

Learner Support Fund Policy 2023-24

The
Hexagon
Student & Learning Centre



LANCASTER & MORECAMBE COLLEGE

Date: October 2023



Lancaster &
Morecambe
College

Policy name: Learner Support Fund Policy

Policy Owner:	Head of Engagement
Date of Review:	October 2023
Date Approved:	
Next Review:	August 2024
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Applicable to students:	Yes
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Published on intranet:	Yes
Notes:	

LEARNER SUPPORT FUND (LSF)

POLICY, PROCEDURES AND STANDARDS

1. POLICY

The Learner Support Fund exists to help students who are, or whose families are, on a low income and may have difficulty meeting the costs associated with their course.

2. ELIGIBILITY CRITERIA

The student must be studying a Further Education funded course (consisting of a minimum of 30 hours depending on the category of help being applied for) and be ordinarily resident in the UK, or

- have exceptional leave to remain, or
- have discretionary leave to remain, or
- have humanitarian protection (e.g. asylum seekers)

In addition, the household income must be below £35,000 per annum.

Students who are Young Carers and are registered with a Young Carers' organisation, will not be subject to an assessment of their household income but must provide a letter confirming their Young Carer status.

Students who incur extra expenses because of a disability, or who feel they are in exceptional hardship, should contact the Student Money Team.

A further category of student may be eligible for a Vulnerable Bursary of up to £1200 per annum, if they are aged 16-18 and either:

- in care
- a care leaver
- living independently and receiving Universal Credit (UC) because they are financially supporting themselves or a dependent
- in receipt of either Employment Support Allowance (ESA) or Universal Credit (UC) **AND** Disability Living Allowance (DLA) or Personal Independence Payment (PIP)

3. PROCEDURES

The student, parent or carer should apply via the Pay My Student portal on the College website (<https://www.lmc.ac.uk/studentmoney/pay-my-student>) and upload all requested evidence. Students will be contacted in cases where further information or evidence is required and approval of funding may be delayed if this evidence is not provided.

Payments, on-site lunches and bus passes will start immediately from the date an application is approved and the student has enrolled onto the course.

- Student Money Team will help students to apply if required. The forms are also available in large print, or any other relevant format on request.
- All applications will be replied to within 5-10 working days of receipt.
- Funds are limited and will be allocated on a first come, first served basis. We try to help students who are at risk of leaving their course through exceptional circumstances and will consider all applications, if there are sufficient funds available.
- There is an appeals procedure if a student is unhappy with the outcome of their application.

4. VULNERABLE BURSARY FOR STUDENTS AGED 16-18

4.1 Eligibility criteria

The student must be attending a qualifying course at the College and meet one of the criteria below:

Be aged under 19 on 31 August in the year they are studying AND one of the following

- Child Looked After, in care
- Care Leaver
- In receipt of Universal Credit in their own name because they are financially supporting themselves or someone who is financially dependent living with them e.g. a child or a partner
- Young parent in receipt of Universal Credit in their own name
- Receive either Employment Support Allowance (ESA) or Universal Credit AND Disability Living Allowance or Personal Independence Payment in their own name.

All College-related costs, such as travel, kit, uniform and trips etc. will be paid for from the £1200 Vulnerable Bursary allocation. Depending on assessment of individual need, students might not be awarded the full £1200.

4.2 Procedures

The student parent or carer should apply via the Pay My Student portal on the College website (<https://www.lmc.ac.uk/studentmoney/pay-my-student>) and upload all requested evidence from either a Local Authority to confirm their status or relevant benefits evidence (see 4.1).

- The student will be contacted within 5-10 days of receipt of the form, to invite them to an appointment with a member of the Student Money Team
- During the appointment, the applicant's financial needs will be discussed, including any PEP allocation, where appropriate and funding will be agreed.
- A copy of the summary of funding agreed will be issued to the student

If a student is approved for help with additional course expenses, such as kit and uniform, the student will be expected to pay for items and then will be refunded into their bank account, upon proof of purchase.

If the student has been approved under the Vulnerable Bursary funding award, they will be refunded 100% of the costs, paid out of their £1200 Vulnerable Bursary allocation.

All assistance depends upon a minimum of 90% attendance (unless there are proven mitigating circumstances).

Refunds for kit/uniform etc will not be made for any students who withdraw before the refunds are processed and students who subsequently withdraw, after a refund payment has been made, will be asked to return any items or refund the cost to College.

Any claims for refunds on additional course expenses, such as kit and uniform, must be submitted before 31st July, 2024 otherwise payment cannot be made.

Those Vulnerable Bursary applicants who qualify for help based on being in Care will receive funding for lunches from their bursary allocation.

5. CHILDCARE

5.1

We are aware that returning to study can be difficult when students have young children and we will make every effort to ensure that studying can be an option for people with childcare responsibilities.

The childcare fund exists to help people who meet the eligibility criteria (see 5.2) to help with the expense of childcare costs whilst studying at College. The childcare fund will pay up to £6.00 per hour for each child, for hours spent at College, or a work placement if it is a compulsory part of the course, and for exams. For Access Level 3 students, an additional day's childcare may be approved for home study due to the intense nature of the course and hours of home study expected.

In line with the Care to Learn strategy, there is a limit of £180 per week per child. In addition, the College will pay the half day/full day session rates as stated by the childcare provider.

5.2 Eligibility criteria

- Students must be attending Lancaster and Morecambe College on a qualifying further education programme of at least 30 hours.
- There is a sliding scale of support for household income less than £35,000 per annum
- HC2 certificate for full help with health costs, or they must be claiming or be the dependent of someone claiming one of the qualifying benefits:
 - Income-related Job Seekers allowance
 - Income-related Employment Support Allowance
 - Income Support
 - Working Tax Credit
 - Housing benefit / Council Tax Support
 - Universal Credit
 - Guarantee element of State Pension Credit
- Students must be the parent or legal guardian of a child under 15 years old (16 years of age for children with disabilities) and
 - must be using an Ofsted registered child minder or nursery
 - must not be claiming the childcare element of tax credits/Universal Credit
 - must be in receipt of in receipt of child benefit, child tax credits or the child is named on their Universal Credit claim

5.3 Procedures

The student, parent or carer should apply via the Pay My Student portal on the College website (<https://www.lmc.ac.uk/studentmoney/pay-my-student>) and provide ALL of the following evidence:

- Appropriate up-to-date income and/or benefit evidence or HC2 certificate for full help with health costs.
- Child Tax Credit award letter (in full) or Universal Credit statements showing the elements received.
- College timetable to confirm weekly hours at college/work placement.
- Child/ren's FULL birth certificate (unless the Child Tax Credit/Universal Credit award letter has details of the child/ren's date of birth and surnames of the parents). For children of refugees or asylum seekers, we will accept the child's ARC card
- Child Benefit child tax credits details or show the child is named on their Universal Credit claim
- Letter to confirm entitlement to 2 or 3-year-old funding.

When all documentation has been submitted, an appointment will be arranged with the student to discuss the level of support to be provided and an agreement will be signed by the student and the College staff, regarding the terms of the contract. This includes the condition that attendance must not fall below the 90% minimum expected by the College (unless mitigating circumstances have been identified through the course tutor or Additional Learning Support), or eligibility to claim childcare costs from the childcare fund could be affected.

The student and childcare provider will be provided with a copy of the childcare agreement.

Payments will stop when a student has been absent for 4 continuous weeks or more (excluding holidays) and after two consecutive weeks' absence, the childcare provider and student will be warned of the intended withdrawal of funding. It is the student's responsibility to pay the notice period.

Payment will only be made for sessions attended during term-time and within the agreed dates of the programme of study.

If absence from College results in withdrawal from the course, this will make the childcare agreement void.

Both the student and childcare provider will be notified of any changes or withdrawal in funding.

Payments for private childcare will be made at 4 weekly intervals, in arrears, by BACS. No pre-payment will be made and for backdated claims or in cases where a student had to make an advanced payment to the childcare provider, receipts from the childcare provider or completed returns for the period concerned must be submitted.

PLEASE NOTE: Students under 20 years of age must complete a Care to Learn on-line application form.

6. TRAVEL

6.1 We realise that meeting the cost of travelling to College can be difficult for students who are, or whose families are, on benefits or low incomes. The Learner Support fund aims to help meet these costs for those families, through a variety of different ways, depending on where the student lives.

6.2 Eligibility Criteria

Full-time students from South Cumbria, Yorkshire and some areas of North Lancashire can access the College's free bus service and can only apply for extra financial help if it is agreed by the Head of Engagement or Student Engagement Deputy Manager that there is an understandable reason why the free bus service isn't suitable.

Full-time students who use the free bus service and who study after 4.00 p.m. can obtain a refund for travel costs incurred after 4.00 p.m. from Student Money Team - tickets must be produced and the payment should be authorised by the tutor or Programme Area Manager.

Full-time students from Galgate, or further south, may apply for a Stagecoach bus pass. No financial evidence is required if the student requires only the bus pass.

Students who live locally during the week for the purposes of attending education which is not available in their home area and have to travel to and from home at the weekends, (where it is more than an hour's travel) may apply for help with travel costs (to a maximum limit of the cost of a Gold-rider pass). They may not apply for BOTH a local bus pass and travel to and from their permanent home.

Students with special requirements who are incurring extra travel expenses due to their disability may also be eligible for some help towards the costs, whether or not they are in receipt of benefits.

Students living more than 1.5 miles away from College may be eligible for help with travel expenses, if they do not live on the free bus route.

Other students applying for help must:

- Be studying on a full-time course at the college AND
- Be living 1.5 miles or more from the site they are attending
- Keep their attendance above the 90% minimum expected by college (unless proven mitigating circumstances)
- Have a household income of less than £35,000 per annum or have a HC2 certificate for full health costs

The Learner Support Fund can provide Stagecoach bus passes to help with the cost of travelling to college. If a student cannot access a bus service, or if it isn't practical, a cash equivalent may be considered.

The means tested benefits are:

- Income-related Job Seekers Allowance
- Income-related Employment Support Allowance
- Income Support
- Housing Benefit
- Council Tax Support
- Working Tax Credit
- Universal Credit
- Guarantee element of State Pension Credit

Arrangements to pay the cash equivalent of a bus pass, in special circumstances, are to be made directly with the Head of Engagement or Student Engagement Deputy Manager.

Refunds for travel expenses will not be made for any students who withdraw before the refunds are processed and students who subsequently withdraw, after a refund payment has been made or bus pass issued, will be asked to return their pass or refund the cost to College.

Any claims for travel refunds must be submitted before 31st July 2024 otherwise payment cannot be made.

7. **ALL OTHER EXPENSES (including uniform, equipment, visits, lunches and free meals)**

7.1 LMC recognises that for some students who are, or whose families are, on low incomes, certain course expenses can be difficult to afford. We aim to help these students studying on qualifying course with the cost of their course expenses. If attendance falls below 90% (without proven mitigating circumstances) equipment must be returned to the college or the cost repaid.

7.2 Eligibility Criteria

To get help with course expenses a student must:

- Have a household income of less than £35,000 per annum OR have a HC2 certificate for full health costs OR be claiming:
 - Income-related Job Seekers Allowance
 - Income-related Employment Support Allowance
 - Income Support
 - Housing Benefit
 - Council Tax Support
 - Working Tax Credit
 - Universal Credit
 - Guarantee element of State Pension Credit

and

- Be studying for a minimum of 30 hours on the course that requires the equipment

If a student is returning to College, they must not have previously received assistance from the Learner Support Fund (LSF) for the same course.

7.3 To qualify for LSF-funded lunch credits:

In addition to meeting the eligibility criteria outlined at 7.2, a student must be studying on a full-time course at the College, and should not be entitled to qualify for Free School Meals (see 7.4)

7.4 To qualify for Free School Meals:

Eligibility Criteria

The student must be aged 16 or over but under 19 on 31 August 2023. Students aged 19 or over are only eligible to receive a free meal if they are continuing on the same study programme they began aged 16 to 18 (19+ continuers) or have an EHCP. In addition to this, a student must meet be in receipt of, or be the dependent of someone who is in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by His Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- UC with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)

7.5 Procedures

The student, parent or carer should apply via the Pay My Student portal on the College website (<https://www.lmc.ac.uk/studentmoney/pay-my-student>) and upload the appropriate evidence (see 7.2 and 7.3). The application will then be assessed for eligibility and the student will be informed of the outcome within 5-10 working days.

If a student has already paid for the equipment, refunds will be paid into their bank account upon proof of purchase. College will reimburse up to 100% of the total cost.

All assistance depends upon a minimum of 90% attendance (unless there are proven mitigating circumstances).

Refunds for kit/uniform etc will not be made for any students who withdraw before the refunds are processed and students who subsequently withdraw, after a refund payment has been made, will be asked to return any items or refund the cost to College.

Any claims for refunds on additional course expenses, such as kit and uniform, must be submitted before 31st July 2024 otherwise payment cannot be made.

8. EXCEPTIONAL HARDSHIP

8.1 The purpose of the Exceptional Hardship fund is to help students who are experiencing financial hardship over and above that experienced by most students and is approved by the Head of Engagement or Student Engagement Deputy Manager.

Examples of this could be extra expenses caused by relationship breakdown or emergencies. However, these examples are not exclusive and any circumstances will be considered on an individual and case by case basis.

8.2 Eligibility Criteria

To meet eligibility criteria, students should:

- Be studying full-time on a further education course at college and
- Be experiencing exceptional hardship and be able to provide proof of this and meet the eligibility criteria outlined in 7.2
- Have a 90% attendance rate at College (unless mitigating/exceptional circumstances apply).

9. ASYLUM SEEKERS

9.1 On production of their Application Registration Card (ARC) or a Home Office Bail 201 letter, dated within the last 12 months, asylum seekers are eligible for all the support outlined in sections 1 to 8 and will need to complete a Financial Support application form.

9.2 In addition to the support outlined in sections 1 to 8, asylum seekers studying on part-time courses AND living 1.5 miles or more from the class venue, can claim travel costs regardless of the number of hours studied each week.

APPEALS

10.1 The appeals procedure exists to protect students who feel that their Vulnerable Bursary or Financial Support application has not been dealt with fairly, or if they are unhappy with a decision regarding their application. However, it is not possible to appeal about the actual rules of the Learner Support Fund, such as the fact that you need to be studying on a full-time course AND be living 1.5 miles or more from College to receive help with travel.

10.2 Procedures

The Appeals form should be completed and handed in to Student Engagement Team. The application will be considered by a panel who will meet within three weeks of receipt of the appeal form and the student will be notified immediately of their decision in writing.

Key contact numbers:

Sharon McLaughlin - Student Engagement Deputy Manager - 01524 521569

Victoria Carter - Head of Engagement - 01524 521334

Charlotte Rawes - Vice Principal: Progress & Performance - 01524 521369

19+ ADVANCED LEARNING LOANS DISCRETIONARY LEARNER SUPPORT FUND POLICY, PROCEDURES AND STANDARDS

1. POLICY

The 19+ Advanced Learner Loan Discretionary Learner Support Fund exists to help students who are, or whose families are, on a low income and may have difficulty meeting the costs associated with studying.

2. ELIGIBILITY CRITERIA

The student must be receiving the 19+ Loan for fees and studying a Further Education funded course (consisting of a minimum of 30 hours depending on the category of help being applied for) and be ordinarily resident in the UK.

In addition, the household income must be below £35,000 per annum. Students who incur extra expenses because of a disability and students who feel they are in exceptional hardship should contact Student Engagement Team to discuss their individual circumstances.

3. PROCEDURES

The student, parent or carer should apply via the Pay My Student portal on the College website (<https://www.lmc.ac.uk/studentmoney/pay-my-student>) and upload evidence requested as part of the application. Approval of funding may be delayed where a form is incomplete or further evidence is required.

Payments, bus passes and lunches will start immediately once an application is approved, with the exception of childcare payments (to the start of the half-term in which approved)

- Student Money Team will help students to apply if required. The forms are also available in large print, on request.
- All applications will be replied to within 5-10 working days of receipt.

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- Funds are limited and will be allocated on a first come, first served basis. LMC will try to help students who are at risk of leaving their course through exceptional circumstances and will consider all applications, if there are sufficient funds available.
 - There is an appeals procedure if a student is unhappy with the outcome of their application.

4. CHILDCARE

4.1 We are aware that returning to study can be difficult when students have young children and we will make every effort to ensure that studying can be an option for people with childcare responsibilities.

