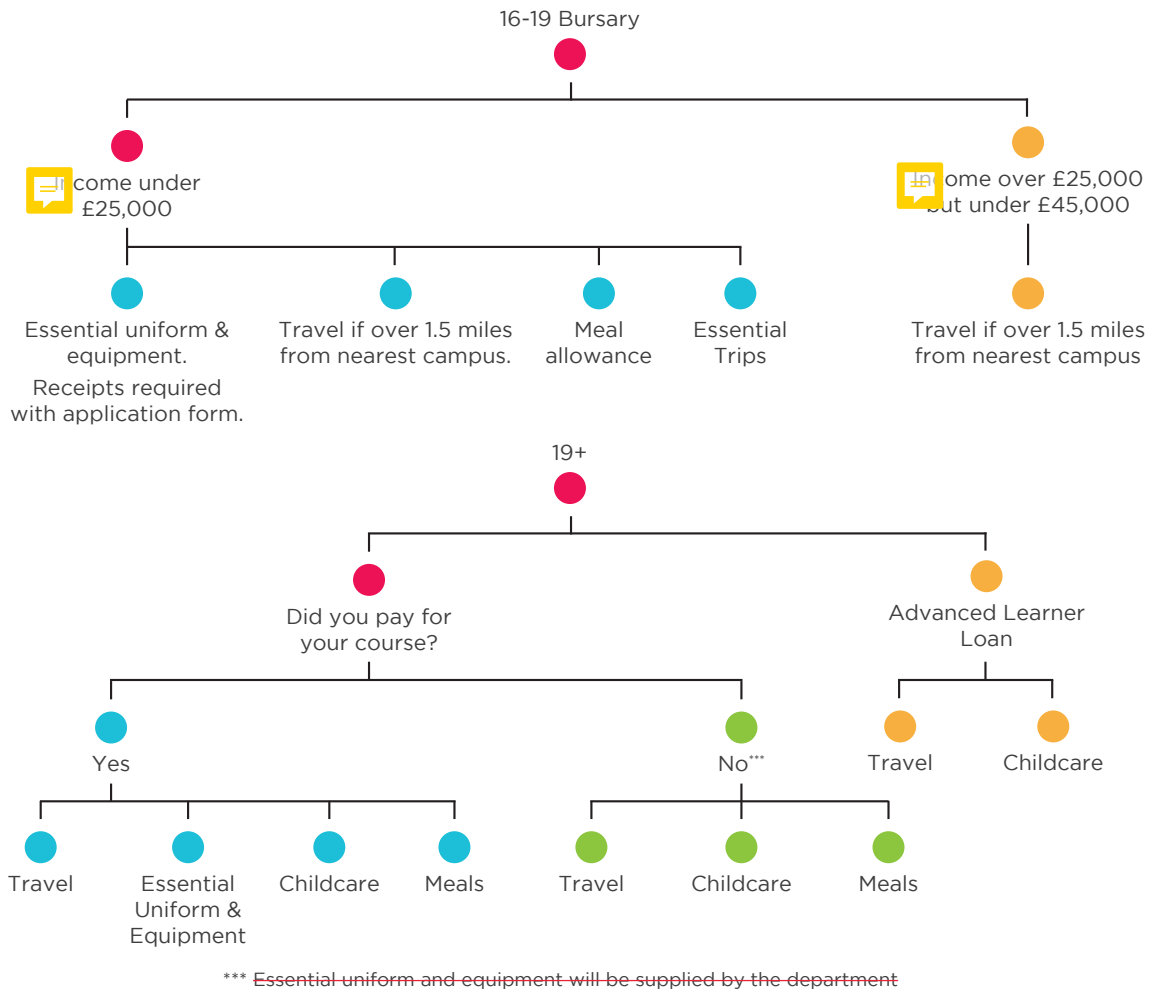


Financial Support Guidance Information Sheet 2023/2024

The Learner Support Fund is designed to help students successfully complete their course of study by providing financial assistance. The funds provide support to students experiencing difficulty in paying for course related costs.



VULNERABLE BURSARY

Bursaries of up to £1,200 are available to Vulnerable Students (16-18) as defined by:

- Being in care or being a care leaver - Letter from local authority detailing current or previous status.
- Student personally in receipt of universal credit - Evidence required.
- Being a disabled young person and in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payments in their own right - Evidence of both required.

EVIDENCE REQUIRED:

- All pages of a working tax award notice.
- Screen shot of universal credit statement and breakdown showing income and deductions.
- P60 or 3 recent wages slips (if not in receipt of a state benefit).

FAILURE TO PRODUCE THE CORRECT EVIDENCE WILL AFFECT YOUR APPLICATION

CAN I APPEAL IF I AM UNHAPPY WITH THE COLLEGE'S DECISION ON MY APPLICATION?

Yes you do have the right to appeal. If you wish to appeal against any decision please do so in writing to the Admissions and Advice Centre Manager stating your reasons for making the appeal within 14 days of receiving your award notification. Please note additional evidence may be required to support your appeal. Final decisions will be made by a panel consisting of the Admissions and Advice Centre Manager, Financial Support Assistant and Payments Assistant. Their decision will be final. Your appeal will be processed within 14 days.

PAYMENT OF AN AWARD

Payments are made directly into the **students bank account** subject to you meeting minimum attendance requirements.

TRANSPORT

If you have been allocated an amount towards your travel costs we will refund the cost of your pass once we receive a copy of your receipt for the first term and then HOW college will purchase your pass for term's 2 and 3 for Worcestershire residents. If you changed your travel arrangements after submitting your application it is very important you let us know otherwise the incorrect pass could be ordered on your behalf.

If you have been awarded a bus or train pass this will stand for the academic year and cannot be amended to travel contributions.

Bus passes (Severn Cards) for Worcestershire residents, are purchased from Worcestershire County Council and term's 2 and 3 will be posted out to your home address prior to the start of term, providing you have registered prior to your application for funding. Further information regarding the Worcestershire County Council Severn Card scheme is available from www.worcestershire.gov.uk/schooltransport

For Non Worcestershire Residents contact Financial Support in the Advice Centre. For train passes you will need to ~~collect a photo card from the station~~ before purchasing your first term's pass. HOW college will then refund the cost of your pass once we receive a copy of your receipt for the first term and purchase your pass for term's 2 and 3.

Travel Contribution will be paid monthly starting from September until June (10 payments per academic year).

MEALS

If you qualify for meals a daily allowance will be uploaded onto your college ID badge which can be used towards healthy meals purchased in our onsite cafes. If you are on placement please contact the Advice Centre for further information.

TRIPS

If you have been allocated an amount towards trips we will arrange to transfer the amount direct to your department/course area on your behalf.

EQUIPMENT/UNIFORM/STATIONERY

Any amount awarded for uniform/equipment will be refunded directly to you once we receive a copy of your receipt unless you have a prior arrangement where we've ordered your kit/uniform on your behalf.

OTHER INFORMATION

- An award from our financial support scheme in one academic year does not guarantee or imply that payments will be made in future years.
- Eligibility criteria have to be reviewed each year to accommodate the current budget.
- Awards may be withheld or withdrawn if your attendance falls below 75%, coursework or behaviour falls below an acceptable level.
- If you give false information or you leave your course early you may be liable to repay money and/or return equipment given to you, or paid for on your behalf by the Bursary Fund.
- If you withdraw from your course you will become liable for all your childcare costs from the date of withdrawal.

FINANCE FORM LINKS:

