

ESFA 19+ Advanced Learner Loan Financial Support Policy

(For students aged 19 or over at 31 August 2017 and who are in receipt of an Advanced Learner Loan)

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Date approved: 14 July 2017
Approved by: SMT
Responsible Manager (s): Director of Customer Engagement
Executive Lead: Vice-Principal Finance and Planning

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

Consultation

Consultation undertaken with: Date:

- | | |
|---|--------------|
| <ul style="list-style-type: none">• SMT• AMT | 16 June 2017 |
| | 11 July 2017 |

** please delete as appropriate*

Policy review frequency, normally: annually
(Please delete as appropriate)

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 the policy

This policy applies to students aged 19 or over at 31 August 2017 and who are in receipt of an Advanced Learner Loan (ALL).

The purpose of the policy is to illustrate the College's administration of Advanced Learner Loan financial support funding provided by and in line with the Education and Skills Funding Agency (ESFA) requirements. This funding is to support students on low incomes to meet some of the costs associated with learning. The policy also details the procedural aspects of the administration of Advanced Learner Loan financial support.

2. Policy statement

B&FC policy follows the policy guidelines of the ESFA openly, fairly and transparently by applying the rules set by this government funding agency.

These funds are managed by the College and are allocated on a first come, first served basis via an application and assessment process. Students must meet the specified eligibility criteria in order to be considered for any financial assistance. The rules within this policy are set out at the time of writing and are subject to change at any time from the ESFA.

Financial support is intended to remove barriers, support participation, attendance and achievement.

There are 4 types of financial support available:

	1) Travel	2) Discretionary Student Support	3) Childcare	4) Residential
	<ul style="list-style-type: none">• Help with travel to and from College if you live 1.5 or more miles from the campus you attend	<ul style="list-style-type: none">• Help with travel to and from College if students live 1.5 or more miles from the campus they mainly attend• Equipment (includes IT equipment <i>if</i> required to complete the study programme. IT kit must be returned for re-use by others).	<ul style="list-style-type: none">• Help with childcare whilst you study	<ul style="list-style-type: none">• Help with the costs of accommodation if you have to study away from home because the course is not available in your local area and you are studying towards their first full level 2 or 3 qualification

		<ul style="list-style-type: none"> • Support student progression or transition • To address individually identified barriers to study/learning 		
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To be eligible for financial support students must be in receipt of one of the following:

- Income based Job Seeker's Allowance or Income Support
- Income based Employment and Support Allowance
- Universal Credit
- Council Tax Reduction or Housing Benefit
- Pension Credit (guaranteed only)
- Working Families/Child Tax credit notice (TC602) April to April **2017/18** (April to April 2016/17 credit notice must show income less than £20,000)
- P60 end of year certificate for 2017 & Council Tax statement
- An unwaged dependent of any of the above

The College is unable to accept Tax Credit Annual Review Notice as evidence.

Students aged 19 and under are considered to be financially dependent upon their parents or carers if they do not receive a benefit in their own right. Students will be able to receive assistance if their parents or carers receive one of the benefits listed or have a low income as defined above.

If students are not in receipt of an eligible income based benefit, or an unwaged dependent of a parent or partner but their household income is less than £20,000, they will be eligible for financial support. Students can provide P60s for April 2017 and a council tax statement showing the number of adults living in the household. Students age 20 and over will be assessed on their own income and that of their partner.

Students aged 19 should provide parent or carer P60s if they live in the same household. If students live with their partner, two P60s should also be provided. If one parent, carer or partner does not work and they are not in receipt of an eligible benefit, they should provide three months recent bank statements.

If students are unable to provide evidence of their income they can contact the B&FC Careers Team for more information.

1) Travel

1.1 Full time student travel

- Students living within safe walking distance (up to 1.5 miles) from the campus they attend are to make their own travel arrangements.
- Students who live in the Blackpool, Fylde (FY) and Wyre areas may be able to receive a Smart Card (bus pass) for unlimited use on local transport services.
- For the academic year 2017/18 there will also be a College bus service available to students who live in the Fylde & Preston areas detailed below:
 - The No 73 service will cover beyond Squires Gate – Clifton (nr Preston), Wrea Green, Wesham, Kirkham, Warton, Freckleton and Lytham St Annes. Students within these areas may be issued with a bus pass for use on the College bus service.

