

# Financial Support Guidelines 2024/25



Long Road Sixth Form College is committed to helping students overcome financial barriers to successful participation and completion of their studies. The College receives government grants each academic year specifically to provide financial support to students

When enrolling on a course at Long Road Sixth Form College, consideration should be given to the costs involved such as travel costs, meals, equipment, books, trips, stationery and childcare. To ensure that finance is not a barrier to learning, funding is available to support students from a low income household. To be eligible for Financial Support, you will need to demonstrate that your annual household income is ordinarily below £30,000. Also that you have lived in the UK for the past three years or lived in the EEA for the period 31<sup>st</sup> December 2017 to 31<sup>st</sup> December 2020. Long Road Sixth Form College is committed to providing support where it is available and we would actively encourage students to apply for possible support as soon as they can.

Long Road Sixth Form College administers these funds at its discretion and in line with its policy and procedure. There is no entitlement to a Bursary. Awards are only ever a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs. Each application will be assessed and if funds are available, an award will be allocated subject to meeting the College's eligibility criteria. There are different funds available to help different groups of students and the rules for each are different. Therefore, please be aware that each award is individual to your circumstances and may be different to others. As funds are limited, it may be necessary to close a bursary at any point during the academic year.

## What to do next:

The applicant should complete all relevant sections and sign this form. Please supply recent photocopies of appropriate evidence dated within last six months. To be eligible for financial support you will need to demonstrate an annual household income ordinarily below £30,000 (gross taxable income). Please supply a recent **photocopy** of the full document(s) that are applicable to the household that you live in (dated within the last six months). The preferable form of financial proof is either Universal Credit awards notice for the past three consecutive months or a Tax Credit Awards Notice (TCAN) starting 06 April 2024 or Tax Credit Annual review ending 31<sup>st</sup> July 2024. If you do not have any of the evidence, proof of household income under £30,000 must be supplied. This can either be done by providing the last three months bank statements and wage slips for each working member of the household. For those who are self-employed, a photocopy of the Self-Assessment Tax Return or a letter from your accountant stating the projected earnings for 2023/2024 will be required.

## Free Meals

These are available to learners under 19 on 31<sup>st</sup> August 2024, who are from a household in receipt of the following benefits; Income Support; Income-based Jobseekers Allowance; Income-related Employment and Support Allowance (ESA); Support under part VI of the Immigration and Asylum Act 1999; the guarantee element of State Pension Credit; Child and/or Working Tax Credit and the household annual gross income has been assessed as below £16,190; Working Tax Credit run-on-paid for 4 weeks after someone stops qualifying for Working Tax Credit; Universal Credit with net earnings not exceeding £7,400 pa. Also available for learners students aged 19 or over if they are continuing on a study programme they began aged 16 to 18 (19+ Continuers) or have an Education Health Care Plan.

**We are unable to process incomplete applications, which includes those with missing documents, and this may result in delaying the award.**

If you need any advice or help to complete this form, then please do not hesitate to contact us by e-mail: [financialsupport@longroad.ac.uk](mailto:financialsupport@longroad.ac.uk), telephone 01223 631141 or by visiting the Finance office.

## Please return all completed applications to the Financial Support team

We actively encourage that all applications should be made via by e-mailing [financialsupport@longroad.ac.uk](mailto:financialsupport@longroad.ac.uk).

**All information will be treated in the strictest confidence and will only be seen by the Assessment Panel for Financial Support purposes.**

## Terms of Support

By submitting an application, you are agreeing to the following terms of support:

- Attendance will be monitored and must be at least 80% with all absences explained.
- Student behaviour should be acceptable in line with the College's Policy
- Should a student withdraw from their course before completion or complete early, they may be required to repay all or part of any award made.

## Disbursements

### Bursaries for young people in defined vulnerable groups

Monthly payments are available up to a maximum of £1,200 for the academic year for students aged over 16 but under 19 on 1 September 2024 who specifically are:

- In or recently left local authority care
- You receive Income Support and/or Universal Credit in your own name
- receiving Disability Living Allowance or Personal Independence Payments in your own name as well as Employment and Support Allowance or Universal Credit in your own name.

Any other fees essential to the course will be deducted and the remainder will be paid equally each month, during term time, into the student's bank account.

### 16 – 18 Discretionary Bursary

Disbursements from the Discretionary Bursary will be made as per the following table:

	Under £30,000
<b>Public Transport</b> (Please see below)	100%
<b>Essential Books</b>	100%
<b>Essential Equipment/Kit/Starter Packs</b>	100%
<b>College Services Fee</b>	100%
<b>Stationery</b>	100%
<b>Equipment Deposits</b>	100%
<b>UCAS Fees</b>	100%
<b>GCSE English/Maths Resit Fee</b>	100%
<b>Childcare:</b> Learners aged under 20 on the 31st August 2024 with childcare needs while at College may apply to Care to Learn at <a href="http://www.gov.uk/care-to-learn">www.gov.uk/care-to-learn</a> or ring 0800 121 8989. The care provider must be OFSTED registered.	

#### **Public Transport:** (*This is a contribution towards travel and may not cover the full costs*)

If Long Road Sixth Form College is the nearest appropriate post-16 education provider to your home offering your chosen course, and you are under 19 as at 1 September 2024, and in receipt of an eligible benefit, you should contact your local County Council in the first instance to check whether you qualify for subsidised public transport. If your application is rejected, then you can apply to the College's 16-18 Discretionary Bursary for assistance. The amount you receive will be based on where you live and on the cost of public transport via the cheapest method including passes, irrespective of your mode of transport. Your attendance will be assessed and based on this, payment will be reimbursed by BACS into your bank account. The first payment will be made at the end of October 2024 (or the first month after the award has been approved). In cases of partial or full distance learning, transport payments may either be adjusted accordingly or suspended.

#### **Stationery/Art Equipment/UCAS Fees**

Where a contribution of £10 has been agreed to cover stationery costs or an award made for Art equipment then this will be processed via BACS direct into the Student's bank account - with the first payment being end of October 2024 (or the first month after the award has been approved).

#### **Equipment/Books/Revision Guides**

Where the College contributes to costs for these items, then the college will order these on a student's behalf. Once the items have arrived, the student will be notified via e-mail to collect them from the Student Helpdesk. If a student has brought an item themselves, consideration may be given for a refund however this may not be for the full amount and will be at the discretion of the panel.

#### **College Services Fee/ Equipment Deposit/ Starter Packs/GCSE Resit Fee**

An internal transfer will be made to the College finance department once a student enrolls on a course at the college for the College Service Fee and Equipment Deposit if applicable to their course. Starter Packs will be given to students by their tutors once an award has been made.

#### **Additional Activities/Visits/Trips**

Support will be given only for additional activities, visits or trips considered essential to your participation on the course. There will be no support for any overseas visits. An internal transfer will be made to the College department. However Parental consent will still need to be given for each trip by logging into ParentPay.

#### **Free Meals**

A credit of £4.60 per day will be issued to the student's 'Parent-Pay' account for use in the College's Food Centre. In the circumstances of distance learning, then regular BACS payments will be made for each College day. It will remain at the discretion of the Government and/or the College if payments are to be made during college holidays.