

Financial Support for Learners Policy 2023/24 (Further Education)

Policy title:	Financial Support for Learners
Applicable to:	16-18, 19+ & Threshold Learners
Lead Director:	Executive Director Resources
Lead Manager:	Head of Student Experience
Approved by:	
Date approved:	
With effect from:	
Review cycle	Annually

1. Section One – Financial Support Policy

1.1. Introduction

West Thames College will distribute statutory funds allocated by the Government to learners in accordance with relevant guidelines and legislation. In 2023-24 the statutory funding available are:

- Discretionary Learner Support 16-18, 19 Continuing,
- Vulnerable Bursary 16-18
- Free School Meals (15 threshold students)
- Free Meals: 16-18 (and 19-23 with an EHCP, aged 19 continuing students): See Section 2
- Discretionary Learner Support – Adults: See Section 3
- Advanced Learner Loans Bursary - Adults: See Section 4

Students may also be eligible to access external funding including:

- Care to Learn – Childcare support for students under 20.

1.2. Promotion of funds

The college will publicise availability of funds on the website and in the other promotional materials. Due to the time lag between printing, updating and confirmation of funding this information can be changed at any time. The college accepts no liability for costs incurred prior to a student receiving written confirmation of an award AND enrolling at the college.

1.3. Eligibility

Funding is available to learners who are able to demonstrate that they live in a household with a low income and that as a result will experience financial hardship through participating in education. These funds are intended to mitigate some of the hardships experienced.

Any allocation of funding is subject to successful assessment and enrolment onto an eligible course. All funding is subject to available funds and an application and eligibility does not guarantee support either in part or full. On-going funding is subject to full engagement in learning which includes good attendance, progress and positive behaviour.

The college policy is that this funding will be allocated to learners in receipt of an eligible benefit¹ or are able to demonstrate through suitable evidence that their household income is less than £25,000 for 16-18 year olds and less than £30,000 per annum for students aged 19+. There are further limitations within this – for example Free Meals is different. In exceptional circumstances we may be flexible with the income threshold.

In order to minimise admin work, improve efficiency and ensure appropriate use of limited funding the college expects all learners to make full use of all other forms of funding prior to making an application for support. We will only undertake financial assessment using wage slips / payslips / bank statements for **an adult** accessing learning **and** where there are no children in the household.

Example 1: Where a family is working and has a child in education or college they would normally be eligible for tax credits of some sort or have access to an eligible benefit. +This is suitable evidence that they are utilising available funds and it includes an assessment that has already been completed on household income.

Example 2: Where a family is not working and has a child in education or college they are likely to be in receipt of either ESA, JSA, IS or Universal Credits which will trigger access to support.

Appendix 3 for a simple guide to what evidence needs to be provided for different awards.

Appendix 4 provides examples of forms that can be used as an alternative to formal letters.

1.4. Allocation of Funds

1.4.1. Administration costs

In line with guidance the college will allocate 5% of the total allocation towards administrative costs from discretionary bursary, Discretionary Learner Support and Free Meals Funds. For Advanced learner loan bursary 5% from the total utilised funds.

1.4.2. Assessment

Applications will be assessed on receipt of a fully completed form with all relevant evidence uploaded on to online application portal PayMyStudent. Funding will be allocated from the start of learning (as noted on the learning agreement) or receipt of the completed application and evidence – whichever is the later. Funds will only be backdated for one full term unless the learner can demonstrate **exceptional circumstances** prevented them applying at an earlier date.

It is the student and parent / guardian responsibility to ensure that they provide the relevant evidence and fully complete the online application form. Assistance is available with completing the online form and uploading documents on request. Technical issues should be brought to our attention immediately within the first month of application.

See Appendices 1 & 2 for guidance on assessing DLS awards.

1.4.3. Notification of Award

Notifications of an approved award will be sent to a student's college email account, however for applications received up until October half-term may take up to 10 working days. In the event that a student does not meet the criteria for an award they will be notified in writing by email stating the reason why.

All awards are subject to satisfactory enrolment on an eligible college course and ongoing commitment to learning. Where a figure is provided for guidance this is for a full-time learner. Payments will be pro-rata for part-time students.

All applications and notifications will include the following statements:

“It is your responsibility to advise the Department for Work and Pensions about any financial support you are receiving. If the learner who is the beneficiary of support leave college before the end of his / her course this may impact some benefits. The college reserves the right to stop or withhold payments where it believes that the learner is not meeting his / her obligations to attendance, behaviour or progress. Any application for funding that college believes to be fraudulent may be referred to external authorities like police for investigation with the possibility of the student and/or family facing prosecution.”

Students who are unsuccessful in being made an award can appeal using the process in section 1.6

1.4.4. Method of payment

Guidance states that bursary money must be paid in to student bank account and the college believes students will develop financial numeracy and accountability by being enabled to manage their own affairs and therefore funds will only be paid to the learner, normally by BACS. The learner must provide evidence that they have a bank account in their own name by uploading a copy of a bank statement. Help will be provided with opening a bank account where this is necessary. In exceptional circumstances where a student cannot manage their own affairs or is not allowed to receive cash payments due to status the WSA or HSE will meet with the student to discuss alternative methods.

