



Student Bursary Fund Policy

Document History			
Author	Pauline Sharma	Ref and Document Version	Student Bursary Fund Policy
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Statement of Policy

Greenbank College aims to provide support for students who are likely to be disadvantaged by financial constraints and by the impact of study on their finances. All full-time and part-time students on ESFA funded courses are eligible to apply for support.

Objectives

- To ensure the successful identification of the most financially vulnerable students
- To positively support attendance and retention working in line with "At Risk" tutors
- Ensure an open and fair process in relation to distribution of funds

Range

Financial or in-kind support can be applied for across the following areas:

- Transport
- Free school meals
- Protective clothing
- On course resources and equipment
- Childcare

Application Process

Unless otherwise indicated, application forms are available online or from the student services team.

Applications must be accompanied by all of the supporting documentary evidence required.

Support for Students on a Study Programme

16-19 Bursary Fund (Vulnerable)

Applications can be made for a bursary of up to £30 per week for courses that last for 30 weeks or more. The following conditions must be met:

- Students must be either in care, a care leaver, in receipt of Income Support or Universal Credit in their own name or must be a disabled student in receipt of both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance or Universal Credit in their own name.
- Students must satisfy the College attendance and behaviour criteria.

Entitlement is not automatic and all applications will be subject to a formal financial assessment. Failure to supply the evidence requested will result in an application being declined.

Any payment awarded will be paid in weekly instalments by BACS into a bank account.

Young Persons' Discretionary Bursary Fund (aged 16-18 or up to 24 with an Education Health and Care Plan)

Young students facing genuine financial difficulties may make an application for a discretionary grant, for example to help with the cost of travel or purchasing protective clothing required for the course of study.

The following conditions must be met:

- Students must be aged over 16 and under 19 on 31st August 2025 (or aged up to 24 with an EHC Plan)
- Students must be from a household where the annual income does not exceed £26,000
- Students must satisfy the College attendance and behaviour criteria.

The Discretionary Bursary Fund is cash limited and subject to a formal assessment of need. An application form must be completed and accompanied by supporting evidence or finances. Failure to supply the evidence requested will result in an application being declined.

Free Meals

Young students may apply for a meal in the College canteen for each full day they are in attendance for their learning programme.

The following conditions must be met:

- Students must be aged over 16 and under 19 on 31st August 2025 (or aged up to 24 with an EHC Plan)
- Parent or guardian must be in receipt of one of the following – Income support; Universal Credit; Guarantee Element of State Pension Credit; Income Based Job Seekers Allowance; Child Tax Credit; Income- related Employment and Support Allowance; Support under part V1 of the Immigration and Asylum Act 1999.

Help With Transport Costs

Students up to 19

Young students who were eligible for assistance from the local authority to transport them to school may be eligible for continued support until they are 19. **Applications should be made to Liverpool City Council sen.transport@liverpool.gov.uk or to the relevant local authority if not resident in Liverpool.**

Study Programme Students 19+

Students able to use public transport may apply for help with travel costs under the Young Person's Discretionary Bursary Fund.

Students unable to access public transport should make an application for support in the first instance to Adult Social Care via their social worker (or duty social worker if they do not

have a social worker). If Adult Social Care are not able to help, application may be made via the means tested Young Person's Discretionary Bursary Fund.

Students will be asked to make a contribution towards transport costs which will vary depending on household income

Care to Learn

Students under the age of 20 who have children may be eligible for help with the cost of childcare to the value of £160 per child per week whilst they study.

The following conditions must be met –

- The student must be a parent under 20 at the start of their course
- They are the main carer for their child and in receipt of Child Benefit for the child
- They are a British Citizen or have a legal right to live and work in England
- The course qualifies
- The child's other parent is unable to provide childcare
- The other parent is not claiming childcare paid through any other source, for example, government funded early education places or Childcare Tax Credits
- The childcare provider is Ofsted registered and can provide an official fees notice

Application information available at www.gov.uk/care-to-learn/

Support for Students Aged 19+ Studying for a Second Level 3 Qualification

Advanced Learner Loan

Greenbank students aged 19+ who already hold a qualification at level 3 or above and studying for a second level 3 in a different subject can apply for an Advanced Learner Loan to help with the cost of their course fees.

The minimum level of loan that can be applied for is £300 and the loan is paid directly to College. Students will not be expected to start paying back the loan until the April following the course completion and the student is earning at least £27,295 per year.

Applications may be completed online and information is available at -

www.gov.uk/advanced-learner-loan/how-to-apply

Advanced Learner Loan Adult Bursary Fund

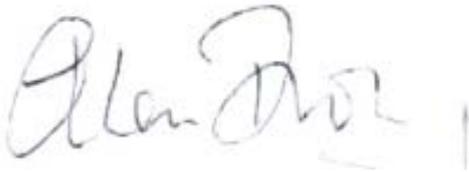
Students who fulfil the criteria and have been approved for the Advanced Learner Loan for full fees on their level 3 course may also apply for a grant / loan /in kind contribution from the Advanced Learner Loan Bursary Fund to provide support, for example with childcare, travel or course materials /equipment. Applications for support with childcare costs may be made if a student has parental responsibility for a child under 5 years. Childcare costs are payable up to a maximum of £160 per week and childcare providers must be Ofsted registered. (Greenbank expects parents to take up the government funded early education entitlement on offer before applying for funding from Greenbank.)

Adults should make an application to Greenbank's Advanced Learner Loan Bursary Fund. This fund is cash limited and subject to a formal assessment of need. (Total annual household income must be lower than £26,000) An application form must be completed and accompanied by supporting evidence of finances. Failure to supply the evidence requested will result in an application being declined.

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Agreed by Greenbank Board of Trustees

A handwritten signature in black ink, appearing to read 'Alan Irving', with a vertical line extending downwards from the end of the signature.

Dr Alan Irving, Chairman