

19+ Student Financial Support Procedure

2024-2025 Academic Year

TO BE A BEACON OF **EDUCATIONAL EXCELLENCE**,
TRANSFORMING THE LIVES OF THE **INDIVIDUALS**
AND **COMMUNITIES** WE SERVE.

16-19 Student Financial Support Procedure

Overview

This document provides an overview of the financial support available to students at Salford City College Group (SCC Group), including students studying with our delivery partners.

This document does not apply to students studying on the SCC Group Community Education Provision.

This document is guided by the 2024 – 2025 funding guidance.

Dates and Deadlines

The deadline for bursary applications and the submission of evidence for students who enrolled at the College in September 2024 is Friday 25th October 2024. (Applications received after this date will be approved on a case-by-case basis).

Applicants are advised to submit their bursary applications and evidence prior to Friday 12th July 2024 to ensure that their applications are approved prior to enrolment in August.

19+ Student Financial Support

1. Summary

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are two types of 19+bursaries:

- Advanced Learner Loan Bursary
- 19+ Discretionary Bursary

Bursary funding is to help eligible students with costs such as travel to and from college to buy essential books, equipment or specialist clothing (such as protective overalls, for example) that are required for their study programme. These are items the student would otherwise need to pay for to participate.

The bursary fund is not intended to support costs not related to education (living costs), extra-curricular or non-compulsory activities or to provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.

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2. 19+ Discretionary Bursary

The 19+ Discretionary Bursary is for students who struggle financially with the cost of attending College.

To be eligible to receive the 19+ Discretionary Bursary, students need to meet the following criteria:

1. Students must be aged 19+ on the 31st August 2024.
2. Students' household income (that of all adults that live in the student's home who have financial responsibility for them) is less than £30,000 before tax.
3. Students must be enrolled on to a college study programme of more than 12 hours per week.
4. Students must attend all of their college classes and tutorials. Bursary payments will be based on 100% attendance, a satisfactory behaviour record and engagement with academic progress and deadlines.

The 19+ Discretionary Bursary payments outlined below are for guidance only and may be subject to change. The 19+ Discretionary Bursary is awarded at the College's discretion, based upon an assessment of the student's need, and is not an entitlement.

Household Income	Weekly Bursary Payment
Less than £10,000 / annum	Up to £15.00
Less than £16,000 / annum	Up to £12.50
Less than £20,000 / annum	Up to £10.00
Less than £30,000 / annum	Up to £8.00

Where remote learning is taking place, the amounts outlined above may differ.

The College reserves the right to review and amend the 19+ Discretionary Bursary Payments at any time. This applies to individuals as well as the 19+ Discretionary Bursary cohort.

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3. Advanced Learner Loan Bursary

Students may apply to receive money from the Advanced Learner Loan Bursary Fund after they receive a letter approving their Advanced Learner Loan.

If a student is receiving state benefits, it is their responsibility to inform the Department for Work and Pensions (DWP) about any financial support they receive from the College, as the learner support payment may impact those benefits.

To be eligible to receive the Advanced Learner Loan Bursary, students need to meet the following criteria:

- a) Students must be enrolled on a college course that is being funded by an Advanced Learner Loan.
- b) Students must attend all their college classes and tutorials. Bursary payments will be based on 100% attendance, a satisfactory behaviour record and engagement with academic progress and deadlines.

The Advanced Learner Loan Bursary payments outlined below are for guidance only and may be subject to change. The Advanced Learner Loan Bursary is awarded at the College's discretion, based upon an assessment of the student's need, and is not an entitlement.

Household Income	Weekly Bursary Payment
Less than £10,000 / annum	Up to £60.00
Less than £16,000 / annum	Up to £50.00
Less than £20,000 / annum	Up to £40.00
Less than £30,000 / annum	Up to £30.00
Less than £40,000 / annum	Up to £20.00
Less than £50,000 / annum	Up to £10.00

4. Our Financial Support

Financial support is available to provide financial assistance for students with specific hardship preventing them from taking part or continuing in learning. To provide financial support, a student must fall within the following categories:

- a) **Hardship Funding:** General financial support for vulnerable and financially disadvantaged students to support student participation.
- b) **20+ Childcare Funding:** Students aged 20 or older on the first day of learning who are at risk of not starting or continuing learning because of childcare costs.
- c) **Residential Access Funding:** To support ESFA funded loans learners (where they need to live away from home).

