

1 Policy Aim

- 1.1** Stoke-on-Trent College recognises that a number of students have financial support needs that could affect the College’s mission to “provide an inclusive professional and technical education” and our Promise to learners “that we will help them to access and achieve their aspirations”.
- 1.2** Stoke on Trent College is committed to promoting equality by ensuring learner support funds are made available to assist disadvantaged learners and learners facing financial hardship in order to improve their learner experience and support them to fulfil their potential.
- 1.3** This Learner Financial Support Policy states the College’s commitment to students with regard to financial support and in line with all current national and college regulations, guidelines and legislation.

2 Principles

- 2.1** The College’s Learner Financial Support Policy will:
- Use clear and responsive processes and systems, which apply the ‘student first’ approach throughout
 - Operate cashless payment systems where possible
 - Promote the College’s commitment to equality and diversity
 - Raise student aspiration and social mobility
 - Enhance the ability of students to achieve their goals whilst at the College
 - Ensure that students are treated fairly within an open and transparent application process
 - Widen participation in Further and Higher Education
 - Support the achievement of key college outcomes
 - Administer, record and monitor funds, ensuring that funds are used for its intended purposes in accordance with internal and external regulations and guidelines.

3 Scope and Limitations

- 3.1** This policy covers the following student support funds:
- 16-18 Learner Support Funds, which include:
 - Vulnerable Bursary
 - Registered Young Carer’s Discretionary Bursary
 - 16-18 Discretionary Bursary
 - Free College Meals
 - 19+ Discretionary Learner Support Funds, which include:
 - 19+ Discretionary Bursary

Issued	Rev 1	Rev 2	Rev 3	Rev 4	Rev 5	Rev 6	Rev 7	Rev 8
22.10.10	17.12.10	06.01.12	24.10.12	15.03.13	02.05.14	11.07.14	26.06.15	17.7.15
Rev 9	Rev 10	Rev 11	Rev 12	Rev 13	Rev 14	Rev 15	Rev 16	Rev 17
24.6.16	15.7.16	15.6.17	27.7.18	19.7.19	22.7.20	22.7.21		

- Advanced Learner Loan Bursary
- 20+ Childcare Fund

4 Responsibility for the Learner Financial Support Policy

- 4.1** The Assistant Principal of Curriculum Design & Delivery is the Executive owner of the Policy
- 4.2** The Director of Student Services is the owner of the Policy and responsible for the successful implementation, which includes:
- Ensuring all applications are processed within agreed timescales
 - Providing advice and support to curriculum departments, enquirers and applicants
 - Compliance with funding and audit guidelines
- 4.3** Campus Directors/Heads of Learning are responsible for:
- Ensuring students in need of financial support are identified and supported effectively and efficiently so that their learning is not affected.
 - Setting essential course costs
 - Ensuring student attendance records are completed accurately and systems are regularly updated
 - Ensuring student progress and performance is monitored and systems are regularly updated
 - Ensuring programmes are up to date with all course delivery details
- 4.4** Head of Inclusion is responsible for:
- Ensuring all SEND students in receipt of an Advanced Learner Loan are recorded appropriately within the ILR
 - Ensuring that systems are in place to identify, monitor and support students requiring assisted travel support
 - Ensuring that the Local Authorities are informed about maximum awards eligible students will receive for their assisted travel contributions.

5 Monitoring

- 5.1** The Director of Student Services will monitor all sections of this policy. Regular reports and recommendations on all aspects of the policy will be provided to the Executive Board, and Corporation Board as appropriate. This Policy will be reviewed on an annual basis.

External Documents:

- 16-19 Funding Guidance can be accessed at:

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<https://www.gov.uk/guidance/16-to-19-education-funding-guidance>

• Care to Learn funding guidance can be accessed at:

<https://www.gov.uk/guidance/care-to-learn-guide-2021-to-2022-academic-year>

Free meals in Further Education guidance can be accessed at:

<https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2021-to-2022-academic-year>

Adult Education budget funding guidance can be accessed at:


<https://www.gov.uk/guidance/adult-education-budget-aeb-funding-rules-2021-to-2022>

Advanced Learner Loans funding guidance can be accessed at:

<https://www.gov.uk/government/publications/advanced-learner-loans-funding-rules-2021-to-2022>

Approval

Approved by the College Executive Board

Signed: 
(Principal & Chief Executive)

Endorsed by the College Corporation

Signed: 
(Chair)

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