/>How will this impact be monitored for all these considerations?</p>  |  |
| <p>Is this policy of a high/medium or low risk?</p>   | <p>High      Medium <input checked="" type="checkbox"/><br/>Low</p>  |

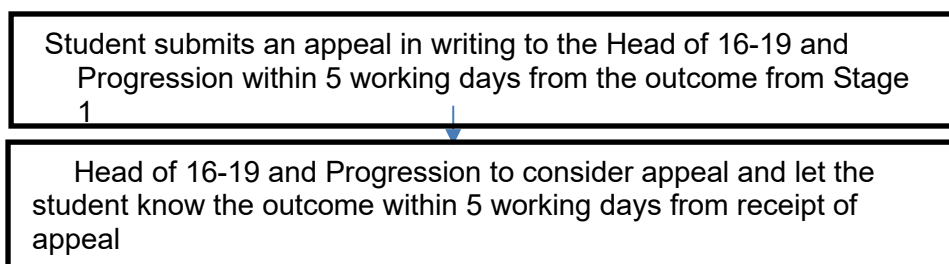
## Appendix 1 Student and Apprentice Support Funds

### 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:

