



Heart of Yorkshire Education Group

Heart of Yorkshire Group Financial Support Criteria 2022-2023 for the allocation of:

- **16-18 Bursary**
- **Vulnerable Groups Bursary**
- **Advanced Learner Loans Bursary**
- **Discretionary Learner Support Funds**
- **Remission of Fees**
- **Crisis Fund**

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1. Introduction

Each year the Government allocates funds to the Group to provide help to learners where access to further education might be inhibited by financial considerations or where learners, for whatever reason, face financial difficulties. Criteria for 2022/23 have been reviewed and any changes reflect the total Learner Support Funds (LSF) allocated to the Group. Full guidance has been set down by the Education Skills Funding Agency (ESFA) and the Group produces their criteria following this guidance. For the HE Bursary fund, the Group has a fully approved access agreement with the Office of Fair Access (OFFA).

2. General Information

The following information relates to all aspects of funding available through the Discretionary Funds, 16-18 Bursaries and the Advanced Learner Loans Bursary.

The criteria and procedures here may be modified at short notice to reflect new developments and any future instructions received from funding authorities, i.e. re-allocating any funding if available. The funding criteria is available within Financial Support Services. **Funding is allocated on a first come first served basis until the appropriate funds are exhausted.**

Please be aware if your application is received after Christmas 2022, and your course started prior to this, it will only be backdated to January 2023. If your application is received after Easter 2023, and again if your course started prior to this, it may only be backdated to April 2023.

2.1 Non-attendance - Students with attendance below 92% may have their payments suspended on guidance from the Student Experience & Support Leaders, the Wellbeing Officers or via consultation with members of the Student Support Impact Group (SSIG).

2.2 Income Details - Full documentary evidence of all household income must be produced for the application to be considered.

- Family income, including the student's, is taken into consideration (including step parents), if the student:
 - Lives in the family home and
 - Is under 25

- A student's income only is considered if:
 - They are over 25 or
 - Supporting themselves in their own accommodation, or
 - Expected to provide a realistic rent and living costs if living in the family home.

2.3 Response Times - The Financial Support Team's target is where possible two weeks for processing and informing applicants, but during September and October processing times will be extended. The Finance Department may extend payment by approximately another week, depending on the date the request for payment is made, as there is normally only one BACS payment per week.

2.4 Appeals Procedure - All students can appeal against the decision on their application to the funds. The student appeals in writing providing additional information and documentation to support their claim. The appeal will be presented to the Student Advisors and the Student Support Manager. A letter will then be produced which will be stamped and dated. The appeal decision is final.

2.5 Withdrawals - Normally, when an FE student withdraws before the end of the academic year they may be required to repay part or all of the Bursary awarded. Information on the application form, covering leaflet and letter states this. A student can appeal by providing a letter and any evidence with which to support their claim. The Student Advisors and Student Support Manager will then consider the appeal.

2.6 Kit/Residential/Day Trip Payments - Students will be asked to contribute to the cost of their kits, residential and day trips as per the information below. Kits/residentials are only considered if they are an essential part of the course.

	£1-£100	£101-£200	£201+
Kit – student contribution	<i>£10</i>	<i>£15</i>	<i>£20</i>

The figures in italics are the amounts the student has to pay towards the cost.

Overnight Residentials: we will fund 75%, students 25% of the cost, minimum trip cost £30. Payments will be made direct to the appropriate Faculty unless the student has already paid in full. Other awards allocated will be paid with the student’s first payment (i.e., kit).

Day Trips – for day trips that are an essential part of the course the student’s contribution will be £5.

2.7 Travel

Travel Bursary payments will be made on a monthly basis direct into the student’s bank account, Vulnerable Groups Bursary students will be paid weekly. Travel awards are only allocated if the student lives more than 1 mile from the College they are attending, which is calculated using Google Maps walking distance, postcode to postcode. Any students who undertake an industry placement who may incur extra participation costs can also apply for help.

Wakefield and Castleford Colleges:

Travel Bursary payments will be made on a monthly basis direct into the student’s bank account, Vulnerable Groups Bursary students will be paid weekly.

