HEART OF YORKSHIRE EDUCATION GROUP

Financial Support Administration of Funds Policy

Review Cycle:	Every 3 years
Next Review Date	June 2027
Person Responsible	Local College Director
Approving Body	Executive Team

1. **Aims**

1.1 To provide Funds to students who are financially inhibited to enable them to reach their learning goals.

1.2 To support the enrolment, retention and achievement of students.

1.3 To administer the Funds in accordance with EFSA guidelines while operating the Funds flexibly to best support students' individual financial needs and support the Group mission statement.

1.4 To operate within Group Financial Regulations and guidelines.

2. Scope

2.1 16-18 Bursary Fund.
2.2 Free Group Lunches
2.3 19+ Learner Support Fund
2.4 Advanced Learner Loans Bursary Fund
2.5 Crisis Fund

3. Implementation

3.1 The Group will provide effective and efficient support to administer the Funds.

3.2 The Group will provide advice to students regarding their eligibility for Funds.

3.3 Clear criteria will be established for the distribution of the Funds and made known to all students.

3.4 Clear and responsive processes will be implemented to ensure that timely decisions are made and communicated to students.

3.5 Overall responsibility for Funds will be taken by the Local College Director, advised by the Group Student Advisors and supported by a member of the Group Finance team.

3.6 The Group will, wherever possible, seek to supplement Funds with a Discretionary Fund, primarily for the benefit of students ineligible for the Funds.

4. INFORMATION STRATEGY

4.1 A range of information systems will be used to disseminate information as widely as possible. These include the Group prospectus, course and financial support leaflets, posters and the Group Intranet.

4.2 Advice will be available at Group campuses via drop-in sessions, appointments, e-mail, and telephone.

4.3 Information will be made available to students:

- Pre-entry
- On entry and during induction
- On programme
- On exit for progression

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

5. MONITORING

5.1 The Financial Support Panel will report to the Group Access and Equality Committee, which is a committee of the academic board.

5.2 Funding guidelines and regulations will be reviewed annually and procedures and administration set up to respond to changes and improve service delivery.

4.5 Targets will be reviewed and set annually as part of the Group Quality Assurance and planning frameworks.

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