

# FINANCIAL ASSISTANCE GUIDANCE NOTES

## Welcome to Learner Finance at East Riding College Terms and Conditions of Support and Guidance Notes Financial Assistance (Bursary) whilst studying (September 2023 to July 2024).

Financial support through various bursary funds can offer financial assistance to students who are in full or part-time further education and are encountering financial barriers to learning. The bursaries are funded by the Education and Skills Funding Agency and through East Riding College funds.

Funding is limited and will be allocated on a first come first served basis and according to actual financial need. It is not guaranteed.

### **DEADLINE FOR DISCRETIONARY BURSARY APPLICATIONS IS 30<sup>TH</sup> SEPTEMBER 2023 if they are to be assessed and approved in the 1<sup>ST</sup> TERM (up to Christmas)**

Applications received after this date will be retained on file but may not be awarded.

**THERE IS NO DEADLINE IMPOSED FOR VULNERABLE YOUNG PERSON BURSARY APPLICATIONS.**

### **How do I apply?**

Follow these Guidance notes and fully complete the application form and **please write/print clearly.**

A number of courses are **not** eligible for additional financial help through the Bursary Fund. This includes “full cost” courses, apprenticeships and higher education courses. Please check with Guidance Services if you are unsure about your course or need advice about alternative funding.

**You may be eligible for financial support if you meet the household income criteria below and if:**

1. You are aged 16-18 on 31<sup>st</sup> August 2023 and enrolled on a full-time eligible course **or**
2. You are aged 19+ on 31<sup>st</sup> August 2023 **AND** continuing a course you began aged 16-18 **OR** you have an Education, Health and Care Plan (EHCP) **or**
3. You are in care **or** a care leaver **or** receive Universal Credit because you financially support yourself **or** receive DLA/PIP **and** Universal Credit **or**
4. You are aged 19+ on 31<sup>st</sup> August 2023 and enrolled on a full-time eligible course **or**
5. You are enrolled on a full-time eligible course and in receipt of an Advanced Learner Loan.

### **Household Income Criteria:**

If your circumstances aren't included below, please email [learnerfinance@eastridingcollege.ac.uk](mailto:learnerfinance@eastridingcollege.ac.uk) to ask any questions or see us at the Welcome Events or at Enrolment (All learners are encouraged to apply for financial support as thresholds may be subject to change depending on funding availability).

- A) **Aged (at the 31/8/2023) 16/18 or 19+ with an EHCP or a 19+Continuer (2<sup>nd</sup> year of a course started when you under 19).** Household income **under £25000 (NET)**. If the Household income is **over £25000 (NET)** you will still be eligible for Travel costs (please see page 2). This is to the nearest College site delivering your course.
- B) **Aged over 19 and don't fall into the category above** - Based on personal circumstances, and actual financial needs, as follows:
- Living with parent/guardian and your individual income is **under £12000 (NET) or**
  - Living Independently **under £18000 (NET) or**
  - Living with partner/spouse (no children) joint income **under £25000 (NET) or**
  - Living with partner/spouse, (with children), joint income **under £30000 (NET).**

**YOU NEED TO SUPPLY INCOME EVIDENCE AS DETAILED BELOW. YOUR APPLICATION CANNOT BE PROCESSED WITHOUT IT. PLEASE SEE THE “ANY QUESTIONS?” SECTION.**

We aim to provide an outcome of your application within 30 days once enrolled and all evidence is received. If you cannot provide income evidence immediately, please see Any Questions on page 6 about travel.

**Income Evidence** - please provide evidence of your household income where applicable, as listed below - please supply copies not originals as this only delays the assessment.