1.4.5. Non-Payment

In the event that a student has a payment withheld or reduced due to poor attendance, behaviour or progress they will normally be informed of this either by email or text with a minimum 24 hours of the normal payment due date. It is not expected that this should be a surprise as students should know

whether their attendance, behaviour or progress is good or not. Student will also be able to login and view their attendance on the online portal.

The college accepts no responsibility for any consequences or costs incurred as a result of reduced, delayed or non-payment.

The college will use the following as guidance when making the decision to withhold or reduce payments:

Attendance, Behaviour and Progress

All students are expected to demonstrate a commitment to learning defined by good attendance, behaviour and progress in order to continue to receive financial support. The required standards are:

Attendance:

Learners aged 16-18 – minimum of 90% during relevant 2 weeks.

Learners aged 19+ – minimum of 90% during relevant 2 weeks

Behaviour and Progress:

Directors may apply financial conditions where a student is failing to demonstrate an on-going commitment to learning. For example: “must complete all outstanding assignments prior to next bursary payment been released.” Or “Must provide written apology for using inappropriate language”.

Appeal against a reduced payment or non-payment

Students in receipt of attendance, behaviour and progress contingent payments e.g. bursary or travel who have had a payment reduced or withheld should in the first instance speak to their Student Learning Advisor to clarify the reason. If this does not resolve it they should submit an appeal using the appeals process.

1.5. Evidence of eligibility and status

The college wishes to minimise bureaucracy and collection or duplication of unnecessary information. However, in order to make sure the use support funds appropriately to students eligible to access these funds, the college will carry out further residency checks if a student has successfully enrolled at the college, and the college is drawing down EFA or SFA funding for this learner.

1.6. Appeals

Appeals must in the first instance addressed in writing to the Head of Student Experience Samantha Louisy. Appeals will only be upheld where it can be clearly demonstrated either a) the college has not followed its own policy or b) that the student is in a unique situation that the college has not considered previously. Where appropriate the Head of Student Experience will meet with the learner to seek further information.

1.7. Data Protection and Fraud

All applications and evidence document copies will be on PayMyStudent system. Any associated paperwork that may be collected after the application has been processed will be stored in locked cabinets. Only the Welfare office staff and HSE will have access to the document copies and paperwork. According to guidance, these copies will be retained for a maximum of 6 years.

The college is required by statute to share certain information with the Government. Further information is available at <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>

The college will always co-operate with criminal investigations and may share information with appropriate authorities that may help with the prevention or detection of a crime.

Any apparently fraudulent applications will be referred to the appropriate authorities and may lead to suspension or exclusion.

2. Discretionary Learner Support Funds 16-18, 19 continuing (EFA Funded Learners only) – See Appendix 1

The College provides support in the following areas subject to satisfactory enrolment and meeting the eligibility criteria detailed in 1.3.

2.1. Discretionary Bursary - Award (22/23): Ranging from £576 - £216

Intended to contribute to meeting the costs of attending college on a day-to-day basis. The Discretionary Bursary is to be used on the support that has been identified and agreed by the college necessary to help students participate in education. If an institution purchases books or equipment for a student, they can specify the student must return these at the end of their study programme so they can be used again by another student where appropriate.

Awards can be paid in-kind rather than cash to purchase required books and equipment. The value of the in-kind payment will be deducted from the total bursary award. Any cash awards agreed will be paid every two weeks term time only (subject to change) into your bank account, subject to minimum of 90% attendance at any given time. (All students are expected to maintain 100% attendance).

The final payment will be based on attendance at all exams, submission of all required work and return of any books or equipment.

Discretionary bursary is allocated on the basis of 3 income threshold bands:

Band 1, £32 – Family income less than £20,000pa will get £576

Band 2, £22 – Family income £20,000 – £25,000pa will get £396

Band 3, £12 – Family income £25,000 - £28,000pa will get £216 (this band will be used only if funds are available)

**If students are in financial hardship the college will give them with free meals whilst their applications are being assessed for FCM eligibility. Students can also nominate to have 50% or 100% of bursary (after using for any equipment) credited to meal payment card. This is in the first instance if they do not qualify for Free Meal funding.

2.2. Vulnerable Bursary - Award (23/24): up to £1200

This is specifically for learners who are considered vulnerable by the Government and fall into one of four categories:

- Child – Looked After (section 20 of the Children Act 1989 or Section 22 of the Children Act 1989)
- Care leaver (section 31 of the Children Act 1989)
- Receiving income support or Universal Credits in own name and living independently or a young parent
- On ESA and receiving DLA or PIP in own name

The college claims this funding on a case by case basis from the Government and it does not form part of a block grant. Assessments will be made by considering the financial needs and other income sources for students and a lower rate will be claimed and paid if a student has 16+ free oyster, free or subsidised accommodation provided by the local authority and receive payments from either social services or from benefits.

This bursary will be paid over 18 instalments (pro-rata). Allocation will be used to buy necessary equipment before cash payments are allowed, in a case where a student is unable to access equipment from other available sources. Payments will be based on achieving a minimum 90% attendance measured per 2 weeks, with the exception of the final payment which will be based on attendance at all exams, submission of all required work and return of any books or equipment.

Students who receive a VB cannot also receive a discretionary bursary.

Continuing LAC students' application and evidence will be carried forward to the 2023/2024 academic year, LAC student will be requested to sign the new agreement and confirm the details are correct.

