



19+ Discretionary Learning Support Policy 2017/18

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1. Statement of Intent

It is the aim of Seevic College to provide Discretionary Learner Support (DLS) to learners with a specific financial hardship that prevents them from taking part in learning.

The College aims to provide financial information and advice that is impartial to all prospective and enrolled students.

2. Introduction, Purpose and Eligibility

2.1 The DLS is provided by The Department for Business, Innovation and Skills to help support vulnerable and disadvantaged learners who face the greatest barriers to continuing education or training.

2.2 Learners should exercise their entitlement to other forms of financial support before eligibility for discretionary funding is considered, e.g. Care to Learn.

2.3 Learners will be eligible for funding if:

They are a citizen of the UK and Islands, have Right of Abode, or are a citizen of a country that is within the EEA

They have been ordinarily resident in the UK and Islands or EU or EEA continuously for a least the previous three years on the first day of learning and

The learning is taking place in England.

A non EEA-citizens is eligible for funding if they have permission granted by the UK Government to live in the UK, which is not for educational purposes, and has been ordinarily resident in the UK or at least the previous three years before the start of the learning.

Anyone with any of the statuses below are eligible for funding;

Refugee Status, Discretionary Leave to Enter, Discretionary Leave to Remain, Exceptional Leave to Enter, Exceptional Leave to Remain, Indefinite Leave to Enter, Indefinite Leave to Remain, Humanitarian Protection.

2.4 Applications can only be considered when a completed DLS application form and all correct supporting evidence/paperwork has been submitted.

3. General Principles

Application Procedure

3.1. Students who live in a household where the income is £20,000 gross or below are eligible to apply.

If the household income is higher but the student is in hardship, an application can still be made, the case will be considered; however, a supporting statement and evidence of financial difficulties must be included.

3.2 Students must complete a 19+ Discretionary Learner Support Application form which is available from the Finance Office and the College website.

3.3 All completed applications should be returned to Finance, with the appropriate evidence by 30 September 2017, or within three weeks of the course start date.

3.4 Evidence must be attached to all applications confirming receipt of; Income Based Job Seekers Allowance/Employment and Support Allowance, Income Support or Universal Credit. Evidence must be recent and dated within one month of application. Guaranteed Pension Credit or Working Tax Credit 2017/18 confirming income for 2016/17. (Max income p.a. £20,000 – estimated income not accepted).

3.1.1 Payment

3.1.2 Monthly payments will be made to DLS students via BACS payments. Students must adhere to the Seevic College code of conduct for behaviour.

3.1.3 Discretionary payments or support can be withheld as a result of a disciplinary outcome; this to be approved by the Head of Student Services and/or the Deputy Principal of Curriculum and Quality.

3.1.4 Students attendance will be checked and if this falls below 90% then payments will be reduced. Payments are transferred to the student's bank account via BACS.

3.1.5 Applicants of the DLS will be advised of the outcome of their application by the third week of October. Mid year applicants will be advised within two weeks of the application closing date.

3.1.6 Appeals against actions/decisions taken in accordance with this policy must be made in writing and addressed to the Finance Office Manager within seven working days of the receipt of the outcome letter.

4. Items covered by the Discretionary Bursary

Types of support include the following

Course related costs including course trips, books and equipment.

Learner travel costs

Examination fees

Accreditation fees, professional membership fees and any fees or charges due to external bodies.

Registration fees

5. Childcare

5.1 If the student has a dependent child for whom they are the primary carer, they may be entitled to additional financial support. Please ask for additional information at the Finance Department

6. Linked Policies and Procedures

Other related Policies include:

- Student Attendance Policy
- Plagiarism and Cheating Policy
- Student Code of Conduct
- Positive Behaviour Management Policy

- Equality and Diversity Policy

7. Link to Procedure

Guidance notes and bursary application forms are available from Finance and from the College intranet.

8. Responsibilities – Nominated Persons

The Finance Office Manager is responsible for the financial support for students aged 19+.

9. Monitoring, Review and Evaluation

The College will review the Financial Support Policy every year or sooner to take account of any new Government legislation or best practice documents.

10. Communication

10.1 This Policy is published on the College Intranet for members of staff and on the VLE for students.

10.2 Information regarding the bursary will be provided to students via the College website, at enrolment and student bulletins.

10.3 This policy will be made available to students on request in a number of formats as required; this includes one to one verbally.

10.4 Under the Freedom of Information Act 2000, the policy will be listed in the Publication Scheme and made available to the public on request.