- **Earnings from work or self-employment** - Three months wage slips or P60 or 2022/2023 accounts
- **Universal Credit** - Three recent months statements (**please note we require the full statements including the breakdown**). PLEASE DO NOT PROVIDE SCREEN SHOTS.
- **Working/Child Tax Credit** - All pages of your 2022-2023 Tax Credit Award Notice (OR an older letter together with three recent months bank statements)
- **Housing Benefit** (if not on Universal Credit) - Current Confirmation Letter (your Local Authority can provide you with this)
- **Council Tax Benefit** - Current Confirmation Letter (your Local Authority can provide you with this)
- **Income Support/Employment and Support Allowance/Job Seekers Allowance/Carers Allowance/Pension or Pension Credits** - Your most recent Benefit Award Letter. If this is older than three months, please also provide three months recent bank statements.
- **Other** - Documentary Evidence

Please note we are unable to fully assess your application for financial assistance until you have provided all evidence of household income. If evidence is not received after 30 days from receiving your application, you will need to reapply.

### What support is available?

**Bus Travel** - You will need to fund your own travel until support is agreed and a pass issued so it is important to apply as soon as possible.

**Free Bus Travel** is available for students who meet the income criteria, and who are living more than two miles from the nearest College site delivering their course. The **free travel** is by East Yorkshire Buses (EY Buses), or dedicated College services, BC4, BC8, ER1 and ER3.

**Free Travel by other means** is subject to prior agreement and in exceptional circumstances, such as medical needs or where EY/College services are not available. Please detail if required on your application in section 5 of the application form.

**RETURNING STUDENTS PLEASE NOTE THE ER1 ROUTE HAS CHANGED and THERE IS A NEW ER3 ROUTE.**

Your application includes applying for a bus pass for the above EY Bus services and other college related services including the ER1, BC4, BC8 and ER3. You are signing to confirm you understand that their terms and conditions of carriage relate to you whilst travelling with them, a copy is available from the company via their website <https://www.eastyorkshirebuses.co.uk>

### How does it work?

#### **East Yorkshire (EY) Buses ER1 and ER3.**

- The pass is via the EY Bus mobile app on your smart phone, you download it and create an account using your college email address which you will receive on enrolment (**if you do not have a smartphone tell us**).
- **RETURNING STUDENTS** - if you didn't use your College email address for your EY Bus App account last year please create one with it for this year (you cannot use personal/non-college emails this year).
- You will then receive an activation code and instructions from us to activate your pass on your phone.
- If you apply and your application is agreed **before** Friday 11<sup>th</sup> August, then we will issue your activation code during enrolment.

- If you apply **after** Friday 11<sup>th</sup> August, we aim to provide an activation code within 5 working days (Mon/Friday), from enrolment once your application is agreed. You do have to pay your own fares in the meantime and there are no refunds. The codes will be sent out electronically, either by text or email. (continued)
- EY routes are detailed on the Mobile App, you can find the ER1 & ER3 routes and timetables on our website or pick one up from Reception or Learner Finance.
- The ticket is for use by yourself only on timetabled college days only.
- Any use of any bus passes on other days or on a second device or by another person will be deemed misuse.
- Misuse may mean the suspension or cancellation of the pass, invoicing for any additional journeys and you being asked to leave the bus.

#### **BC4 and BC8 Buses**

- You will be issued with a specific BC bus pass after you are enrolled, and your application has been agreed. For the first two weeks your Student ID card acts as your pass.
- You can find the BC4 & BC8 routes and timetables on our website or pick one up from Reception or Learner Finance.

You will be able to download the EY Bus mobile app so you can have access to their public service routes as well. This is because some of your lessons may start later or finish earlier than 9am/4pm. Please ensure you read the information above.

### **Assisted Transport**

Students who have Assisted Transport agreed by their local Council may be eligible for help towards any financial contribution they have to make, subject to evidence being provided. This is refunded to you half termly in arrears.

### **Other Transport requests**

These are only agreed in specific cases where travel by any of the above is impossible for the student for a few exceptional reasons. This could include childcare commitments/medical needs. Please contact us for assistance so we can advise what we can help with.

Reimbursements for other transport, such as rail fares and petrol allowances are always paid half termly in arrears with the first one on 13<sup>th</sup> November 2023. Please therefore bear in mind you will fund 9 weeks of travel before being reimbursed.

