



## STUDENT FINANCE SUPPORT POLICY - FE

### 1 Policy Statement

Bursary Funds are provided by the ESFA. Bursary Funds are to support students with the essential costs associated with Further Education.

### 2 Types of bursary

**16-19 Discretionary Bursary** funds can provide some financial assistance towards travel to college and towards essential course costs. **Vulnerable Bursaries** may be available for those who are in care, are care leavers or may be in receipt of certain income support/allowances from the state.

**Adult Bursaries** can provide some general financial support to financially disadvantaged learners. This fund is intended to support participation in learning.

**Learners aged 20+** on the first day of learning and are at risk of not starting or continuing learning due to childcare costs can apply for Bursary funding towards childcare whilst they are studying.

All Bursaries are means tested and assessed for eligibility for Free College Meals.

### 3 Information

The ESFA publish national guidance which sets out the criteria for all the types of funding that we offer. The College website holds information regarding financial support. Students can apply by completing an online Bursary application on the College website (<https://www.brock.ac.uk/sixth-form/support-and-bursaries/>). Further support or guidance can be requested by emailing [financialsupport@brock.ac.uk](mailto:financialsupport@brock.ac.uk) or by telephone – 01590 625555.

### 4 Application and process

- Students can apply by completing an online Bursary application via the college website
- All Bursaries are cash limited and cannot be guaranteed
- All applications will be processed and a notification email sent within 28 working days within receipt of the fully completed application form and relevant evidence being received
- This will either confirm the award has been given or will inform the student of further action the student needs to take to ensure that the application can be actioned as soon as possible
- Due to Data Protection, students will need to give consent to the Student Bursary Team to discuss matters relating to their award with a third party
- Should a bursary application be declined, learners are able to appeal through the Bursary Appeal Process as outlined in Appendix 1

### 5 Attendance Requirements

Students awarded a Bursary will be expected to have a good commitment to their course with high attendance. Attendance is monitored by the College who reserve the right to cease payments.

### **Appeals/Complaints Process**

If a student or parent/carer wishes to appeal or complain about any aspect of Student Bursaries, this can be put in writing to the MI Funding Manager. A member of the Student Bursary Team can help with the request if needed. The appeal will then be reviewed in line with the Bursary Appeal Process (see Appendix 1).

## Appendix 1

### Bursary Appeal Process

When a Bursary application is declined due to household income being over the threshold (as defined in the Bursary Policy), the applicant can appeal the decision.

The Bursary Decline letter will provide information to the applicant on how they can appeal the decision.

If the applicant decides to appeal, they will be asked to provide evidence to highlight that they feel any extenuating circumstances and the impact this has had on household income. The Panel should consider when deciding whether to overturn the original Bursary decision.

The Bursary Appeal Panel will take the following into account when deciding whether discretion can be used to aware where income is over the threshold (please note that this list is not exhaustive):

- Family bereavement
- Parental separation
- Illness
- Loss of employment
- Other children (under 18) in the family
- Accident/injury

The non-exhaustive list above must have a direct detrimental impact on household income.

Depending on the household income, the following process will be followed.

<b>Household Net Income</b>	<b>Action</b>
Up to £23k	Student Finance and Welfare Officer to award, providing all evidence is compliant
Between £23k and £25,300	Funding and Fees Manager can approve providing evidence is compliant without being passed to panel
Over £25,301	Appeal will go to Panel where extenuating circumstances will be examined.

If the original Bursary decision is overturned, the reasons will be provided to the Student Finance and Welfare Officer to record on the Pay My Student system and then award a Bursary.

If the original Bursary decision is upheld, clear communication will be sent to the applicant advising that the Bursary Appeals Panel decision has not approved financial support.