Support for the College bus is not means tested, however, places are limited and students are to apply as soon as possible to secure a bus pass.

1.2 Other travel

If students live outside the FY area they may need to use bus, rail or other public transport services to travel to College. In these circumstances a student that qualifies for financial support are to apply for a monthly travel bursary of £60.

1.3 Full time students with learning difficulties and/or disabilities

If a student is unable to use public transport as a result of a learning difficulty or disability, they may be eligible for help towards the costs of taxi to and from College. Students must provide evidence of their learning difficulty and/or disability and/or a Disability Living Allowance or Personal Independent Payment award letter.

2) Discretionary Student Support

Student payments are made directly into the student's own personal bank account and not into that of a third party. It is therefore essential that students have their own bank account in order to receive bursary or travel payments. Students can visit the College website and enter their bank account details onto www.blackpool.ac.uk/paymentdetails

If students are eligible for a bursary they will receive monthly payments (during term-time) based on a minimum attendance profile of 90%, satisfactory progress and acceptable standards of behaviour. Attendance is checked on a monthly basis.

3) Childcare

3.1 ESFA Care to Learn Childcare Scheme

- Students who are under the age of 20 at the start of their course and wish to apply for childcare support must do so through the Care to Learn scheme. The scheme can help pay for childcare and some related travel costs.
- Application forms can be completed online at <https://www.gov.uk/care-to-learn>. There is an information line that students can use 0800 121 89 89.

3.2 ESFA Childcare Scheme

- Students aged 20 or over apply directly to College. Eligible students are able to receive funding to cover their term time work schedule, including one additional day to cover an essential work placement. The childcare scheme includes pre-school day care and breakfast and/or after school club provision.
- Childcare funding is for work schedule hours and for term-time ONLY.
- If students are eligible to receive the 2, 3 or 4 year old Nursery Education Grants they will be expected to use that funding for term-time childcare costs in the first instance.
- Childcare funding can only be paid to OFSTED registered childcare providers.
- Students who are required to attend an essential placement or complete an exam as part of their course and require additional childcare funding must complete a Placement Form and provide written confirmation from the course tutor with details of days/ times, start and end dates.
- Childcare applications can only be back dated 4 weeks prior to the day of receipt of a completed application form.

4) ESFA Residential Scheme

- Some students are able to receive help with the costs of accommodation if they are studying towards their first full level 2 or 3 qualification and the main part of their study programme is not within a two hour return journey from their home address.
- Students who think they are eligible for this scheme are encouraged to speak to B&FC's Careers Team for more information.

Requirements of support funding

Any funding assistance received from the College is subject to an attendance profile of at least 90% and appropriate conduct and behaviour throughout the academic year. The College reserves the right to suspend any support without notice should a student choose not to meet these expectations.

How do students apply?

Download and complete an application form which can be found at www.blackpool.ac.uk/support/funding.

Students must provide all of the relevant evidence requested.

Students are encouraged to apply as early as possible due to funding availability and to ensure funding assistance is in place at the start of the course. Students should make their own appropriate travel arrangements until support is in place.

Students can either hand in their application form to the Careers Team or via post.

Financial support is subject to funding availability and applications should be made as soon as possible as funding cannot be guaranteed. The rules within this policy are set out at the time of writing and could be subject to change at any time from the SFA.

3. Accountability

The Director of Stakeholder Engagement is responsible for ensuring this policy is adopted and kept current.

4. Student involvement

Student and customer involvement is implicit in the policy.

5. Linked policies

Admissions policy
FE ESFA 19+ Financial Support Policy
FE EFSA Financial Support Policy
SSF Appeals Policy B&FC - LSFC
Compliments, Complaints and Feedback policy
Student Attendance policy
Student Behaviour policy
Financial policies and procedures

6. Linked procedures

Student Support Funds procedure
Student Support Funds procedure
Compliments, Complaints and Feedback procedure
Student Misconduct procedure
Financial policies and procedures

7. Equality impact assessment (attached)

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	
<p>Title of Activity: ALL 19+ Financial Support Policy</p> <p>Author and Date: Andy Iredale, May 2017</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision</p> <p>Expected Implementation Date: June 2017</p> <p>What is the review date? May 2018</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Enable students to have positive attendance records and achieve well through financial support</p>
<p>Safeguarding:</p> <p>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?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	<p>Financial support to contribute to positive attendance this to be monitored through attendance recording by Student Administration</p>
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>