



**BRIDGWATER
& TAUNTON
COLLEGE**

ADVANCED LEARNER LOANS BURSARY POLICY 2017/2018

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1 Introduction

- 1.1 This policy and procedure applies to all Bridgwater & Taunton College staff and students.
- 1.2 This policy and procedure must be followed when making Bridgwater & Taunton College Advanced Learner Loan Bursary awards, and also when considering potential student appeals.

2 Policy Statement

- 2.1. This policy lays out the Advanced Learner Loan Bursary procedures for learners studying courses funded only by an Advanced Learner Loan. These procedures include eligibility, types of funding available and how to apply.

3 Scope

- 3.1 This policy is effective for all learners who are studying a course which is funded by an Advanced Learner Loan, learners who are self-funding their course or are not eligible to apply for an Advanced Learner Loan do not have access to this Bursary.

4 Key Responsibilities

- 4.1 The College is committed to a fair and transparent policy in respect of the award and administration of its Advanced Learner Loans Bursary.
- 4.2 Responsibility for the assessment process for the Advanced Learner Loan Bursary Scheme lies with the Student Support Manager.
- 4.3 The College will review its Advanced Learner Loan Bursary Scheme annually in accordance with government priorities and amendments.

5 Support Available Through the Advanced Learning Loans Bursary

- 5.1 The allocation of the Advanced Learner Loans Bursary is from Central Government and is limited. Eligibility for assistance will therefore not necessarily guarantee an award.
- 5.2 The priority for the Bursary will be in helping any students for whom additional learning support needs have been identified following interviews with the Additional Learning Support Team. Funding to help such support will be provided through this allocation.
- 5.3 Further discretionary support may be provided with Childcare costs, Travel and other Hardship depending on individual need and allocation of the funds available.
- 5.4 Up to 90% of the childcare costs may be issued for childcare support, and will be paid directly to the OFSTED registered childcare provider, monthly in arrears, from the College. In order to be considered for this support the annual gross household income will be less than £35,000.
- 5.5 Travel support may be granted for those students who live over 2 miles away from the site of study and whose annual gross household income is less than £35,000. In order to make the mileage assessment the College will estimate distance using Google Maps. The maximum amount that a student can receive for travel support will

be £600. This is at the discretion of the College and will be allocated on a strictly first come, first served basis.

6 Eligibility

6.1 In order to be eligible to apply, students must:

- Be actively participating in a Bridgwater & Taunton College course at Level 3, 4, 5 and 6 or AS levels and A levels (up to maximum of four full A-levels)
- Be in receipt of an Advanced Learner Loan and produce evidence of this with any application for the Bursary
- For Childcare and Travel Support, have a gross household income of £35,000 or less
- Be registered as a UK/EU student and meet the appropriate residency conditions as set out by the Advanced Learner Loan scheme
- Not be studying a Community Learning course or getting student finance for Higher Education.

7 Application Process

- 7.1
- In order to apply for help with the costs of Childcare and/or Travel the student must complete the Advanced Learner Loan Bursary application form, available from Student Support
 - Students requiring additional learning support to complete their course will have had their needs identified by the Learning Support Team. The cost of this support will be internally transferred from the Advanced Learner Loan Bursary
 - Fully completed application forms will be processed, where funding permits, within 15 working days of the date of receipt. Confirmation of any Childcare or Travel funding will be made in writing to the student, at the address given on the application form and College systems
 - In order to ensure transparency in the allocation of funding, 20% of the funding available will be held back for programmes with in-year starts, and for applications that are received after September 2017. This is to ensure that that as many students as possible can apply for this funding.

8 Withdrawal

8.1 Payments to Childcare providers and Travel awards will be cancelled for students whose attendance falls below 90%, or on withdrawal from the course.

9 Appeals

- 9.1 Unsuccessful applicants wishing to appeal should write to the Director of Student Services within 10 working days of the date of notification of the outcome of their application, stating clearly the grounds for appeal.
- 9.2 Appeals will only be considered where there is evidence that a procedural irregularity has occurred in processing the application, not where a student is declined due to the limited nature of this funding.

10 Review of Policy

10.1 The Policy will be reviewed annually to ensure it meets requirements.