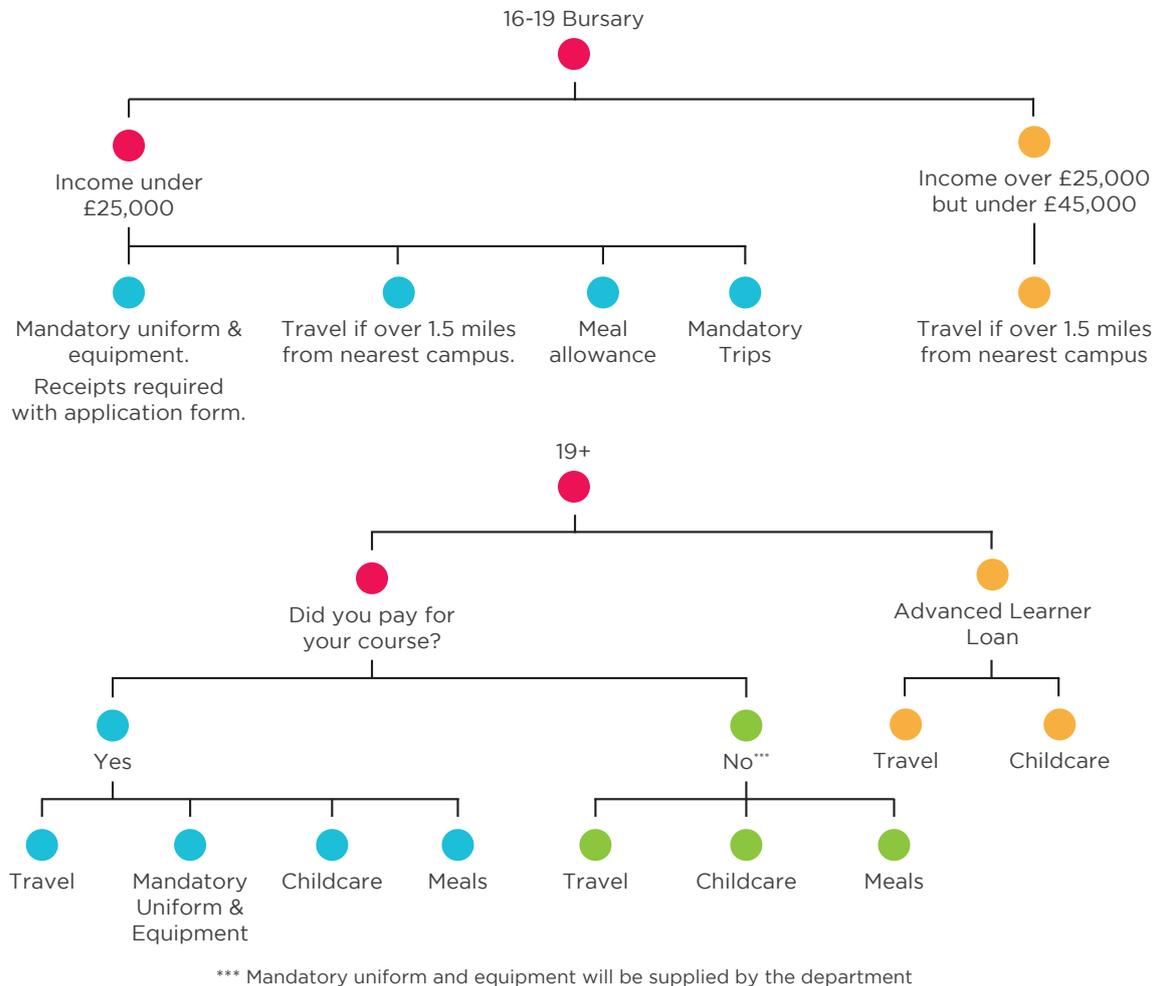


Financial Support Guidance Information Sheet 2021/22

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.



TIER 1

There are bursaries of **up to** £1,200 a year for the most vulnerable based on their financial needs. 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 DLA or PIP as well as ESA or UC in their own name.

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).
- Tier 1 - Letter from Local Authority detailing current or previous status

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 your own 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.

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.

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

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.
- 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.

Finance Form links:

FE Application Form 21/22

HE Application Form 21/22

Childcare Support Application Form 21/22