2.3. Support Funds Award: See Appendix B

Intended to contribute to the costs of purchasing equipment, materials, trips, visits and uniforms that enables them to participate in learning. The college believes learners have more commitment and ownership when they have a financial investment in their course and therefore with the exception of lowest income band category, all students who have course related costs are expected to pay the first 50% towards any costs.

2.4. TravelPlus: Award (23/24) up to £378

Whilst the college welcomes support from the Mayor of London with free bus travel for students the travel fund is intended to reduce travel time for learners by contributing towards the cost of travel for those who receive a bursary **and** live in an area with the following postcode:

	West Thames College	Feltham Skills Centre
Areas with TravelPlus support	SL, GU, TN, E, N, EN, WD, HA, Or outside of TFL area.	

In cases where daily travel cost exceed £9, full cost will be given from bursary fund. This will be decided case by case basis based on evidence for students traveling long distance to study a specialist course not available locally.

2.5. Emergency Hardship: Award (23/24) - Max £50.

Intended to provide emergency one-off funding for learners who are experiencing unplanned, short-term financial hardship, where failure to provide funding will result in them either being unable to attend college and / or not fully participate in learning. This support may be “in-kind” – for example rather than providing a cash payment the college may provide a welfare pack consisting of basic food and hygiene products. Any allocation must be signed off by Head of Student Experience. Evidence for this may take the form of an interview note.

2.6. Free Meals at College

Learners will be assessed as part of their Bursary application for entitlement to free meals subject to providing appropriate evidence. Assessment will be in accordance with the published government guidance.

Students will be allocated £4 for each full or part-day that they are in college. This will be credited daily on to the student ID card. Students can choose to spend this either on breakfast or lunch as appropriate.

Families in receipt of Working Tax Credit are not eligible for Free Meals. This category of students if proven to be in hardship will receive free meals paid from Discretionary bursary fund. This will apply to all band 1 bursary students.

The table below provides guidance on the college’s policy in relation to provision of FCM to young people under Section VI of the Immigration and Asylum Act, Looked After Children and Care Leavers. (See also Appendix 5)

	Free Meals	Bursary	Evidence
Asylum seeker who is looked after living in independent accommodation (not with private Foster Family)	Can receive them under Section VI as the local authority is providing accommodation and ensuring essential living needs being met.	Yes – Vulnerable bursary as a Looked After Child.	Letter from SW* confirming LAC and receiving support under Section VI or section 4. ARC Card if any
Asylum seeker who is not looked after but is a dependent.	Can receive - if the parent or a social worker can evidence that they are being accommodated or supported with essential living needs by the local authority.	Yes – Discretionary Bursary if they qualify for FCM on the basis that the family are, or at risk of, becoming destitute and require LA intervention.	Letter from SW* confirming LAC and receiving support under Section VI. ARC Card
Asylum Seeker who is a care leaver.	Only if meet age criteria AND they or SW can evidence that they are being accommodated or supported with essential living needs by the local authority.	Yes – Vulnerable bursary as a Care Leaver	Letter from SW* confirming CL and receiving support under Section VI. ARC Card
Looked After child	Requires evidence of income support, Universal Credits, income based JSA or income related ESA.	Yes – Vulnerable bursary as a Looked After Child.	Letter from SW* confirming LAC status. Evidence of 1.Benefits and 2.living independently or 3. a young parent
Care leaver	Requires evidence of income support, Universal Credits, income based JSA or income related ESA.	Yes – Vulnerable bursary as a Care Leaver	Letter from SW* confirming CL status. Evidence of 1.Benefits and 2.living independently or 3. a young parent

3. Discretionary Learner Support Funds

19+ (SFA funded Learners only) – See Appendix 2 / 5

The College provides support in the following areas subject to satisfactory enrolment and meeting the eligibility criteria detailed in 1.3.

3.1. Fees

The college will allocate up to 10% of its DLS19+ provision to support with fees for SFA funded courses where the student does not qualify for fee remission or exemption. Fees will be prioritised where, following a guidance interview, it can be demonstrated that the fees would assist the student with meeting their employment and career goals.

DLS support should only be provided to students in receipt of National Asylum Support Services (NASS) that have been in the country for 2 years or less and are enrolling onto an ESOL adult course.

By exception, we will include support for L1 Destination courses but only for asylum seekers on NASS progressing from 22/23.

3.2. Support Funds Award: See Appendix B

Intended to contribute to the costs of purchasing equipment, materials, trips, visits and uniforms that enables them to participate in learning. The college believes learners have more commitment and ownership when they have a financial investment in their course and therefore all students who have course related costs are expected to pay the first 50% towards any costs. Appendix B provides details of the amount of support and eligible courses. The college may pay full-cost to learners who are on income below £16,000pa

3.3. Adult Travel Award (23/24)

The college expects learners to make use of TfL discount schemes wherever possible including:

- 18+ Oyster Card for students in full-time education
- Jobcentre Plus Travel Discount Card

Further information is available at:

<https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/>

The college policy is that travel support will be prioritised for those learners coming the greatest distance to access learning. It is considered reasonable by the college that learners living in the exempt areas below should be able to access the college without the need for financial support. Learners within the exempt areas with a registered mobility disability, who do not receive concessionary travel or assistance from the local authority, should discuss any support needs on a case by case basis with the Welfare Advisor.

