

Advanced Learner Loan Bursary Policy

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| Originator title: | Deputy Principal - Commercial |
| Author: | Director of Student Experience |
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| Associated Policy: | <ul style="list-style-type: none"> • Bursary and Student Funds Appeal Procedures 2021-22 • Bursary guidance 21-22 |

1. Introduction

1.2 Cambridge Regional College recognises that the Advanced Learner Loan Bursary has an important role to play in removing barriers for some students accessing and completing further education courses. It is the aim of the College to use funds to make the maximum impact on recruitment, attendance, retention, achievement and success rates.

1.3 This policy sets out the financial support available through, and eligibility for, the advanced learner loans bursary funding for 19+ students who are in receipt of and/or eligible for the Advanced Learner Loan and attending Cambridge Regional College Campuses.

1.4 The fund will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Skills Funding Agency. Learner eligibility will be determined through assessments of the students social and economic disadvantage.

2. Context

2.1 Awards may be provided where a vulnerable or disadvantaged student who is funding their learning with a loan has demonstrated a financial barrier which impacts on their learning.

2.2 The Advanced Learner Loans Bursary may be used to fund hardship, childcare and residential support, but not tuition fees. Hardship support can include course related costs (such as books, equipment, trips), travel or support with domestic emergencies.

2.3 It can also fund learning support activity for 'in-learning' support for loans students, such as support for teaching assistants or reasonable adjustments under the Equality Act 2010.

2.4 Advanced Learner Loan Bursary funding should be utilised only to meet the eligibility criteria as outlined in the Bursary Eligibility Criteria 21-22 and no funds should be utilised in conjunction with other discretionary learner bursaries.

2.5 Students aged 19+ are normally assessed as independent students and household income is assessed on their own income, together with that of their spouse/partner if applicable. However, if a student has no income, household income will be based on the income of the person(s) on whom the student is dependent.

3. Eligibility

3.1 Students aged 19 and over on the first day of their course, who have been approved for an Advanced Learner Loan, may be eligible to receive financial support from the College Advanced Learner Loan Bursary.

3.2 The Advanced Learning Loan Bursary is a discretionary fund and due to the limited nature of the fund, meeting the criteria does not guarantee funding. The bursary fund is income assessed and operated on a first-come, first-served basis.

3.3 A bursary may be available to students who meet the following criteria:

- Annual household income which does not exceed £28,000 (parental income will not be taken into account, but the income of any spouse or co-habiting partner will be taken into account).
- Be identified as a 'vulnerable' student, i.e. learning difficulties, health issues, disabilities, ex-military personnel and parents needing support with childcare.

3.4 The amount of bursary provided will depend on individual circumstances and may be subject to change due to the availability of funds.

3.5 Payments will be adjusted for programmes that do not run over a full academic year.

4. Conditions and Procedures

4.1 Students who apply for the Advanced Learner Loan Bursary will be required to supply evidence of household income and information about their actual need for support. This should be in the form of benefit or other official documents or verification from statutory or other agencies.

4.2 Payments are subject to satisfactory attendance, conduct and progress at College. The College reserves the right to suspend, delay or reduce payments where a student's attendance or conduct is giving cause for concern, in consultation with the personal tutor.

4.3 All payments, where possible, will be made by BACS into the students own bank account (excluding lunch cards and college bus passes).

4.4 Payments are only backdated to the start of the term that the application is received. The amount of bursary provided will depend upon individual circumstances and may be subject to change due to the availability of funds.

4.5 Wherever possible, payments for essential course kits will be made via internal College transfer where to a supplier for where appropriate.

4.6 Applicants will be notified in writing how much has been allotted to the categories they have applied for help with, including how payment will be made. Awards will be made to a third party or paid by internal budget transfer where possible. In all cases the application will be judged on its individual needs as outlined in the ESFA guidelines. The amount awarded will be specific to each application

4.7 If a student is unhappy with their award decision, the procedure for appeal is outlined in the letter informing them that the application has been unsuccessful

5. Responsibilities

This policy is the responsibility of the Director of Student Experience

6. Quality Assurance and Monitoring

6.1 This policy will be reviewed annually

6.2 Activity and budgets are reviewed on a termly basis by the Director of Student Experience and CRC Finance Team.

6.3 The Senior Student Adviser should report, where possible through their SAR, the impact of the Bursary on learner retention and achievement

6.4 The Director of Student Experience should report through their SAR, the success rates of those receiving Bursary and make comparisons across the College.

6.5 Case studies of success stories for those receiving Bursary should be gathered and used to promote equality & diversity.

Document history

| Date | Issue number | Change/Comments | Date Approved | Approved by |
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| 01/07/2019 | 1 | Original document | | |
| 29/5/2020 | 2 | Review of document | 29/5/2020 | Gayle Brown |
| 29/7/2021 | 3 | Review of document | | Gayle Brown |



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