

WORCESTER SIXTH FORM COLLEGE

FINANCIAL SUPPORT FOR STUDENTS

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1. Introduction

The College receives an annual allocation of Discretionary Learner Support from the Funding Body for 16-19 year olds and 19+ categories respectively. The size of the allocation is determined by the number of students on the College's roll. The College refers to this source of financial support as its Student Support Fund. The fund is subject to internal and external audit.

2. Aim

The College intends to dispense its Student Support Fund to provide financial assistance to students who otherwise might be inhibited from participating in a College course for financial reasons.

3. Principles for Allocation

To be eligible for financial assistance from the Student Support Fund a student must be:

- (i) enrolled as a student at the College
- (ii) aged 16 or over on 31st August prior to the start the course
- (iii) 'ordinarily resident' in the United Kingdom for the last three years (and not to have come to the UK for the purpose of being a full time student)

4. Process

Students 16-19 are invited to apply for one or more of the following forms of financial assistance:

- (i) Education Bursary
- (ii) Travel Allowance
- (iii) Free Meal Allowance
- (iv) The Additional Student Support Fund

The Travel Allowance and Additional Student Support funds are based on student attendance.

The Education Bursary is paid weekly.

The Travel allowance is paid at the end of each term.

The Additional student support funds are allocated to students on an ad hoc basis.

Students 19+ who have not applied for an Advanced Learner Loan, are invited to apply under one or more of the following categories of financial assistance:

- (v) Travel Allowance
- (vi) Child care costs

Any funds available for allocation will be paid half-termly, dependent upon attendance.

The fund is administered by the Student Finance Officer, consulting with Heads of Year as required.

Decisions may be subject to the following:

- (i) The Principal, Deputy Principal or a Head of Year may make discretionary decisions to allocate funds if a need is urgent.
- (ii) Each application is judged on its merits and those students who are most in need of help are identified. The Student Support funds are limited and consequently it may not be possible to respond positively to all applications.
- (iii) Applicants are notified of the outcome of their application, and advised if further action is required, when they submit their application.
- (iv) The College uses its Student Support Fund to continue to provide financial support for 16-19 students who previously benefited from the schools' scheme to provide a subsidy for the purchase of a daytime meal. Applications from families that had not previously been successful in applying to that scheme are considered initially by the Student Finance Officer before being passed to a Head of Year and if supported by them, the decision to award is finally made by the Finance Director of the Trust.

5. Guidelines

Awards are made to 16-19 year old students on the basis given below:

i. Education Bursary

A Bursary of £1,200 a year for students in care, care leavers, students who receive Income Support in their own right or those in receipt of Employment Support Allowance and PIP (Personal Independence Payments).

ii. Travel Allowance

Travel Allowance equating to the cost of the Severn Card whether other alternative methods of transport are used by the student. If the student lives at a distance further from the College and is not serviced by the Severn card service, the maximum funding available will be the full cost of a Severn card.

A Travel Allowance is for students whose household income is below £33,500 a year and who live more than three miles from College and who have purchased a Severn Card or alternative travel card.

iii. Additional Support

Awards from the Additional Student Support Fund are based upon the principle that the families of eligible applicants receive an annual income of £16,190 or less and are likely to be in receipt of either:

- Working tax credit
- Child tax credit
- Income support/Universal credit

iv. One off Annual Fund

A £5 fund will be credited to any student who is eligible for Additional Student Support and Free Meals at the beginning of the Academic year to be used for stationery supplies from the College shop. A bonus for attendance and retention will be made at the College's discretion.

6. Residential Support Scheme

Residential Support Scheme (RSS) Students who have accommodation costs because they live away from home for their studies may be eligible for help through the Residential Support Scheme. Apply to the College in writing (letter or email jenny.jones@wsfc.ac.uk), addressed to the Student Finance Officer, and we will submit a claim to see if you are eligible.

If you are not eligible for the RSS, you may qualify for a Residential Allowance from the College to help with accommodation costs.

7. Decision Guidelines

In addition, however, the following guidelines will advise those making decisions:

- (i) Applicants/Parents of applicants in receipt of welfare benefits will be required to show proof of benefit payment.
- (ii) Applicants/Parents of applicants must be prepared to show evidence of income and living expenses.
- (iii) Applications from 16-19 students living independently may be considered.
- (iv) Applications for travel assistance from 16-19 students would not normally be considered if they live less than three miles from College.
- (v) Applications for travel assistance from 19+ students if successful would normally fund the cheapest method of travel.
- (vi) Applications for support for trips/visits/exchanges from eligible students will be judged on the following basis:
 - Trips essential to the course will be fully funded up to the annual allowance;
 - Trips not essential to the course may receive a maximum of 50% support, up to the annual allowance.
- (vii) An application from a student whose attendance is or falls below 90% may not qualify for full support.
- (viii) 19+ students who have successfully applied to the Student Support Fund for assistance with travel costs but whose attendance has been broken by long periods of continuous absence may as a consequence receive only a reduced portion of their allocation.
- (ix) Applications for support for the cost of peripatetic music lessons from eligible students where lessons are not essential for a course being studied may receive a maximum of 50% support.
- (x) The Student Finance Officer will monitor the total value of awards made to individual students from The Additional Student Support Fund and normally restrict the total to £200, the annual allowance.

- (xi) A student who has received an allocation from the Student Support Fund and leaves before the completion of their course may be required to repay all or part of their allocation.
- (xii) Any appeal against a decision made by the Student Finance Officer should be made in writing to the Deputy Principal. This decision is final.
- (xiii) Any complaints relating to Financial Support will be dealt with by the College according to its Complaints Policy, which is available upon request.

8. Monitoring

This policy is monitored annually by the Senior Management Team. The funding allocation to the College and its disbursement is subject to annual checks made by the funding bodies, the Trust and the Trust's Auditors