	West Thames College	Feltham Skills Centre	Amount of support
Areas exempt from travel support	Less than 2 miles radius	Less than 2 miles radius	0
Areas with Travel support	All other London postcodes		£3.50 / day
Areas with TravelPlus support	SL, GU, TN, E, N, EN, WD Or outside of TFL area		£9 / day

Rates are calculated per day of attendance in accordance with the time table. In cases where travel cost exceeds the daily amount, these will be assessed individually. And full-travel cost may be offered if

otherwise it may hinder students from attending. This will be decided case by case basis based on evidence for students traveling long distance to study a specialist course not available locally

Payment is twice per term. Payments will be pro-rata against attendance and will normally be paid directly into student bank account.

3.4. Childcare Support

Learners aged **20 or over** enrolled on an ESFA funded course are eligible to apply for a grant towards the cost of childcare. The child must be in an OFSTED registered provider offering childcare, breakfast club or after-school provision.

3.4.1. Day Care / Nursery support

The College will make a contribution of **up to £63 / day / child** for students accessing nursery or day care provision. Where a provider does not make allowance for holiday breaks we will continue to pay for the holiday periods during the published academic year, but not before the start of Autumn Term and not after the end of the Summer Term. Learners are entitled to claim up to 5 additional half-day sessions to enable them to participate in exams and other learning activities.

3.4.2. Breakfast club / After School

The College will make a **contribution** of:

- **Breakfast club up to £15 / day / child**
- **After school club up to £15 / day / child**

for students accessing care provision via the child's school. The college will not pay for care during college holiday periods. Learners are entitled to claim up to 5 additional half-day sessions to enable them to participate in exams and other learning activities.

3.4.3. Childcare cap and payments

The college will only pay for those days when a learner has timetabled lessons in college. Allowances will be made for reasonable travel time and where this runs into another session this will be covered. The maximum payable per child in any academic year is up to £6,000.

The contract / agreement remains between the student and the provider at all times and the college takes no responsibility for balance of fee, arrears, additional sessions or costs incurred outside the agreed times.

Providers are required to provide evidence of their normal fees, OFSTED registration and confirmation that the child is booked to attend.

The college will pay once a term on receipt of confirmation letter. Only the agreed amount will be paid and subject to confirmation of good attendance, behaviour and progress.

3.5. Emergency Hardship: Award (22/23) - Max £150.

Intended to provide emergency one-off funding for learners who are experiencing unplanned, short-term financial hardship, where failure to provide funding will result in them either being unable to attend college and / or not fully participate in learning. This support may be "in-kind" – for example rather than providing a cash payment the college may provide a welfare pack consisting of basic food and hygiene products.

4. Loans Bursary Fund

Level 3, 4, 5 and 6 FE learners with an Advanced Learner Loan aged 19 or over

The College provides support in the following areas subject to satisfactory enrolment and meeting the eligibility criteria detailed in 1.3. Please see section 4.6 for details of eligibility and assessment for learners with a learning difficulty and / or disability who may require support.

4.1. Fees

This fund will NOT provide support for fees.

4.2. Support Funds Award: See Appendix B

Intended to contribute to the costs of purchasing Equipment, materials, trips, visits and uniforms that enables them to participate in learning. The college believes learners have more commitment and ownership when they have a financial investment in their course and therefore all students who have course costs are expected to pay the first 50% towards any costs. Appendix B provides details of the amount of support and eligible courses. The college may pay full-cost to learners in some occasions subject to approval.

4.3. Adult Travel Award (23/24)

The college expects learners to make use of TfL discount schemes wherever possible including:

- 18+ Oyster Card for students in full-time education
- Jobcentre Plus Travel Discount Card

Further information is available at:

<https://tfl.gov.uk/fares-and-payments/adult-discounts-and-concessions/>

The college policy is that travel support will be prioritised for those learners coming the greatest distance to access learning. It is considered reasonable by the college that learners living in the exempt areas below should be able to access the college without the need for financial support. Learners within the exempt areas with a registered mobility disability, who do not receive concessionary travel or assistance from the local authority, should discuss any support needs on a case by case basis with the Welfare Advisor.

	West Thames College	Feltham Skills Centre	Amount of support
Areas exempt from travel support	Less than 1.2 miles radius	Less than 1.2 miles radius	0
Areas with Travel support	All other London postcodes		£3.50 / day
Areas with TravelPlus support	SL, GU, TN, E, N, EN, WD Or outside of TFL area		£9 / day

Payment is twice per term. Payments will be pro-rata against attendance and will normally be paid directly into student bank account. And full-travel cost may be offered if otherwise it may hinder students from attending.

4.4. Childcare Support

Learners aged **20 or over** are eligible to apply for a grant towards the cost of childcare. The child must be in an OFSTED registered provider offering childcare, breakfast club or after-school provision.

4.4.1. Day Care / Nursery support

The College will make a **contribution of up to £63 / day / child** for students accessing the college nursery or day care provision. Where a provider does not make allowance for holiday breaks we will continue to pay for the holiday periods during the published academic year, but not before the start of Autumn Term and not after the end of the Summer Term. Learners are entitled to claim up to 5 additional half-day sessions to enable them to participate in exams and other learning activities.

