

Financial Support Guidance Information Sheet 2020/21

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.

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 your own bank account subject to you meeting minimum attendance requirements

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.

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. 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.

Bus passes (Severn Cards) are purchased from Worcestershire County Council and, term's 2 and 3 will need to be collected from the Advice Centre on your main campus. Further information regarding the Worcestershire County Council Severn Card scheme is available from www.whub.org.uk.

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. Fuel allowances 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 meal purchased in our onsite cafes. If you are on placement please contact the Advice Centre for further information regarding luncheon vouchers.

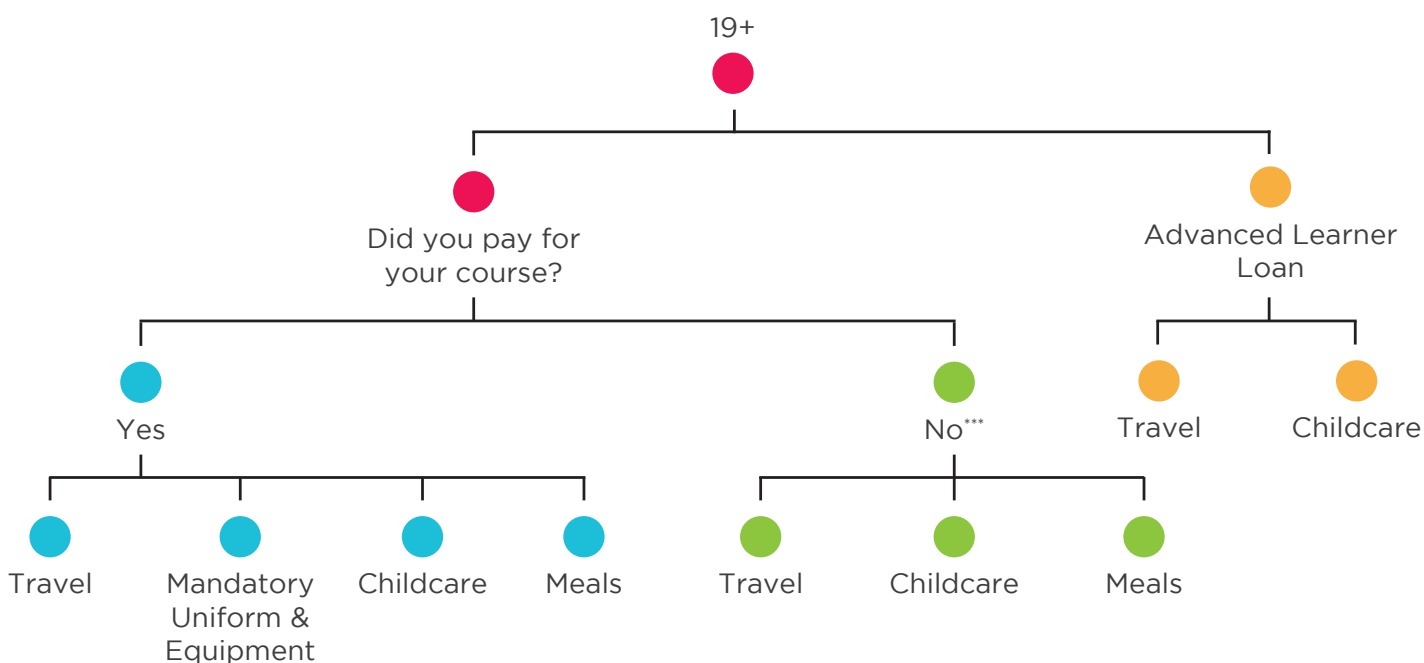
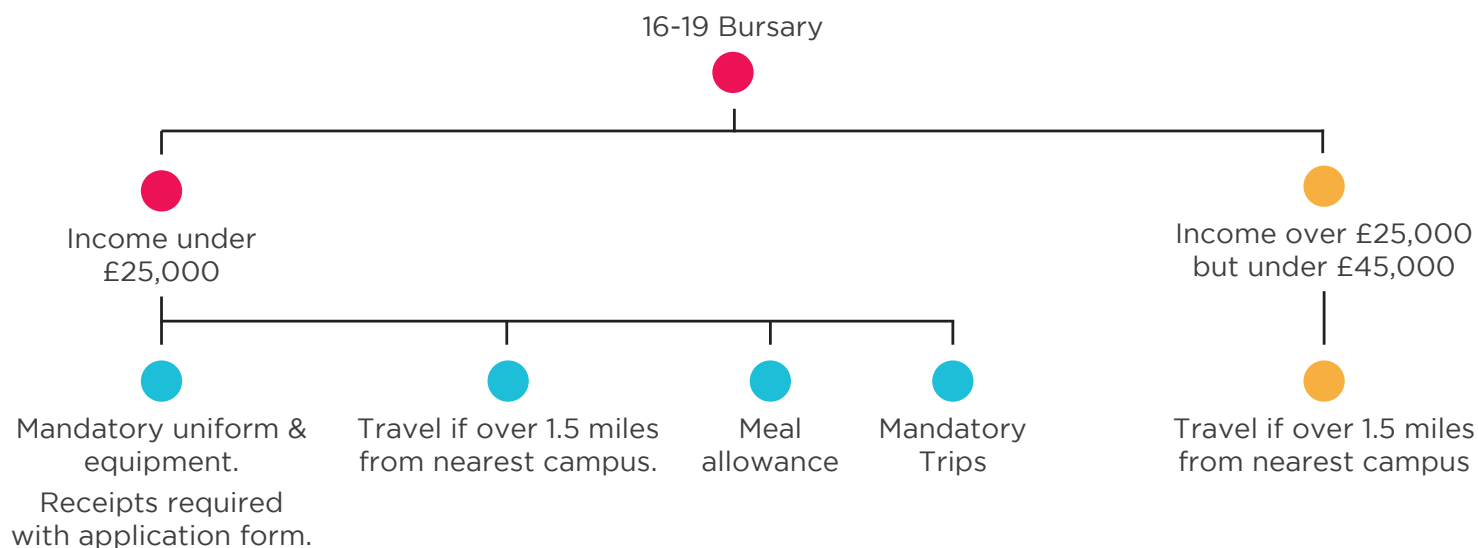
EQUIPMENT/UNIFORM/STATIONERY

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.
- Financial Support Teams must be advised of any change in circumstances including change of address or course.
- 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.
- Awards may be withheld or withdrawn if your attendance, coursework or behaviour falls below an acceptable level.
- If you withdraw from your course you will become liable for all your childcare costs from the date of withdrawal.





*** Mandatory uniform and equipment will be supplied by the department

TIER 1

There are guaranteed bursaries of up to £1,200 a year for the most vulnerable. Young people in one of the following categories can apply for this scheme:

- Young people who are 16-18 years old, living independently and claiming income support/universal credit in their own right.
- Young people who are looked after by the local Authority.
- Young people who are Care Leavers.
- Young people receiving Disability Living Allowance (DLA/PIP) in their own name and either Employment and Support Allowance (ESA/UC or Universal Credit).

EVIDENCE REQUIRED:

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

FAILURE TO PRODUCE THE CORRECT EVIDENCE WILL AFFECT YOUR APPLICATION