### **Kit/Uniform/Equipment/Materials**

Attached is a list of estimated costs for your course. It also details the maximum of what may be reimbursed to you. Some courses require you to have the Uniform and Kit within a couple of weeks of starting your course. Please keep your receipts as you will need to provide these if you are eligible for a refund.

The first refund of costs is on 13<sup>th</sup> November (must apply before 30<sup>th</sup> September) so any costs due before then will have to be paid out by yourself.

Other courses may incur costs throughout the year, and these can be claimed when they arise. You are expected to fund the costs and then the College looks to refund the cost up to the maximum quoted subject to funds being available. You need to produce receipts, order confirmation or in exceptional circumstances tutor confirmation, for a refund. Please provide these to Learner Finance as soon as possible.

For stationery items please see the E Learning staff as they stock a range of items at very reasonable prices - these items are not included for reimbursement due to the low cost.

**REMEMBER** refunds are subject to available funds, attendance, behaviour, attitude and progress.

## Vulnerable Young People (under 19 as of 31<sup>st</sup> August 2023 only)

There is a bursary for young people either in Care, Care Leavers or supporting themselves or others financially, which is up to £1200 for the full academic year.

The amount is based on actual financial need and will cover costs such as Travel, Kit/ Uniform/ Equipment/ Materials and Meals at College not covered by the FMFE scheme below. It is **not** a guaranteed or automatic amount. Your bursary allowance will cover your costs as detailed above.

Non bus travel will be reimbursed **monthly in arrears** on a Monday and based on your attended college days.

Paying for Kit/Uniform/Equipment/Materials will be discussed when you apply as arrangements need to be confirmed. You may still have to pay for it up front and be reimbursed as detailed in the box above.

If you are not entitled to the Government Free Meals in Education, under section 4 below, you will be allocated a Meal allowance for each day you are in College. See the details on Free Meals below on how to claim it.

## Free College Meals (FMFE)

Free Meals in Further Education are available to students who are from households that meet the Government set criteria and receive certain eligible benefits.

These include certain levels on Universal Credit, Child Tax Credit, Income Support and Employment Support Allowance. For more information, please ask by emailing [learnerfinance@eastridingcollege.ac.uk](mailto:learnerfinance@eastridingcollege.ac.uk) or calling 0345 120 0044 and selecting option 3.

This element is only for those students who are **under 19 as of the 31<sup>st</sup> of August 2023**, or have an EHCP, or are continuing with the 2<sup>nd</sup> year of a course which you started aged when you were under 19.

Those students eligible will be entitled to a free meal in the canteen at either Beverley or Bridlington on the days they are registered to be in College. Those studying in Hull will receive a cash payment each half term in arrears with the first one being the 13<sup>th</sup> of November.

Meals in the canteen will be obtained by either using your Student ID card to confirm your eligibility to a meal or via a voucher system. At this stage the method is still being finalised. Confirmation will be given when your application is agreed.

## Childcare

If you are aged **under 20** at the start of your course, you **must** apply online for childcare support via Care-to-Learn. For further information contact a member of the Guidance or Learner Finance Teams and to apply visit: [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).

Those **over 20** as of the 31<sup>st</sup> of August 2023 may be eligible for childcare support. You will be required to complete a Childcare registration form, in addition to the application, available on the website or from reception before we can consider your request. One Childcare registration form for each Childcare provider you are using.

Your application will need to be assessed and agreed before any invoices for Childcare can be paid. Any charges incurred before your request has been agreed will be payable by yourself. The invoices for Childcare are paid **in arrears**, on a monthly basis, direct to the Childcare provider.

Remember any Government funded hours are used to offset your college course hours first before the College funds any additional childcare hours required. Maximum financial support is £180 per week per student. If costs are higher than this your application will be considered subject to available funds.