4.4.2. Breakfast club / After School

The College will make a contribution of:

- Breakfast club up to £15 / day / child
- After school club up to £15 / day / child

For students accessing care provision via the child's school. The college will not pay for care during college holiday periods. Learners are entitled to claim up to 5 additional half-day sessions to enable them to participate in exams and other learning activities.

4.4.3. Childcare cap and payments

The college will only pay for those days when a learner has timetabled lessons in college. Allowances will be made for reasonable travel time and where this runs into another session this will be covered. The maximum payable per child in any academic year is up to £6,000.

The contract / agreement remains between the student and the provider at all times and the college takes no responsibility for balance of fee, arrears, additional sessions or costs incurred outside the agreed times.

Providers are required to provide evidence of their normal fees, OFSTED registration and confirmation that the child is booked to attend.

The college will pay once a term on receipt of confirmation letter. Only the agreed amount will be paid and subject to confirmation of good attendance, behaviour and progress

4.5. Hardship: Award (21/22) - Max £200.

Intended to provide emergency discretionary hardship funding for learners who are experiencing unplanned, short-term financial hardship, where failure to provide funding will result in them either being unable to attend college and / or not fully participate in learning. This support may be "in-kind" – for example rather than providing a cash payment the college may provide a welfare pack consisting of basic food and hygiene products. Any cash award must be signed off by Head of Student Experience.

4.6. Residential Support

Intended to eliminate the barriers to attending college to follow a specialist provision which is not available locally and for those who may have to find accommodation closer to the college. This support is for learners who are in receipt of an advanced learner loan and have been assessed as requiring support. This support will be funded from the loan bursary funding.

It is the responsibility of the learner to find suitable accommodation and money will be paid directly to the learner or the accommodation provider subject to providing satisfactory evidence. This support is only considered to learners who live out of the London boroughs or within more than 2 hours of traveling distance.

4.7. Additional Learning Support

The College will fund Additional learning support for learners who are in receipt of an advanced learning loan and have been assessed as requiring support. This support will be funded from the loan bursary funding. The college will make an initial provision based on previous year expenditure plus 5%. It is the responsibility of the college Inclusion Team to ensure evidence is available to show assessed need and costs incurred of delivery of that support. (CHECK RECORDED ON SPIRALS).

Appendix 1: 16-18 Assessment Chart (2023-24 Version)

Eligibility	1	Is the student 16 or over but under 19 on 31 August 2023 (or 19-23 and evidence of an EHCP)	Yes	Go to section 2
			No	Not eligible for support – check for 19+ eligibility. STOP
	2	Has the student been assessed by college as eligible for EFA funding and residency?	Yes	Go to section 3
No			Not eligible for support. STOP.	
3	Is the student claiming “independent” status e.g. Care Leaver or Looked after child?	Yes	Go to section 6	
		No	Go to section 4	
Non-independent learners	4	Does parent have evidence dated within last 3 months of receipt of one or more of: <ul style="list-style-type: none"> Income Support Universal Credit or/and income less than £25,000 Income Based JSA Income Based ESA Part VI support of Immigration Act Child Tax Credit income <£16,190 and NO working tax credit. Guarantee element of state pension credit 	Yes	Entitled to Discretionary Bursary, Support Funds* AND Free College Meals . Go to section 9.
			No	Go to section 5
5	Does parent have evidence dated within last 3 months of receipt of one or more of: <ul style="list-style-type: none"> Working Tax Credit with income assessed as less than £25,000 Housing or Council Tax Benefit 	Yes	Entitled to Discretionary Bursary and Support Funds* . Go to section 9.	
		No	Not entitled to Bursary OR Free School Meals. STOP.	
Independent Learners	6	Does the learner have evidence of one or more of the following: <ul style="list-style-type: none"> Looked after child Care leaver Income Support or Universal Credits in own name, living independently or young parent ESA AND DLA or PIP 	Yes	Student is entitled to Vulnerable Bursary and Support Funds* and <i>may</i> be entitled to Free College Meals. Go to section 7
			No	Student is not entitled to Vulnerable bursary but <i>may</i> be entitled to Free College Meals and Support Funds. Go to section 7
	7	Does learner have evidence in own name dated within last 3 months of receipt of one or more of: <ul style="list-style-type: none"> Income Support Universal Credit less than £25,000 Income Based JSA Income Based ESA Part VI support of Immigration Act Child Tax Credit income <£16,190 and NO working tax credit. Guarantee element of state pension credit 	Yes – and in receipt of VB	Entitled to Free College Meals . Go to section 9.
Yes – but not in receipt of VB			Entitled to Discretionary Bursary, Support Funds* AND Free College Meals . Go to section 9.	
No			Not entitled to Free School Meals. Go to section 8.	

	8	Is the learner in receipt of one or more of following: <ul style="list-style-type: none"> • Working Tax Credit or Child Tax Credit with income assessed as less than £25,000 • Housing or Council Tax Benefit 	Yes	Entitled to Discretionary Bursary, Support Funds*
			No	STOP.
Exceptional Travel	9	Does the learner live in an eligible postcode?	Yes	Travel enhancement payment available
			No	STOP.