The childcare fund exists to help people who meet the eligibility criteria (see 5.2) to help with the expense of childcare costs whilst studying at College. The childcare fund will pay up to £6.00 per hour for each child, for hours spent at College, or a work placement if it is a compulsory part of the course, and for exams. For Access Level 3 students, an additional day's childcare may be approved for home study due to the intense nature of the course and hours of home study expected.

In line with the Care to Learn Strategy, there is a limit of £180 per week per child. In addition, the College will pay the half day/full day session rates as stated by the childcare provider.

4.2 Eligibility criteria

Applicants must have evidence of one of the following:

- Claimants must be attending Lancaster and Morecambe College on a further education programme of at least 30 hours
- There is a sliding scale of support for household income less than £35,000 per annum
- Claimants must have a HC2 certificate for full help with health costs, OR they must be claiming, or be the dependent of someone claiming, one of the qualifying benefits:
 - Income-related Job Seekers allowance
 - Income-related Employment Support Allowance
 - Income Support
 - Working Tax Credit
 - Housing benefit / Council Tax Support
 - Universal Credit
 - Guarantee element of State Pension Credit
- Claimants must be the parent or legal guardian of a child under 15 years old (16 years of age for children with disabilities) and:

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- must be using an Ofsted registered child minder or nursery
 - must not be claiming the childcare element of tax credits/Universal Credit
 - must be in receipt of child benefit, child tax credits or the child is named on their Universal Credit claim

4.3 Procedures

The student, parent or carer should apply via the Pay My Student portal on the College website (<https://www.lmc.ac.uk/studentmoney/pay-my-student>) and provide ALL the following:

- Appropriate up-to-date income or benefit evidence or HC2 certificate for full help with health costs.
- Child Tax Credit award letter (in full) or Universal Credit statements showing the elements received.
- College timetable to confirm weekly hours at college/work placement.
- Child Benefit, child tax credits details or show the child is named on their Universal Credit claim
- Child/ren's FULL birth certificate (unless the Child Tax Credit/Universal Credit award letter has details of the child/ren's date of birth and surnames of the parent) For children of refugees or asylum seekers, we will accept the child's ARC card
- Letter to confirm entitlement to 2 or 3-year-old funding.

When all the relevant documentation has been submitted, an appointment will be arranged with the student to discuss the level of support to be provided and an agreement will be signed by the student and the College staff, regarding the terms of the contract. This includes the condition that attendance must not fall below the 90% minimum expected by the College (unless mitigating circumstances have been identified through the course tutor or Additional Learning Support), or eligibility to claim childcare costs from the childcare fund could be affected.

The student and childcare provider will be provided with a copy of the childcare agreement.

Payments will stop when a student has been absent for 4 continuous weeks or more (excluding holidays) and after two consecutive weeks' absence, the childcare provider and student will be warned of the intended withdrawal of funding.

If absence from College results in withdrawal from the course, this will make the childcare agreement void.

Both the student and childcare provider will be notified of any changes or withdrawal in funding.

Payments for private childcare will be made at 4 weekly intervals, in arrears, by BACS. No pre-payment will not be made and for backdated claims or in cases where a student had to make an advanced payment to the childcare provider, receipts from the childcare provider or completed returns for the period must be submitted.

PLEASE NOTE: Students under 20 years of age must complete a Care to Learn on-line application form.

5. TRAVEL

5.1 LMC recognises that meeting the cost of travelling to College can be difficult for some students who are, or whose families are, on benefits or low incomes. The 19+ Loans Discretionary Learner Support Fund aims to help meet these costs for those families, through a variety of different ways, depending on where the student lives.

5.2 Eligibility Criteria

Full-time students from South Cumbria, Yorkshire and some areas of North Lancashire can access the College's free bus service and can only apply for extra financial help if it is agreed by the Head of Engagement or Student Engagement Deputy Manager that there is an understandable reason why the free bus service isn't suitable. Full-time students who use the free bus service and who study after 4.00 p.m. can obtain a refund for travel costs incurred after 4.00 p.m. from Student Money Team - tickets must be produced and the payment should be authorised by the tutor or Programme Area Manager.

Full-time students from Galgate, or further south, may apply for a Stagecoach bus pass. No financial evidence is required if the student requires only the bus pass.

Students with special requirements who are incurring extra travel expenses due to their disability may also be eligible for some help towards the costs, whether or not they are in receipt of benefits.