## Fees

If you do have to pay course fees, then depending on household income you may receive a fee remission of up to 75% towards them. Fee support is for those learners aged 19+ who are not eligible to apply for an Advanced Learner Loan or not eligible for a fee waiver, on eligible courses. You may also be able to set up an instalment plan in certain circumstances for any outstanding amount not paid on enrolment.

Household income criteria is: £25000 or less gives 75% fee remission, £25001 to £30000 gives 50% and over £30000 Nil. You will be required to pay a percentage of the fees on enrolment before any remission or payment plan is calculated. Income is for the whole household, including parents/grandparents.

## Other Financial Support

If you require financial support with other costs relating to your college course, such as trips, please specify in section 3 and provide full details in section 5. Other eligible costs may arise during the year, so you are able to apply for support throughout the year subject to funds being available.

## What happens next?

We aim to contact all applicants within 30 days of receipt of their application and evidence, although this timescale may be extended within the first term. Applications are prioritised based on needs such as Bus travel, Childcare and Meals.

**If you apply before Friday 11th August, we aim to have bus passes in place during enrolment for those applications that have been agreed.**

We will acknowledge your application and if applicable we will send you details of how to access your bus pass/routes and terms and conditions, plus any other relevant information.

## Terms and Conditions with points to consider.

The amount of financial assistance awarded is dependent on your individual circumstances and actual financial need. It is intended to help you with the costs of overcoming any financial barriers you may have when attending College. Therefore, amounts will vary from student to student and course to course.

**Please Note: Even if you are successful in your application for financial assistance, you may not receive any payments prior to the start of your course. The first planned refund is 13<sup>th</sup> November.**

All payments will be made by Bank Transfer into the learner's account according to a pre-set schedule, a copy of which will be available at reception desks or via email. In the case of other costs this may vary, either paid as a one off or in equal instalments.

**All payments are conditional upon: -**

- Meeting the conditions set out in the College's Charter for Success and Learner Agreement including those relating to punctuality, behaviour and performance.
- A **minimum** of 90% attendance on your course and 90% attendance in English/Maths (where applicable) per half-term
- Satisfying the residency criteria set by the ESFA Funding Regulations

An **unsuccessful** application will mean you are responsible for all costs associated with your course. If your circumstances change, you will be able to reapply although funding is allocated on a first-come first-served basis. If your application is not successful, you may request an appeal by providing additional written and documentary evidence to support your appeal which will be considered by the Financial Monitoring Committee.

This can be submitted by hand to a member of the Learner Finance Team or by email to [learnerfinance@eastridingcollege.ac.uk](mailto:learnerfinance@eastridingcollege.ac.uk) (Continued)

## General

The funding the College has to help you with the cost of studying comes from Government funds and is public money. The assistance you receive is a discretionary award and it will always be conditional on your attendance and behaviour at college. Whilst we recognise that students face financial pressures, the College has a duty to make sure the funds are awarded fairly and to the students most in need. For learners aged under 19 in the higher income brackets who are only being supported for travel, funds do not come from the Learner Support Funds, they are funded by the College's own funds.

**The funding is limited; learners who are eligible for support are not automatically entitled to it and changes may be made to awards during the academic year subject to funds being available.**

You will **not** receive funding if you have outstanding debts to the College or you receive financial assistance for college-related expenses through Jobcentre Plus or DWP. No cash payments will be made except in exceptional circumstances. Payments will be adjusted pro-rata for late starters, late applicants and early completers.

Payments will only be made to 'active' learners, no payments will be made to learners who have withdrawn prior to the payment date and payments to non-attending learners may be withheld and/or reduced at the discretion of the College. Funding will be suspended for any learner who is temporarily excluded from college during a disciplinary and will cease for those excluded from college. **If you give false information, amend your course details or withdraw from the course you may be required to repay any funds granted and/or return any kit in good condition.**

## Exceptional Payments

Where a payment has been refused due to poor attendance and/or behaviour, we may consider an exceptional payment depending on individual circumstances and based on **tutor feedback**. Decisions on an exceptional payment will be made by 2 members of the Financial Monitoring Committee and will require evidence of exceptional reasons for absence.

