

# Student Support Fund Policy

**Owner:**

Head of Learner Recruitment

**Related Strategies:**

- Strategic Framework
- Teaching, Learning & Assessment; Personal Development Behaviour & Welfare
- Safeguarding and Prevent Policy
- Fees and Charges Policy
- Positive Engagement and Disciplinary Process
- Data Protection Policy
- Equal Opportunities
- Complaints Policy and Procedure
- Student Charter
- Parents and Carers Guide
- Admission Policy
- HE Access and Participation Plan
- CEIAG Policy
- Information Regarding Work Experience
- Financial Regulations

**Relevant to: Students, Parents/Guardians, Staff, External Careers Information Advice Guidance (CIAG) Professionals**

*Office Use only:*

Date:	Doc Name:	
Originator:	Family:	Page 1 of 16

<b>Corporate Intranet Family:</b>	<b>Approval Board/Committee/Group:</b>  <b>Executive Owner:</b> <b>Executive Owner:</b> <b>Andrew Hartley (Commercial Director)</b>	<b>Approval/Re-approval Date:</b>	<b>Implementation Date:</b>  01/08/2019	<b>Next Review Date:</b>  31/07/2020
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## New Policy or Substantive Policy Review

Version	Date	Policy Development Agreed by (Executive Owner)	Policy Development Author	Draft Policy Verified by	Policy Approval	Impact Assessment (if applicable)

<b>Rationale for new or substantive policy review</b>	Significant changes to budget allocation and proposed support areas Now includes financial support Higher Education
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*Please make explicit if change/review relates to procedures, guidelines and associated documents only*

## Periodic Policy Review / Change History

Version	Date of Review / Revision	Description of Change	Reviewed By	Approved By (Executive Owner)

## Communication

To be agreed by Executive Leadership Team

Announcement on hub <input type="checkbox"/>	SLT email <input type="checkbox"/>
College newsletter <input type="checkbox"/>	All staff email <input type="checkbox"/>
SLT meeting <input type="checkbox"/>	Cascade brief <input type="checkbox"/>
External website <input type="checkbox"/>	Training needed (specify who) <input type="checkbox"/>

Date:	Doc Name:	Ref:
Owner:	Family:	Page 3 of 16

## 1. POLICY STATEMENT

The Sheffield College recognises that a number of students have financial support needs that could affect the college's mission which is "Transform your life through learning".

The Sheffield College is committed to promoting equality by ensuring student support funds are made available to assist disadvantaged students and students facing financial hardship in order to improve their student experience and support them to fulfil their potential.

The Student Support Fund Policy states the college's commitment to students with regard to financial support and in line with all current national and college regulations, guidelines and legislation.

## 2. DEFINITIONS

This Student Support Fund Policy has been developed to allow students and potential students to determine their eligibility for financial support from The Sheffield College (TSC). Information in this policy relates to the 2019/2020 Academic year only.

## 3. PRINCIPLES

The Student Support Fund policy will:

- Use clear and responsive processes and systems, which apply the 'student first' approach throughout
- Operate cashless payment systems where possible
- Promote the College's commitment to equality and diversity
- Raise student aspiration and social mobility
- Enhance the ability of students to achieve their goals whilst at the College
- Ensure that students are treated fairly within an open and transparent application process
- Widen participation in Further and Higher Education
- Support the achievement of key college outcomes
- Administer, record and monitor funds, ensuring that funds are used for its intended purposes in accordance with internal and external regulations and guidelines

## 4. SCOPE AND LIMITATIONS

This policy covers the following student support funds:

- 16-19 Student Support Fund, which includes:
  - Vulnerable Student Bursary
  - 16-19 Discretionary Bursary
  - College Meal Credits and Vouchers
  - Care to Learn
- 19+ Student Support Fund, which includes:
  - Adult Discretionary Bursary Fund
  - Advanced Learner Loan Bursary Fund
  - 20+ Childcare Fund
- Higher Education Support Fund