Appendix 2: Adult Assessment Chart – not HE (2023-24 version)

Eligibility	1	Is the student 19 or over on 31 August 2023?	Yes	Continue to no. 2
			No	Refer to 16-18 support
	2	Is the course funded by Education and Skills Funding Agency OR eligible for 19+ Advanced Learner loans funding?	Yes	Continue to no. 3
			No	Not eligible for support. STOP. (NB if course is marked FULL COST check if set-up for 19+)
	3	Is the course L3, L4, L5 & L6 and the student is 19 or over on 31 August 2023.	Yes	Go to section 7
			No	Go to section 4
	4	Does the applicant want assistance with tuition fees?	Yes	Refer to advice centre and continue to section 5
			No	Go to section 5
Funded Bursaries	5	Is the learner (or the learner is a dependant of someone who is) in receipt of an eligible benefit dated within last 3 months: <ul style="list-style-type: none"> Income Support Universal Credit or/and income less than £28,000 JSA ESA Part VI support of Immigration Act Child Tax Credit income less than £28,000 State pension credit Working Tax Credit with income assessed as less than £28,000 Housing or Council Tax Benefit 	Yes	Learner eligible for <ul style="list-style-type: none"> Childcare Support Funds Travel Go to section 6.
			No	Not eligible for support. Advise MAY be eligible for a CDL.STOP.
	6	Is the learner applying for Childcare support AND under 20?	Yes	Childcare must go through C2L. Continue to Section 9
			No	Continue to Section 9
19+ Bursaries	7	Is the learner in receipt of a valid Advanced Learner loan approval letter OR is there evidence held on ProSolution?	Yes	Go to Section 8
			No	Student MUST be in receipt of a loan before receiving help. Refer to advice centre. STOP
	8	Is the learner (or the learner is a dependant of someone who is) in receipt of an eligible benefit dated within last 3 months: <ul style="list-style-type: none"> Income Support Universal Credit or/and income less than £28,000 JSA ESA Part VI support of Immigration Act Child Tax Credit income less than £28,000 State pension credit Working Tax Credit with income assessed as less than £28,000 	Yes	Entitled to 19+ Loan Bursary support . <ul style="list-style-type: none"> Childcare Support Funds Travel Go to section 9.
			No	Not eligible for support. Advise MAY be eligible for a CDL. STOP
Other	9	Does learner live within 1.2 miles:	Yes	No travel payments available. Go to section 10.
		West Thames College Feltham Skills Centre	No	Travel support available.

		TW1, TW2, TW3, TW4, TW5, TW7, TW8, TW9,	TW2, TW3, TW4, TW6, TW12, TW13, TW14, TW15, TW16		Go to section 10.
	10	Is learner an asylum seeker?		Yes	Check whether learner is only allowed to receive support in kind i.e. no cash
				No	Continue with payment plan

Appendix 3: College statement on Section VI of Immigration and Asylum Act for assessment of FCM and Asylum Seekers

Extract from Guidance (ideally read in conjunction with full section VI).*	Interpreted as:
<p>1. Applies to:</p> <p>(a) asylum-seekers, or</p> <p>(b) dependents of asylum-seekers, who appear to the Secretary of State to be destitute or to be likely to become destitute within such period as may be prescribed</p>	<p>If a student has an ARC card then this is proof of Asylum status.</p> <p>An ARC card does NOT necessarily mean that the student (or their family if a dependant) is destitute or likely to become destitute.</p> <p>They do not have to be destitute – it is as much the <i>risk of becoming destitute</i> and support being needed to mitigate against this.</p>
<p>2. A person is destitute if—</p> <p>(a) he does not have adequate accommodation or any means of obtaining it (whether or not his other essential living needs are met); or</p> <p>(b) he has adequate accommodation or the means of obtaining it, but cannot meet his other essential living needs.</p>	<p>If a student or their family is, or is at risk of becoming, either homeless or has accommodation but cannot afford to live they are destitute and should receive support.</p>
<p>3. Ways in which support may be provided.</p> <p>(a) by providing accommodation appearing to the Secretary of State to be adequate for the needs of the supported person and his dependents (if any);</p> <p>(b) by providing what appear to the Secretary of State to be essential living needs of the supported person and his dependents (if any);</p>	<p>The student (or their parent) is receiving support from the local authority with:</p> <ul style="list-style-type: none"> • Housing (placed in accommodation paid for by the local authority) – and within this I would argue that a child looked after and accommodated at the expense of the Local Authority (LAC) would therefore by definition be having support. • Assistance with on-going living needs e.g. living expenses, food parcels, subsistence allowance etc, not just a one-off payment.

Given the above an over-simplified way of looking at this is ... an asylum seeker is receiving support as they are not entitled to access Income Support, Housing, JSA, ESA etc due to their status, and that Part VI of the act is the equivalent thereof.