Selby College:

Students will be provided with an annual Arriva travel pass. In certain extenuating circumstances students who can demonstrate a need to travel by car may receive a petrol allowance based on driving distance, postcode to postcode, in 6 instalments, paid every half term.

3. Students aged 16-18

If you are aged 19 and on the 2nd year of an extended diploma or A levels, or are aged 19-24 and have an EHCP, then you will also be assessed as a 16-18 Bursary student.

If your total household income is below £30,000 (we consider all income coming into the household except Disability Living Allowance/Personal Independent Payment and Child benefit) you may be entitled to some funding.

3.1 Full Time Students

The award is dependent on an assessment of income:

Kits/residentials/day trips as per the information in 2.6.

Wakefield and Castleford Colleges:

- Up to £44 per month transport costs (see sentence below re first instalment).
- Up to £36 per month meal costs (unless the student receives free lunches – see 3.4)
- Up to £64 per month for students when they turn 19 during the academic year
- Up to £85 per month for students who live outside of West Yorkshire

Selby College:

- Students will be provided with an annual Arriva travel pass. In certain extenuating circumstances students who can demonstrate a need to travel by car may receive a petrol allowance based on driving distance, postcode to postcode, in 6 instalments, paid every half term
- Meals: £3.90/day added to a student's ID card to spend in the refectory/Starbucks

3.2 Part Time Students

- Kits/residentials/day trips as per the information in 2.6.
- Up to £3 per day attending College travel costs.

3.3 16-18 Vulnerable Groups Bursary

Students who are in care, care leavers, receive income support or Universal Credit (UC) in their own right because they are financially supporting themselves and/or someone who is dependent on them and living with them such as a child or partner, or are disabled and in receipt of both ESA/UC and DLA/PIP in their own right may qualify for a bursary of up to £1200 per annum, (including any kit and/or residential awards) for a course of at least 30 weeks. This amount can be pro-rata for short courses and courses that do not require as many taught hours. Students may also be eligible for Free Lunches.

- Up to £20 per month Internet/Home Study
- Up to £44 per month Transport cost (over 1 mile from campus) or an annual Arriva travel pass for Selby College students.
- Up to £20 per month miscellaneous expenses
- Free college meal up to value of £4.50 for each day attending College

Students may also be able to receive help towards kits/residentials/day trips as detailed in table 2.6.

3.4 Free Lunches

If a student received free school meals previously and their circumstances have not changed, they may be entitled to free lunches at College up to a maximum of £4.50 at Wakefield and Castleford Colleges and £3.90 at Selby College each day they attend classes. This will be included on the Student ID card which they will then "swipe" at the refectory/Starbucks.

3.5 UCAS fees

UCAS fees will be paid for all bursary students.

4. Students aged 19 and over

If your total household income is below £30,000 (we consider all income coming into the household except Disability Living Allowance/PIP and Child benefit) you may be entitled to some funding. (NB: different income thresholds are applicable in section 4.4 Remission of Fees)

If you are 19 and on the 2nd year of an extended diploma or A levels, or are 19-24 and have an EHCP, then you may also be entitled to help towards meals costs, or free lunches dependent on household income.

4.1 Full and part time students not in receipt of the advanced learner loan (ALL) (all courses which attract the ALL are funded by the SFA so if a student chooses not to take out a loan, or cannot take one out if it is not funded, then we cannot help with any additional costs)

- Kits/residential awarded if gross income as above as per the information in 2.6.
- Travel - £5 per day (maximum £20 per week) or the annual Arriva travel pass for Selby College students.
- Childcare costs (as per 4.3).
- Payment of exam re-sits (full cost).
- Professional Membership fees
- Domestic emergencies (i.e. accommodation, living costs) – after referral by Counsellors and/or Wellbeing Officers.

4.2 Full and part time students in receipt of the advanced learner loan (income under £30,000)

- Travel - £5 per day (maximum £24 per week)
- Childcare costs (as per 4.3)

4.3 Childcare Funds (students aged 19 and over)

If FE learners are not receiving funding through Working Tax Credits or Care to Learn for their childcare costs they may be entitled to help towards childcare as follows:

- A maximum of 80% paid towards qualifying childcare costs.
- Learners with income over £30,001 may be considered on discretion.