Date:	Doc Name:	Ref:
Owner:	Family:	Page 4 of 16

## 5. RESPONSIBILITIES

- The Commercial Director is the Executive Owner of the Policy
- The Head of Learner Recruitment is the owner of the Policy and responsible for successful implementation, which includes:
  - Ensuring all applications are processed within agreed timescales
  - Providing advice and support to curriculum departments, enquirers and applicants
  - Compliance with funding and audit guidelines
- Assistant Principals/Vice Principal are responsible for:
  - Ensuring students in need of financial support are identified and supported effectively and efficiently so that their learning is not affected.
  - Setting essential course costs
  - Ensuring student attendance records are completed accurately and systems are regularly updated
  - Ensuring student progress and performance is monitored and systems are regularly updated
  - Ensuring programmes are up to date with all course delivery details
- Head of Special Educational Needs (SEND) is responsible for:
  - Ensuring all SEND students in receipt of an Advanced Learner Loan are recorded appropriately within the ILR
  - Ensuring that systems are in place to identify, monitor and support students requiring assisted travel support
  - Ensuring that the Local Authorities are informed about maximum awards eligible students will receive for their assisted travel contributions

## 6. IMPLEMENTATION ARRANGEMENTS

The roles and responsibilities of employees in implementing the policy and procedures are set out clearly in the guidelines.

All new employees are made aware of the policy and procedures during the formal employee induction process.

Updated and amended procedures are disseminated and reinforced in training sessions, team meetings and via email communications. Employees and students have access to this policy on the College website.

Information will be made available to students at various stages of the learner journey:

- Pre Entry
- Entry including Induction
- On programme
- Exit and Progression

We will communicate to current and prospective students through the following methods:

- Personal briefings (1-2-1 and group)
- E shots
- Letters
- Texts

Date:	Doc Name:	Ref:
Owner:	Family:	Page 5 of 16

- College Announcements
- Social Media
- Tutorials
- Student Union

The College will provide information to students in alternative formats if requested.

## **MONITORING AND REVIEW**

This Policy and associated procedures will be formally reviewed annually by the Commercial Director, Deputy CEO and Head of Learner Recruitment.

Representatives from the Faculties, Support Departments and the Student Union will be involved in the review of the Policy.

The College's quarterly Business Review cycle will monitor service performance and Impact.

Annual surveys will be undertaken to monitor student satisfaction with the services provided, and action plans initiated to improve targets that may be set.

## **SUPPORTING/RELATED DOCUMENTS**

### **Internal Documents:**

The Sheffield Colleges Higher Education Access and Participation plan can be accessed at:  
<https://www.sheffcol.ac.uk/media/editor/Public%20Documents/Access%20%26%20Participation%20Plan%202018-19.pdf>

### **External Documents:**

- 16-19 Funding Guidance can be accessed at:  
<https://www.gov.uk/guidance/16-to-19-education-funding-guidance>
- Care to Learn funding guidance can be accessed at:  
<https://www.gov.uk/guidance/care-to-learn-guide-for-institutions-academic-year-2019-to-2020>
- Free meals in Further Education guidance can be accessed at:  
<https://www.gov.uk/guidance/16-to-19-funding-free-meals-in-further-education-funded-institutions-for-2019-to-2020>
- Adult Education budget funding guidance can be accessed at :  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/816045/AEB\\_2019-20\\_rules\\_2\\_July\\_Version\\_2.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/816045/AEB_2019-20_rules_2_July_Version_2.pdf)
- Advanced Learner Loans funding guidance can be accessed at:  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/813843/Advanced\\_Learner\\_Loans\\_funding\\_and\\_performance\\_management\\_rules\\_2019\\_to\\_2020\\_V1.docx.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/813843/Advanced_Learner_Loans_funding_and_performance_management_rules_2019_to_2020_V1.docx.pdf)
- Higher Education: The Office for Students Access and Participation Guidance can be accessed at:  
<https://www.officeforstudents.org.uk/advice-and-guidance/promoting-equal-opportunities/access-and-participation-plans/>

Date:	Doc Name:	Ref:
Owner:	Family:	Page 6 of 16

Date:	Doc Name:	Ref:
Owner:	Family:	Page 7 of 16

## GUIDELINES

### 16-19 Student Support Funds

There are a number of funds and support schemes available for students aged 16-19, which are:

- **Vulnerable Young Person Bursary Fund**
- **Discretionary Support Fund**
- **College Meal Credits and Vouchers**
- **Care to Learn**

These funds are designed to help students with specific costs associated with their programme of study and are available to students who are on ESFA funded courses. These funds and support schemes are not available to students on Apprenticeship, Higher Education or Full-Cost courses. Please see tables below for breakdown of each fund.