*Full copy of act: <http://www.legislation.gov.uk/ukpga/1999/33/part/VI>

Appendix 4: Part VI of Immigration and Asylum Act for assessment of FCM and Asylum Seekers

	Free Meals	Bursary	Evidence
Asylum seeker who is looked after and in Financial need	Can receive them under Section VI as the local authority is providing accommodation and ensuring essential living needs being met.	Yes – Vulnerable bursary as a Looked After Child.	Letter from SW* confirming LAC and receiving support under Section VI. ARC Card
Asylum seeker who is not looked after but is a dependent and in Financial need	Can receive - if the parent or a social worker can evidence that they are being accommodated or supported with essential living needs by the local authority.	Yes – College Bursary if they qualify for FCM on the basis that the family are, or at risk of, becoming destitute and require LA intervention.	Letter from SW* confirming LAC and receiving support under Section VI. ARC Card
Asylum Seeker who is a care leaver and in Financial need	Only if meet age criteria AND they or SW can evidence that they are being accommodated or supported with essential living needs by the local authority.	Yes – Vulnerable bursary as a Care Leaver	Letter from SW* confirming CL and receiving support under Section VI. ARC Card
Looked After child in Financial need	Requires evidence of income support, Universal Credits, income based JSA or income related ESA.	Yes – Vulnerable bursary as a Looked After Child.	Letter from SW* confirming LAC status. Benefit Evidence
Care leaver in Financial need	Requires evidence of income support, Universal Credits, income based JSA, income related ESA, etc.	Yes – Vulnerable bursary as a Care Leaver	Letter from SW* confirming CL status. Benefit Evidence

*Statement from Social Worker / Immigration Officer to state:

“This student is an asylum seeker, or the dependant of an asylum seeker, who is receiving on-going support from the Government under Section VI of the Immigration and Asylum Act 1999 with accommodation and / or provision for essential living needs whilst his or her claim is processed.”

Related Documents:

1. Child Looked After/Care Leaver status confirmation
2. Allocation letter 2023/24
3. Non-payment - Email notifications

Appendix 5: Level 3 Free Course for Jobs 2023-2024

Applicable to the following students

- a) 19+ and has NOT achieved a full Level 3 qualification or above or.
- b) 19+ and has achieved a full Level 3 qualification prior to 1st April 2021 *and* either
 - o unemployed and in receipt of an eligible benefit (earning less than £617 (individual) or £988 (joint claim)). *Please provide proof of benefit and signed self-declaration or*
 - o In paid employment and earning less than £20,319 annual gross salary (£23,302.50 GLA). *Please provide proof of salary and signed Low Wage Flexibility*

Student will also be required to sign the Free Courses for Jobs declaration.

See below (Table 1) for the list of L3 courses that are part of the Free Courses for Jobs and eligible for free tuition where student has not achieved a full L3 qualification.

Table 1

Level 3 Free Courses for Jobs

College Level Name	Code	Name
Business	0057/22	L3 Business Studies Yr 2
Business	0057/23	L3 Business Studies Yr 1
Business	0117/23	L3 Leadership and Management
Business	EVE0198/23	L3 AAT Diploma in Accounting
Construction	0033/23	L3 Carpentry
Engineering	0094/22	L3 Engineering Yr 2
Health & Care	0060/22	L3 Health and Social Care Yr 2
Health & Care	0060/23	L3 Certificate in Health and Social Care
ICT	0062/22	L3 IT Systems Support Yr 2
ICT	0062/23	L3 IT Systems Support Yr 1
ICT	0116/23	L3 ICT (ICDL)
ICT	0459/23	L3 in Networking and Cybersecurity
Science	0092/22	L3 Applied Science Yr 2
Science	0092/23	L3 Applied Science Yr 1
Sport & Public Services	0063/22	L3 Public Services Yr 2
Sport & Public Services	0063/23	L3 Public Services Yr 1
Travel	0066/22	L3 Aviation Operations Yr 2
Travel	0066/23	L3 Aviation Operations Yr 1

Table 2

L2 offerings with no 19-23 legal entitlement

College Level Name	Code	Name
Art and Design	0020/23	L2 Creative Design
Art and Design	0097/23	L2 Award in Art and Design
Art and Design	0707/23	L2 Digital Arts (Intro to Animation and Games)
Business	0003/23	L2 Business BTEC
Business	0031/23	L2 Business
Business	EVE0196/23	L2 AAT Certificate in Bookkeeping
Business	EVE0197/23	L2 AAT Certificate in Accounting
Construction	0078/23	L2 Carpentry and Joinery
Construction	0079/23	L2 Painting & Decorating
Construction	EVE0032/23	L2 Carpentry & Joinery Eve
ESOL Adult	0243/23	L2 Destination Childcare
Hairdressing	0077/23	L2 Preparing to Run a Hair and Beauty Business
Health & Care	0076/23	L2 Certificate in Preparing to Work in Adult Social Care
Health & Care	0121/23	L2 Childcare
ICT	0458/23	L2 ICT
ICT	0460/23	L2 Award in IT User Skills (ITQ)

College Level Name	Code	Name
Logistics	0476/23	L2 Certificate in Logistics
Media and Music	0004/23	L2 Media
Media and Music	0005/23	L2 Music
Media and Music	0008/23	L2 Award in Digital, Media and Creative
Media and Music	0096/23	L2 Award in Creative Media Production & Technology
Motor Vehicle	0054/23	L2 Electric Vehicles
Motor Vehicle	EVE0033/23	L2 Cycle Maintenance
Performing Arts	0006/23	L2 Performing Arts & Dance
Science	0017/23	L2 Diploma in Science
Specialist Makeup	0037/23	L2 Diploma in Hair and Media Make-Up Studies
Specialist Makeup	0108/23	L2 Diploma in Hair and Media Make-Up Studies
Specialist Makeup	0112/23	L2 Diploma in Hair and Media Make-Up Studies
Specialist Makeup	EVE0038/23	L2 Diploma in Hair and Media Make-Up Studies
Sport & Public Services	0019/23	L2 Public Services
Sport & Public Services	0035/23	L2 Sport
Sport & Public Services	0336/23	L2 Sport (Brentford)
Travel	0036/23	L2 Travel & Tourism
Travel	0536/23	L2 Certificate in Aviation
Travel	0537/23	L2 Certificate in Travel (Cabin Crew)