## Any Questions?

If you have any questions, please email [learnerfinance@eastridingcollege.ac.uk](mailto:learnerfinance@eastridingcollege.ac.uk), or call Learner Finance on 0345 120 0044 option 3. Please leave a voicemail with full student name and ID number, if not answered. Further information can be found at [www.gov.uk](http://www.gov.uk)

**IF you are 16-18 on the 31<sup>st</sup> of August 2023, OR have an EHCP, OR you are aged 19+ on 31<sup>st</sup> August 2023 AND continuing on a course you began aged 16-18 AND do need Financial Assistance for travel costs please do not delay getting your application in.** Income evidence for other costs can be submitted later. If you do delay then you will be paying for travel until we receive your application and have processed it, there are no backdated refunds.

Send your completed online application form and [scanned/attached](#) evidence/photos electronically to: [learnerfinance@eastridingcollege.ac.uk](mailto:learnerfinance@eastridingcollege.ac.uk)

**OR if paper based to:** Learner Finance, East Riding College, St Mary's Walk, Bridlington, East Yorkshire, YO16 7JW (This office deals with applications for ALL East Riding College sites).

**OR** you can deliver your application by hand to Reception at either Beverley or Bridlington campuses.

**PLEASE REMEMBER PAYMENT IS BASED ON AT LEAST 90% ATTENDANCE**

**\*\*\*\*\*INCLUDING MATHS AND ENGLISH\*\*\*\*\***

**(Where applicable)**

**Behaviour, Attitude and Progress can also affect payments.**

**IF YOU HAVE ANY CHANGE IN CIRCUMSTANCES THAT MAY AFFECT YOUR ATTENDANCE,  
PLEASE LET THE COLLEGE KNOW.**

**Childcare Invoices will be paid on a monthly basis direct to the Childcare Provider.**

**This page is intentionally blank so you can make notes about what you need and any questions you may have. Please see Page 8 for the kit, uniform and equipment costs.**

**Uniform, Kit and Equipment costs 2023/2024 (see bottom of page re actual needs)**

Subject area	Course Level	Kit, Uniform or Equipment	Cost
Art / Design / Fashion	All	Paint, Sketch books, Inks, Materials etc	Up to £70
Catering	All	Chef Whites, Top up for progressions, Knife set, Practical Cookery book level 2 or Adv Prof Chef book level 3	Up to £260
Childcare / Early Years / Health & Social Care	All	T-shirts / Black trousers /Fleece or Hoodie and  Black shoes for placement	Up to £65
Construction/Engineering inc: Brickwork, Carpentry (Joinery), Electrical & Plumbing, Motor Vehicle & Welding	All	Cargo Trousers, Polo & Sweatshirt,  Steel Toe Capped Boots and Revision book	Up to £140
IT / Computing	All	USB drives	Up to £25
Hair & Beauty	1	Tunic, Trousers & watch	Up to £60
	2 & 3	Tunic & Trousers	
	Males	Polo & Trousers	
	All levels	Full Kit or Top Up Kits All prices dependant on course and level. ( <b>Ask your tutor</b> ).	Up to a maximum £220 for a Full Kit. (Barbering £352)
Media	All	e.g.: SD cards/Storage medium	Up to £40
Music	All	e.g.: Strings/Drumsticks/Storage medium	Up to £40
Performing Arts	All	e.g.: Clothing & Props	Up to £80
Public Services	All	Hoodie & Lanyard	Up to £25
		Trips	Up to £150
Sports	All	Hoodie / T Shirt & Trips	Up to £120

Please refer to your tutor(s) about exactly what you **ACTUALLY NEED** for your course. Please ensure you order from the correct suppliers where advised. You will need to apply for Financial Assistance for a refund and provide receipts for the items purchased. General stationery items such as pens, files, plastic document wallets can be purchased from the Learning Resource Centres (LRCs) at a very reasonable cost.

**Thank you.**