16-19 Vulnerable Young Person Bursary Fund		
Support Available	Eligibility Criteria	Age
<p>Up to £1200 per academic year per student, to support with essential course costs, such as:</p> <ul style="list-style-type: none"> <li>• Travel</li> <li>• Equipment</li> <li>• Meals</li> <li>• Trips</li> </ul> <p>All remaining funds after the above costs are deducted will be paid into the students bank account weekly via BACS payment</p>	<p>This fund is available to students who are:</p> <ul style="list-style-type: none"> <li>• Young People in Care</li> <li>• Care Leavers</li> <li>• Students in receipt of Income Support</li> <li>• Students in receipt of Employment Support Allowance (ESA) who are also in receipt of Disability Living Allowance or Personal Independence Payments (PIP)</li> </ul>	<ul style="list-style-type: none"> <li>• Students need to be at least 16 but under 19 years of age on 31<sup>st</sup> August 2019.</li> </ul>

Date:	Doc Name:	Ref:
Owner:	Family:	Page 8 of 16



16-19 Discretionary Support Fund								
Support Available	Eligibility Criteria	Age						
<p>Where a student's Household Income is between £20,000 and £26,000 the student is entitled to:</p> <ul style="list-style-type: none"><li>• Travel Support</li></ul> <p>Where a student's Household Income is under £20,000, the student is entitled to study award:</p> <ul style="list-style-type: none"><li>• Travel Support</li><li>• Study award to support with:<ul style="list-style-type: none"><li>○ Equipment</li><li>○ Uniform</li><li>○ Resources</li><li>○ Essential Trips</li></ul></li></ul> <p>Study Awards will be based on the maximum amounts highlighted in the table below:</p> <table><tr><th colspan="2">Course Costs</th></tr><tr><th>Low</th><th>High</th></tr><tr><td>Up to £75</td><td>Up to £150</td></tr></table>	Course Costs		Low	High	Up to £75	Up to £150	<p>This fund is available to students who are:</p> <ul style="list-style-type: none"><li>• Where student's Household Income is up to £26,000 (see support available)</li><li>• Dependants of someone on Income Support</li><li>• Dependants of someone on Income Based JSA or Employment Support Allowance</li><li>• Dependants of someone on Universal Credit</li><li>• Dependants of someone claiming the Guarantee Element of State Pension Credit</li><li>• Students who can demonstrate that they are facing financial hardship</li></ul>	<ul style="list-style-type: none"><li>• Students need to be at least 16 but under 19 years of age on 31<sup>st</sup> August 2019.</li><li>• Students aged 19 on 31<sup>st</sup> August but continuing in to their second year of a two year course</li><li>• Students aged 19-24 in receipt of an Education Health Care Plan</li></ul>
Course Costs								
Low	High							
Up to £75	Up to £150							

16-19 College Meal Credits and Vouchers		
Support Available	Eligibility Criteria	Age
College meal credits or supermarket vouchers to the value of £2.60 per day	<p>Students, or their parents/guardians, must be in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income-based Jobseekers Allowance</li> <li>• Income-related Employment Support Allowance</li> <li>• Guarantee Element of State Pension Credit</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190 (assessed by HMRC).</li> <li>• Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit</li> <li>• Universal Credit with net earnings not exceeding the equivalent of £7,400 p/a</li> </ul>	<ul style="list-style-type: none"> <li>• Students need to be at least 16 but under 19 years of age on 31<sup>st</sup> August 2019.</li> <li>• Students aged 19 on 31<sup>st</sup> August and continuing on to their second year of a two year course</li> <li>• Students aged 19-24 in receipt of an Education Health Care Plan</li> </ul>

