



South Staffordshire College

Lichfield • Cannock • Tamworth • Rodbaston



FE Learner Financial Support Policy

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Policy Originator:	Deputy Principal Finance & Resources
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Review Interval:	Bi-Annual
Last Review Date:	October 2019
Next Review Date:	July 2023
Audience:	All Staff and Governors

FE Learner Financial Support Policy

1.0 Introduction

- 1.1** The purpose of this Policy is to support the College's commitment to promoting equality of opportunity by improving social inclusion in supporting learners who may be excluded from further education by financial hardship.

2.0 Scope

- 2.1** The scope of this Policy will be all policies, procedures and processes of the College relevant to the recruitment and support of learners on provision funded by the Education and Skills Funding Agency.
- 2.2** This Policy applies to all learners, staff and partners with whom we work to deliver services.
- 2.3** Other policies and procedures linked to this Policy include:
- Financial Regulations
 - Admissions Policy
 - Data Protection Policy
 - Equality and Diversity Policy

3.0 General

- 3.1** The following specific principles underpin the allocation of funds:
- 3.2 Equity**
Procedures for determining awards are systematic and coherent in ensuring all applicants are treated fairly and equally without exceeding or contravening the eligibility guidance.
- 3.3 Confidentiality**
Personal information will not be passed on without the applicant's permission. Any limitations on this will be made clear at the earliest possible stage.
- 3.4 Transparency**
Information about sources of learner financial support, including eligibility criteria, will be revised in accordance with relevant guidance documents and be published annually via leaflets and the College website.

3.5 Accessibility

Information will be made available in different formats. Assistance will be offered by the Learner Journey Team, to applicants who need help with the application process.

3.6 Entitlement

To support the alleviation of hardship, applicants will be provided with impartial information and advice about other sources of financial support available, which currently include:

- Full-time learners 16-19: 16-19 Bursary Fund (statutory and discretionary), Care to Learn and Free College Meals
- Full-time learners 19+: Discretionary Learner Support Fund
- Part-time learners (6 or more hours): Care to Learn, Discretionary Learner Support Fund
- Learners aged 19+: Bursary Fund for Advanced Learner Loan recipients

3.7 This Policy also covers any additional FE funding schemes that may be implemented during the academic year.

3.8 This Policy will be implemented in accordance with all existing and emerging legislation and in accordance with the relevant guidance documents from the Education and Skills Funding Agency and any other relevant funding bodies.

4.0 Monitoring and Review

4.1 The College will review this Policy biennially. This review will take place in June of each year, and any policy revisions will be completed and published prior to the commencement of the next academic year.

4.2 The internal monitoring of the implementation of this Policy will be the responsibility of the Assistant Principal Learner Services, who will produce regular progress reports, upon request, to the Board.

4.3 The Deputy Principal for Finance & Resources is responsible for ensuring that this Policy and its associated processes and procedures remains appropriate and complies with changes in legislation.