

Advanced Learner Loan Bursary Policy

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Associated Policy:	• Bursary Appeals Procedure • Bursary Guidance and Eligibility	

1. Introduction

1.1 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.

1.2 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 the Advanced Learner Loan and attending Cambridge Regional College Campuses.

1.3 The fund will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Education and Skills Funding Agency (ESFA). 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 or essential kit, uniform, trips or books which are covered for by the Advanced Learning Loan amount. Hardship support can include course related costs, including course trips, books and equipment (where these costs are not required to be part of the fee) travel or support with domestic emergencies.

2.3 The Advanced Learning Loan Bursary can 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 Guidance and Eligibility and no funds should be utilised in conjunction with other discretionary learner bursaries.

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:

- Have an annual household income which does not exceed £33,000 including parental income, any spouse or co-habiting partner will be considered. Students will be assessed on a case by case basis.
- A bursary may be available to students who require general financial support because they are vulnerable and financially disadvantaged.

3.4 Students aged 19+ are normally assessed as independent students and household income is assessed on their own income, together with that of their parent/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

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

3.6 Payments will be adjusted for programmes that do not run over a full academic year or are part time courses.

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 which is outlined in the terms of support and signed for by the student when making the bursary application. The College reserves the right to suspend, delay or reduce payments where a student's attendance or conduct is giving cause for concern.

4.3 All payments made by BACS will be paid into the student's bank account only, on a monthly basis for the 10 academic months of the year. If the student's course does not run over a full academic year, the payments will be adjusted

4.4 Payments are authorised from the month the application is correctly completed by the student and approved by the Bursary Administration Coordinator/Student Advice and Safeguarding Team. Any requests for back payments will be reviewed on a case-by-case basis by the Student Advice and Safeguarding Manager.

4.5 Wherever possible, payments for essential course kits covered for by the loan amount (kits, trips, uniform, material and books) will be made via internal College transfer. Funds will be sent to a supplier, where appropriate, to purchase items.

4.6 Applicants will be notified in writing via email of how much has been allotted to the categories they have applied for help with, including how payment will be made. 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 In the case of declined bursary applications 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 Services

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 Senior Management Team

6.3 The Director of Student Services and Student Support & Safeguarding Manager should report, where possible through their SAR, the impact of the Bursary on learner retention and achievement

6.4 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
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
08/07/2022	4	Eligibility Criteria increased to £30,000 Roles and responsibilities updated		Emily Bennett
12/05/2023	5	Annual review of existing document and changes		Kayleigh Horn and Jack Jesson
01/08/2024	6	Review of document		Jack Jesson
02/06/2025	7	Review of document	8/8/2025	Jack Jesson & Denise Wilkinson



Contact Us
enquiry@camre.ac.uk