Where remote learning is taking place, the amounts outlined above may differ.

The College reserves the right to review and amend the 19+ Bursary Payments at any time, This applies to individuals as well as the Bursary cohort.

5. Higher Education Student Opportunity Fund

The Higher Education Student Opportunity Fund is available for individual Higher Education students or groups of Higher Education students to apply for grants between £100.00 and £1,000.00 to enhance their academic experience.

The fund provides students with a new opportunity to collaborate with each other and tutors to enhance their learning in new, innovative ways.

Grants are awarded by the Head of Student Operations who oversees the administration of the fund, in collaboration with the Head of Higher Education.

Awards will be made to individuals or groups of Higher Education students who have innovative projects to enhance their own educational experience.

Examples of how grants may be used include:

- Participation in educational conferences, seminars or excursions aligned to an academic discipline.
- Collaborative student projects related to their studies.
- Extra academic events and invited guest speakers.
- Attendance of seminars or events intended to enhance transferable skills.
- Room hire and small equipment purchases to support special educational events and activities.

Please note: Grants may not be used to subsidise programme or student accommodation fees, or for the purchase of equipment not aligned to student or extracurricular activities.

6. 20+ Childcare Funding

The 20+ Childcare Fund is for parents who struggle financially with the cost of childcare when attending college.

To be eligible to receive the 19+ Childcare Funding, students need to meet the following criteria:

- a) Students must be aged 20+
- b) Students' household income (that of all adults who live in the student's home who have financial responsibility for them) is less than £30,000 before tax.
- c) Students must be enrolled on a full-time college study programme. (Students enrolled on part-time study programmes may be eligible for pro-rata support).

Students who are studying on Apprenticeship, Foundation Degree, Degree Top-Up, Higher National Certificate or Higher National Diploma programmes are not eligible for childcare funding.

Students eligible for the 20+ Childcare Fund may receive up to £50/day and £25/half day towards the cost of their childcare. This will be paid to the student and must be paid to the childcare provider accordingly. Salford City College Group will not be liable for any fees which students incur for childcare costs.

The 20+ Childcare Fund payments outlined below are for guidance only and may be subject to change. The 20+ Childcare Fund is awarded at the College's discretion and is not an entitlement. Where remote learning is taking place, the amounts outlined above may differ.

If a student is eligible for 15/30 hours of FREE Childcare Funding from the Government, they must use these hours to provide childcare for the hours they are studying in college.

A maximum 50% retainer may be paid during the College holidays.

Childcare funding payments will be made directly to the learner once their application has been approved. These will be paid on a weekly basis.

It is the student's responsibility to ensure that they are paying their childcare fees directly to the childcare provider. Students should provide the Student Services Team with copies of receipts to evidence their payment. The College does not accept any liability for students who fail to pay for their childcare services as this agreement is between the student and the childcare provider.

7. Conditions for Receiving Bursary Funding

All students in receipt of bursary must meet termly punctuality and attendance targets and must meet the College's expectations regarding conduct to ensure continued financial support.

If the College purchases equipment, such as a laptop or internet dongle, if required for the student to complete their study programme, the student may be required to return these if they leave their study programme early, so that they can be re-allocated to another student in need. It is not the responsibility of the College to replace or repair damaged, faulty or stolen kit or equipment.

By completing a bursary application, students will sign a declaration confirming their agreement to these conditions. SCC Group reserves the right to withdraw or suspend bursary funding if these conditions of bursary are not met.

Any student who is unhappy with how their application for bursary funding has been managed or the support that has been provided is required to follow SCC Group's Complaints Procedure. In the first instance, these concerns should be raised with the Student Services Team and escalated to Martin Townsend (martin.townsend@salfordcc.ac.uk), Head of Student Operations, if necessary.