The maximum we can fund per child is £5,000, and the maximum per family is £10,000 per academic year.

College will fund your childcare costs only when you are in a timetabled class.

Financial Support will consider each application individually and also consider the amount being charged by the childcare provider to see if we can reduce them in any way. College may have to contact your Nursery to confirm your child's attendance. If attendance drops below 70% the childcare award may reduce to this amount unless any extenuating circumstances are given. Please be aware at times the team may need to contact your childcare provider to confirm your child's attendance. There will be a chance to appeal if the decision is made to reduce funding.

Students applying for help towards childcare costs must provide:

- A copy of the OFSTED registration Certificate from the Childminder or Nursery

- The childcare section on the application form is to be completed by the Nursery or Childminder.
- Information is requested on any changes which occur during the academic year, e.g., Education Vouchers, childcare support through Working Tax Credit or a change in course hours. Any changes which necessitate an increase in hours will only be funded if Childcare Funds remain. If students do not advise us of any changes their childcare provision may be suspended.
- If your child receives Nursery Education Vouchers these should be used to fund your childcare while you are at college to cover your course times. LSF childcare funding from College will be a top-up only if you are in attendance more than the 15 hours you receive.

4.4 Remission of Fees (students aged 19 and over at the start of their course)

Due to the introduction of Advanced Learner Loans from 19 years old, we will not be awarding any remission for Level 3-6 courses (further education only).

Applications will only be considered for courses that attract funding and which are listed in the College prospectus as having a tuition of £150 and over. There is no remission of fees for courses which cost £149 and under.

Remission of a course fee is granted at the discretion of the College and will be **100%** of the course fee. All additional fees remain payable e.g. residential deposits, materials etc.

Learners can apply who are aged 19+ who meet the following criteria and do not already qualify for help with fees through other areas (such as income-based benefits, first Level 2 or 3, Advanced Learner Loans, the new Government criteria where the student has low earned income etc).

The college income threshold in considering applications is as follows:

- Applicants and their partner (if appropriate) gross income up to £18,500.
- Families, the above figure will be increased by £1,000 for each dependent child.
- Applicants under 25 still living with parents, parental income up to £26,000.
- Asylum Seeker, aged 19 and over, waiting for claim to be decided and not permitted to work.

Fee Remission is not available for the following regardless of your financial circumstances:

Non-funded/Full cost courses; Higher Education Courses (HND, HNC, Foundation Degrees, etc.) International Students; Under 16-year olds. If you are entitled to receive the Advanced Learner Loan (ALL) for a Level 3-6 Further Education course you cannot apply for any other help from College towards your fees. You will need to apply for the ALL or self-fund.

Funding is limited so you may not receive remission even if your income meets the criteria.

5. Crisis Fund

The College receives donations to the Crisis Fund and this fund is managed by the Financial Support Team. Students of any age are eligible for possible assistance.

Funding is awarded to students who may have no bus fares or lunch money whilst they are studying at College. The funding is also awarded to students in crisis who may have been referred by other Student Central staff to help them with any general costs whilst they attend their course at College.

Slips are completed for each student and if the amount given is as a “loan” rather than a “grant” a date for the money to be refunded must be given.

If the student does not return the money when stated, the student must be contacted and advised to bring the money in as soon as possible. Students cannot receive further help if they have not refunded money previously given. Students must not borrow money on a regular basis for bus fares and/or lunch as this fund is to be used for situations where they may have forgotten their money not as a regular source of funding.

6. Contact Details

For more information on the Higher Education bursaries and scholarships please contact the Higher Education Student Engagement Team on 01924 789317 or email hebursaryfund@wakefield.ac.uk

For all other aspects of financial support as detailed above please contact the Financial Support Team for more information:

Wakefield & Castleford Colleges:

Financial Support
2nd Floor Harrison Building
Wakefield College
Margaret Street
WAKEFIELD WF1 2DH

01924 789283/789549

student.finance@wakefield.ac.uk

Selby College:

Financial Support, Student Services
Room 0.73, Jubilee Building
Selby College
Abbot's Road
SELBY
North Yorkshire
YO8 8AT

01757 211000

funding@selby.ac.uk