Table 3

L3 offerings with no 19-23 legal entitlement

College Level Name	Code	Name
Art and Design	0700/22	L3 Creative and Digital Design Yr 2
Art and Design	0700/23	L3 Creative and Digital Design Yr 1
Art and Design	0702/22	L3 Animation and Games Design Yr 2
Art and Design	0702/23	L3 Animation and Games Design Yr 1
Beauty	0084/23	L3 Beauty
Beauty	0333/23	L3 Beauty Intensive for 19+
Beauty	EVE0083/23	L3 Adv Beauty Specialist Eve for 19+
Beauty	EVE0184/23	Bridal Make Up
Business	0032/23	L3 Business
Business	0117/23	L3 Leadership and Management
Business	EVE0198/23	L3 AAT Diploma in Accounting
Engineering	0094/22	L3 Engineering Yr 2
Health & Care	0060/22	L3 Health and Social Care Yr 2
Health & Care	0060/23	L3 Certificate in Health and Social Care
ICT	0116/23	L3 ICT (ICDL)
Media and Music	0264/22	L3 Music Yr 2
Media and Music	0264/23	L3 Music Yr 1
Sport & Public Services	0063/22	L3 Public Services Yr 2
Sport & Public Services	0063/23	L3 Public Services Yr 1
Sport & Public Services	0064/22	L3 Sport Yr 2
Sport & Public Services	0064/23	L3 Sport Yr 1
Sport & Public Services	0335/22	L3 Sport (Brentford FC) Yr 2
Sport & Public Services	0335/23	L3 Sport (Brentford FC) Yr 1
Travel	0065/22	L3 Travel Yr 2

Related Documents:

1. Child Looked After/Care Leaver status confirmation
2. Allocation letter 2022/23
3. Non-payment - Email notifications

Care Leaver/ Looked After Child: Status Confirmation 2023/24

College ref: Date of birth:

Student name:

This student is applying to, or studying at, West Thames College and is seeking financial support from WTC to assist with the costs of attending college. In order for us to make a fair assessment and award we require the following **information to be provided by their Social Worker**. Please tick as appropriate. If not known please tick the “?” box.

	Yes	No	?
1. Is he / she a Looked After Child?			
2. Is he/she living with a foster/host family?			
3. Is he/she living with a private foster family?			
4. Is he / she an Asylum seeker or a dependant of an Asylum seeker?			
5. Is he / she receiving support, or the dependant of someone receiving support, under Part VI of the Immigration and Asylum Act and are aged 16-18?			
6. Is he/she a person (including unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support and are aged 16-18			
7. Is he / she a Care Leaver?			
8. Has the Care Leaver’s immigration asylum claim been decided?			
9. Is he / she in receipt of, or the dependant of someone, in receipt of any of the following benefits?			
• Income Support/Universal Credits			
• JSA or ESA (income based)			
• Child Tax Credits (income less than £16,190)			
• Working Tax Credits			
10. Does he / she have any limitations placed on them in terms of receiving money from public funds?			
11. Is there any other information you think would be relevant to inform our decision about providing financial support whilst at College? (i.e: Age dispute)			
12. Does he / she have a bank account? If yes please give details below			
Name as seen on Card:	Account no:	Sort code:	

Important – Please read before signing

West Thames College will carry out a financial assessment for each bursary applicant received to establish household income, whether there is an actual financial need to help students with the cost of travel, to buy essential books, equipment or specialist clothing (such as protective overalls, for example), field trips and other course-related costs and whether bursary support is available to contribute to the costs of attending industry placements, university interviews and open days. These are items the student would otherwise need to pay for in order to participate.

At the beginning of the term, if specialist equipment and/or a travel pass is needed, the college will purchase this and the cost will be deducted from the student's overall award. Books and equipment purchased for a student to complete their study programme must be returned once the study programmes is completed

DECLARATION: I confirm that I am duly authorised to provide and confirm the information above and that it is correct at the date of signing below.

Name:			
Position:			
Signed:		Date:	
Email:			
Telephone:			
Organisation:			

Please return completed forms to Ruann Rajakaruna at Isleworth or front desk at Feltham Skills & Logistics Centre. Alternatively, you can email the completed form to studentwelfare@west-thames.ac.uk

For Office Use Only



Eligibility: All Bursaries

- Student meets the age criteria.
- Eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of eligibility has been retained.

Bursary for defined vulnerable groups

- Student falls within one of the defined vulnerable groups for example, in receipt of the specified benefits in their own right or in care/care leaver.
- Financial needs assessment carried out to confirm actual financial need and amount of support required. No student should automatically receive £1,200.
- Appropriate evidence seen and copies retained to confirm student's eligibility. Support awarded in kind (bus pass, meal vouchers, books or equipment purchased on student's behalf). Receipts should be retained.
- Award letter issued to student confirming the amount of support, what support will be made in-kind and payment conditions.