16-19 Care to Learn Fund		
Support Available	Eligibility Criteria	Age
Childcare costs for study programme including work placement up to £160 per child per week.	<ul style="list-style-type: none"> <li>• Be the main carer and in receipt of Child Benefit for the child(ren) for whom they are claiming Care to Learn</li> <li>• The other parent is unable to provide childcare, for example, they are also in education or are absent.</li> <li>• The other parent is not claiming childcare through Tax Credits</li> <li>• Full details of eligibility to be found at the link to funding guidance on page 6 of this policy.</li> </ul>	<ul style="list-style-type: none"> <li>• Students aged under 20 at the start of their course</li> <li>• Students who become 20 during their study programme can continue to get funding to the end of that specific study programme.</li> </ul>

Date:	Doc Name:	Ref:
Owner:	Family:	Page 10 of 16

# The Sheffield College

## 19+ Student Support Funds

There are three funds available for students aged 19+, which are:

- **19+ Discretionary Support Fund**
- **19+ Advanced Learner Loan Bursary**
- **20+ Childcare Support Fund**

These funds are designed to help students with specific costs associated with their programme of study and are available to students who are on ESFA funded courses.

19+ Discretionary Support Fund								
Support Available	Eligibility Criteria	Age						
<ul style="list-style-type: none"><li>• Travel support</li><li>• Childcare support</li><li>• Tuition Fee's*</li><li>• Exam Fee's</li><li>• *Professional Registrations or Memberships</li><li>• Study award to support with:<ul style="list-style-type: none"><li>○ Equipment</li><li>○ Uniform</li><li>○ Resources</li><li>○ Essential Trips</li></ul></li></ul> <p>Study Awards will be based on the maximum amounts highlighted in the table below:</p> <table><tr><th colspan="2">Course Costs</th></tr><tr><th>Low</th><th>High</th></tr><tr><td>Up to £75</td><td>Up to £150</td></tr></table>	Course Costs		Low	High	Up to £75	Up to £150	<p>This fund is available to students who:</p> <ul style="list-style-type: none"><li>• Students with household Income of up to £26,000</li><li>• Receive Income Support</li><li>• Receive Income Based JSA or Employment Support Allowance</li><li>• Receive the Guarantee Element of State Pension Credit</li><li>• Receive Universal Credit</li><li>• Students who demonstrate that they are facing financial hardship</li><li>• *Tuition Fee's - Students can apply for tuition fee support if not eligible for ESFA tuition fee remission for an Advanced Learner Loan</li><li>• *Professional Registrations or Memberships specific to course related career development and compliance.</li></ul>	<ul style="list-style-type: none"><li>• Students aged 19 or older on 31<sup>st</sup> August 2019</li></ul>
Course Costs								
Low	High							
Up to £75	Up to £150							

Date:	Doc Name:	Ref:
Owner:	Family:	Page 11 of 16

19+ Advanced Learner Loan Bursary								
Support Available	Eligibility Criteria	Age						
<ul style="list-style-type: none"><li>• Travel support</li><li>• Childcare support</li><li>• *Professional Registrations or Memberships</li><li>• Study award to support with:<ul style="list-style-type: none"><li>○ Equipment</li><li>○ Uniform</li><li>○ Resources</li><li>○ Essential Trips</li></ul></li></ul> <p>Study Awards will be based on the maximum amounts highlighted in the table below:</p> <table><tr><th colspan="2">Course Costs</th></tr><tr><th>Low</th><th>High</th></tr><tr><td>Up to £75</td><td>Up to £150</td></tr></table>	Course Costs		Low	High	Up to £75	Up to £150	<p>The Bursary is available to those who have successfully applied for and been awarded an <b>Advanced Learner Loan</b> and who:</p> <ul style="list-style-type: none"><li>• Students with household Income of up to £26,000</li><li>• Receive Income Support</li><li>• Receive Income Based JSA or Employment Support Allowance</li><li>• Receive the Guarantee Element of State Pension Credit</li><li>• Receive Universal Credit</li><li>• Can demonstrate that they are facing financial hardship</li><li>• *Professional Registrations or Memberships specific to course related career development and compliance.</li></ul>	<ul style="list-style-type: none"><li>• Students aged 19 or older on 31<sup>st</sup> August 2019</li></ul>
Course Costs								
Low	High							
Up to £75	Up to £150							