Students living more than 1.5 miles away from College may be eligible for help with travel expenses, if they do not live on the free bus route.

Other students applying for help must:

- Be studying on a full-time course at the college or a part-time course for a minimum of 30 hours AND
- Be living 1.5 miles or more from the site they are attending
- Keep their attendance above the 90% minimum expected by college (unless there are proven mitigating circumstances)
- Have a household income of less than £35,000 per annum or have a HC2 certificate for full health costs

The 19+ Loans Discretionary Learner Support Fund can provide LSF funded Stagecoach bus passes to help with the cost of travelling to college. If a student cannot access a bus service, or if it isn't practical, a cash equivalent may be considered.

The means tested benefits are:

- Income-related Job Seekers Allowance
- Income-related Employment Support Allowance
- Income Support
- Housing Benefit
- Council Tax Support
- Working Tax Credit
- Universal Credit
- Guarantee element of State Pension Credit

Arrangements to pay the cash equivalent of a bus pass, in special circumstances, are to be made directly with the Head of Engagement or Student Engagement Deputy Manager.

Refunds for travel expenses will not be made for any students who withdraw before the refunds are processed and students who subsequently withdraw, after a refund payment has been made or bus pass issued, will be asked to return their pass or refund the cost to College.

Any claims for travel refunds must be submitted before 31st July, 2024 otherwise payment cannot be made.

6. **ALL OTHER EXPENSES (including uniform, equipment, visits and lunch vouchers).**

6.1 LMC recognises that for some students who are, or whose families are, on low incomes, certain course expenses can be difficult to afford. We aim to help these students studying on qualifying courses, with the cost of their course expenses. Attendance must not fall below 90% (unless there are proven mitigating circumstances), otherwise equipment must be returned to the college or the cost repaid.

6.2 Eligibility Criteria

To get help with course expenses a student must:

- Have a household income of less than £35,000 per annum or have a HC2 certificate for full help with health costs:
 - Income-related Job Seekers Allowance
 - Income-related Employment Support Allowance
 - Income Support
 - Housing Benefit
 - Council Tax Support
 - Working Tax Credit
 - Universal Credit
 - Guarantee element of State Pension Credit

and

- Be studying a minimum of 30 hours on the course that requires the equipment

If a student is returning to College, they must not have previously received assistance from the 19+ Loans Discretionary Learner Support Fund for the same course.

To qualify for lunch credits, in addition to the criteria above, a student must be studying on a full-time course at the College.

6.3 Procedures

Students upload the appropriate evidence (see 6.2) The application will then be assessed for eligibility and the student will be informed of the outcome within ten working days.

If a student has already paid for the equipment, the money can be paid into their bank account upon proof of purchase. Normally College will reimburse up to 100% of the total cost.

All assistance depends upon a minimum of 90% attendance (unless there are proven mitigating circumstances).

Refunds for kit/uniform etc will not be made for any students who withdraw before the refunds are processed and students who subsequently withdraw, after a refund payment has been made, will be asked to return any items or refund the cost to College.

Any claims for refunds on additional course expenses, such as kit and uniform, must be submitted before 31st July, 2023 otherwise payment cannot be made.

7. EXCEPTIONAL HARDSHIP

- 7.1 The purpose of the Exceptional Hardship fund is to help students who are experiencing financial hardship over and above that experienced by most students and is approved by the Head of Engagement or Student Engagement Deputy Manager.

Examples of this could be extra expenses caused by relationship breakdown or emergencies. However, these examples are not exclusive and any circumstances will be considered on an individual basis.

7.2 Eligibility Criteria

To meet eligibility criteria, students should:

- Be studying full-time on a further education course at college and
- Be experiencing exceptional hardship and be able to provide proof of this and meet the eligibility criteria outlined in 6.2
- Have a 90% attendance rate at College (unless exceptional/mitigating circumstances apply).

8 APPEALS

8.1 The appeals procedure exists to protect students who feel that their Financial Support application has not been dealt with fairly, or if they are unhappy with a decision regarding their application. However, it is not possible to appeal about the actual rules of the 19+ Loans Discretionary Learner Support Fund, such as the fact that you need to be studying on a full-time course AND be living 1.5 miles or more from College to receive help with travel.

