

**Student Support Funding Appeals  
Policy/Procedure**  
(For students studying at B&FC and LSFC)



# Student Support Funding Appeals Policy/Procedure

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Date approved: 1 December 2017  
 Approved by: SMT  
 Responsible Manager (s): Director of Stakeholder Engagement  
 Executive Lead: Executive Director of Commercial Strategy

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 | December 2017 |
| • AMT   | Yes | November 2017 |
| • CCMT  | NA  |               |
| • Students  | NA  |               |
| • Employee representation ( <i>HR policies only</i> ) | NA  |               |
| • Other   | NA  |               |

*\* please delete as appropriate*

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

## **Contents**

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## **1. Scope and purpose of the policy**

This policy applies to students studying at B&FC or LSFC and in receipt of ESFA Student Support Funds.

The purpose of this policy is to outline how each case of appeal is dealt with by the College. An appeal is where students request a change in the decision on allocation of individual student support funds.

## **2. Policy statement**

This financial support is intended to remove barriers, support participation, attendance and achievement. The College's student support funding is provided by the Education and Skills Funding Agency (ESFA) to support students on low incomes to meet some of the costs associated with learning.

The College is committed to ensuring that every student is given the opportunity to appeal a decision about the allocation of individual funding to facilitate the widest possible take-up of external funding to support student success.

### **Procedure**

The information below details how the procedural administration of the policy is delivered.

#### **Stage 1**

If students wish to appeal against a decision of payment or non-payment of their student support funding they should discuss this with a member of the Careers Team.

#### **Stage 2**

If students are not satisfied with the outcome of the discussions at Stage 1 they should appeal in writing to the Partnerships and Careers Manager within fifteen calendar days of the decision on payment being made providing any supporting evidence.

#### **Stage 3**

The Partnerships and Careers Manager will notify the student of the outcome normally within seven working days.

#### **Stage 4**

If students are not satisfied with the outcome of stage 3 they should appeal in writing to the Director for Stakeholder Engagement within seven working days of the decision.

#### **Stage 5**

The Chief Operating Officer will notify the student of the outcome normally within seven working days.

Student support funding is subject to an attendance profile of 90% and above at B&FC and 95% and above at LSFC and appropriate conduct and behaviour throughout the academic year. The College reserve the right to suspend any support without notice if expectations are not met.

**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 policy**

Admissions policy

ALL 19+ Financial Support Policy

FE EFSA 19+ Financial Support Policy

FE ESFA Financial Support Policy B&FC - LSFC

**6. Linked procedures**

None

## 7. Equality impact assessment (attached)

<b>Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability</b>	
<b>Initial Form</b> 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: <b>Student Support Funding Appeals Policy</b></p> <p>Author and Date: Director of Stakeholder Engagement, June 2017</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision</p> <p>Expected Implementation Date: November 2017</p> <p>What is the review date? November 2018</p>
<p><b>Equality and Diversity.</b></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 to students to have positive attendance records and achieve well through financial support.</p>
<p><b>Safeguarding:</b></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><b>Health and Safety:</b></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><b>Sustainability:</b></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><b>Evidence:</b></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>