20+ Childcare Support Fund		
Support Available	Eligibility Criteria	Age
<p>Students Childcare costs including compulsory work placement up to £40 per child per day.</p>	<ul style="list-style-type: none"> <li>Students with household Income of up to £26,000</li> <li>Childcare must be provided by a OFSTED registered provider</li> <li>Be the main carer and in receipt of Child Benefit for the child/children for whom they are claiming for</li> <li>Funded Early Learning (FEL) payments are to be applied first to the cost of any sessions.</li> <li>The other parent is unable to provide childcare, for example they are also in education/ work or are absent.</li> </ul>	<ul style="list-style-type: none"> <li>Students aged 20 or older on 31<sup>st</sup> August 2019</li> </ul>

Date:	Doc Name:	Ref:
Owner:	Family:	Page <b>12</b> of <b>16</b>

## Higher Education Support Fund

This fund is designed to support Higher Education students with a variety of course related costs. Eligibility is determined through the Colleges Access and Participation Plan.

Higher Education Bursary Support Fund		
Support Available	Eligibility Criteria	Age
<p>Financial support of up to £1500 per year (£500 per term) available to support with:</p> <ul style="list-style-type: none"> <li>• Living costs</li> <li>• Travel costs</li> <li>• Course resources e.g. books/equipment</li> <li>• Trips/Residential</li> </ul>	<p>The under-represented groups identified in the 2019/20 Access Agreement are:</p> <ul style="list-style-type: none"> <li>• Those living in areas of low Higher Education participation, household income, or socioeconomic status</li> <li>• White, economically disadvantaged males</li> <li>• Students of particular ethnicities (non-white)</li> <li>• Disabled students.</li> <li>• Care leavers</li> <li>• Black Caribbean</li> <li>• Mature students (over 21 years of age)</li> </ul>	<ul style="list-style-type: none"> <li>• No age restriction, available to any student enrolled on a Higher Education course</li> </ul>

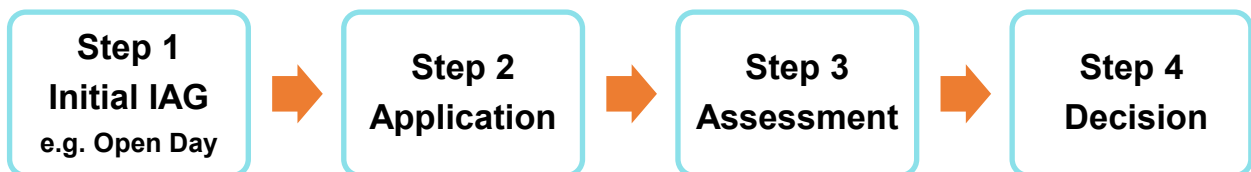
Date:	Doc Name:	Ref:
Owner:	Family:	Page <b>13</b> of <b>16</b>

## 10. PROCEDURE

This section sets out the top-level procedure and service standards that students can expect. Other specific information is identified in the guidance section of this policy.

### ***Student Support Fund Application and Assessment Process***

The application and assessment process is based on four key stages shown in the flowchart below.