8.2 Procedures

The Appeals form should be completed and handed in to Student Engagement Team. The application will be considered by a panel who will meet within three weeks of receipt of the appeal form and the student will be notified immediately in writing.

Key contact numbers:

Sharon McLaughlin - Student Engagement Deputy Manager - 01524 521569

Victoria Carter - Head of Engagement - 01524 521334

Charlotte Rawes - Vice Principal: Progress & Performance - 01524 521369

Part 1 : Initial Screening for
Equality Impact Assessment (including Safeguarding)

To be completed prior to a Policy, Plan or Procedure being introduced/reviewed

<p>Name of Policy/Plan/Procedure being assessed: Learner Support Fund including 19+ Discretionary Learner Support Fund</p> <p>Is this a new or existing document? Existing <input checked="" type="checkbox"/> New <input type="checkbox"/></p>	<p>Name of Manager/Group carrying out the assessment: Victoria Carter</p>
<p>1. In which of the listed areas could the new/amended policy, plan or procedure have an impact? These areas follow the College SES NB: This could be positive as well as negative. (please tick box)</p>	<p><input type="checkbox"/> Gender <input type="checkbox"/> Race and Ethnicity <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation <input type="checkbox"/> Age <input type="checkbox"/> Religion/belief <input checked="" type="checkbox"/> Socio-Economic <input type="checkbox"/> Pregnancy/Maternity <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> None expected <input type="checkbox"/> Marriage/Civil Partnership <input type="checkbox"/> Complies with Children & Families Act 2014 <input type="checkbox"/> All of the above</p>
<p>2. What are the risks of introducing this policy/change to any of the above groups?</p>	<p>None</p>
<p>3. What are the expected benefits of introducing this change to any of the above groups?</p>	<p>Existing good practice in supporting appropriate students through LSF</p>
<p>4. Are there any areas or issues that could impact on the safety of staff or learners?</p>	<p>No</p>
<p>5. What evidence do you have for your responses to Q 2, 3, and 4? e.g. evidence could be provided to counteract identified risks and therefore a full screening would not be required.</p>	<p>LSF spending</p>
<p>6. Is this policy/change deemed to have a High, Medium or Low risk?</p>	<p>Low</p>
<p>7. Is there any further action to be taken as a result of completing this screening form? For example, a need to complete a full Equality Impact Assessment or to set the date of a review</p>	<p>Is a full screening Impact Assessment required? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please move to complete Part 2 overleaf</p>
<p>Date of Review: 02.12.19, 10.09.20 03/09/2021 04/09/2022</p>	

Date of completion of Impact Assessment: 03/09/2021 04/09/2022 10/10/2023

Signed (completing Officer) Charlotte Rawes
Job Title: **Vice Principal: Progress & Performance**

This document should be submitted via Senior Managers for publication with the relevant policy/procedure

Part 2 : Full Screening for
Equality Impact Assessment (including Safeguarding)

If deemed necessary, following completion of Part One then Part Two needs to be completed for a Policy, Plan, Procedure being introduced/reviewed

<p>8. Who has been approached to explore these issues e.g. staff groups, trade unions, student groups, voluntary groups etc.? (Please give dates and details of contact).</p>	<p>N/A</p>
<p>9. How have you gained the views of these experts/groups (e.g. letters, meetings, interviews, forums, workshops, questionnaires or any other method)?</p>	<p>N/A</p>
<p>10. Please give details of the views of the experts/groups on the issues involved.</p>	<p>N/A</p>
<p>11. Taking into account these views and the available evidence, please outline the risks associated with the changes weighed against the benefits.</p>	<p>N/A</p>
<p>12. What changes/modifications will now be made to the policy/function in the light of this Impact Assessment?</p>	<p>N/A</p>
<p>13. How will these changes/modifications be communicated to interested parties? (i.e. the groups which were adversely affected and those consulted)</p>	<p>N/A</p>
<p>14. Is there any further action to be taken as a result of this screening? (Please give details).</p>	<p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
<p>Date of Review: 02.12.19, 10.09.20 03/09/2021 04/09/2022</p>	
<p> </p>	

Date of Completion of Impact Assessment: 03/09/2021 04/09/2022

Signed (completing Officer: Charlotte Rawes
Job Title: Vice Principal: Progress & Performance

This document should be securely stored with the paperwork for the policy/procedure