### **Information, Advice and Guidance (IAG)**

Prospective and current students are encouraged to find out more about the Student Support Fund before submitting an application. They can do this via the following methods:

- Online via the college website: <http://www.sheffcol.ac.uk/financial-support>
- Talking to careers staff in their school
- Talking to the College's Student Support Fund team
- Attending a College open day
- Online via [www.ucasprogress.com](http://www.ucasprogress.com)
- Reading The Sheffield College Course Guide – available on the website or from the College
- Visiting Student Central

### **Application**

Student support fund applications can be submitted from July each year. Early applications are advised. Applications can be completed via the following methods:

- Online via the college website via the link below:  
<http://www.sheffcol.ac.uk/financial-support>
- Paper based application forms can be accessed via the following ways:
  - Downloaded via <http://www.sheffcol.ac.uk/financial-support>
  - Picked up from Student Central or a Reception points at all College campuses
- Completed paper based application forms can be dropped in at any college campus or returned via post to FREEPOST (FPN5748), Student Support Fund Team, The Sheffield College, Granville Road, Sheffield, S2 2RL
- Applications must be supported with the documentary evidence requested
- All applications submitted will be acknowledged within 48 hours of the application received date,

### **Assessment**

- Assessments will be carried out within 10 working days of the application-received date for all applications that have all the required evidence included.
- If an application requires additional evidence, students are required to submit this evidence within 10 working days.

Date:	Doc Name:	Ref:
Owner:	Family:	Page 14 of 16

## Decision

- Application decisions will be confirmed within 10 working days of the application received date.
- Application decisions and student fund awards will be communicated via the following methods:
  - Email
  - Text
  - Letter

## Reasons for not approving an application

A Student Support Fund application may not be approved for the following reasons:

- Student does not meet the eligibility criteria or does not provide the necessary supporting evidence required
- Student does not meet the College standards in terms of attendance and behaviour

## Application appeals and complaints

Students have the right to appeal a decision. This must be made using the College Complaints Procedure within 14 days of the application decision. Information regarding to the colleges complaints procedure can be accessed at <http://www.sheffcol.ac.uk/about-us/complaints>

## Cashless Payments

The college policy is to operate a cashless payment system where possible for all Students, the table below shows how this applies to Student Support Fund payments:

Support Type	Cashless Payment Procedure
Travel	<ul style="list-style-type: none"> <li>• Travel Master voucher codes</li> <li>• Travel Tickets purchased via Student ID card at Reception/ Student Central reception points</li> </ul>
Meal Credits	<ul style="list-style-type: none"> <li>• Meal credits issued to Student ID cards to purchase items at College Diners or shops</li> </ul>
Meal Vouchers	<ul style="list-style-type: none"> <li>• Meal vouchers provided to students if provision is delivered off site or sub contracted</li> </ul>
Childcare	<ul style="list-style-type: none"> <li>• Childcare provided invoices the college directly</li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• Internal Transfer from Student Support Fund to Academy</li> </ul>
Resources	<ul style="list-style-type: none"> <li>• Internal Transfer from Student Support Fund to Academy/ Support department</li> </ul>
Trips	<ul style="list-style-type: none"> <li>• Internal Transfer from Student Support Fund to Academy</li> </ul>
Tuition Fees	<ul style="list-style-type: none"> <li>• Internal Transfer from Student Support Fund to Academy</li> </ul>

## Key Information for All Student Support Funds

- Awards are made on a first come first served basis
- When Student Support Funds have been exhausted, no further awards will be made
- Each application is considered individually and assessed against the relevant eligibility criteria
- Awards are designed to contribute towards the main costs incurred by students but may not cover all requirements.
- Any student found to have made a false claim will be subject to the College's Disciplinary Procedure or referral to Police in extreme cases. The Sheffield College reserves the right to invoice students who leave College before completing their studies for repayments of

Date:	Doc Name:	Ref:
Owner:	Family:	Page 15 of 16

# The Sheffield College

any funds allocated to them. The student may also be asked to return any items of equipment, uniform or protective clothing.

- Initial assessment of applications and all ongoing support will include an overview of attendance and behaviour. If a student fails to meet College standards for attendance and behaviour, a review would be triggered through Faculty Management to determine whether further financial support should be reduced or stopped.
- If an award is to be paid by BACS transfer, the account must be in the student's own name.
- The college will operate a student hardship fund at its discretion for all students.

Date:	Doc Name:	Ref:
Owner:	Family:	Page 16 of 16