



Walsall College

## Bursary and Free College Meals

- Free College Meals
- 16-18 Discretionary Bursary Fund
- 16-18 Vulnerable Bursary
- 19+ Bursary Fund
- Higher Education
- Advanced Learner Loan
- Childcare
- Community Transport Provision
- T Level Industry Placement

## Policy and Procedure

DEPARTMENT	MIS: ADMISSIONS AND FINANCE
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**Summary of Changes**

<b>Bursary Type</b>	<b>Who may be able to access this?</b>
<a href="#">Free College Meals</a>	Students aged 16-18 may be eligible if they/their parent/carer receives one of the benefits listed in <a href="#">section 4</a> of this document.
<a href="#">16-18 Discretionary</a>	Students: <ul style="list-style-type: none"> <li>aged 16-18 (on 31<sup>st</sup> August) who are not defined as 'vulnerable students' based on Government criteria.</li> <li>must be fully enrolled on a full-time course/traineeship.</li> <li>individual circumstances include distance from campus, course of study and gross annual income (maximum £32,500) with 'home' student status/full 'refugee' or 'asylum seeker' status (British Citizens normally have 'home student' status).</li> <li>that have been resident in the UK for the last three years.</li> </ul>
<a href="#">16-18 Vulnerable</a>	<ul style="list-style-type: none"> <li>Looked after young people (in care) aged 16, 17 and 18.</li> <li>Care-experienced aged 16, 17 and 18.</li> <li>Young people aged 16, 17 and 18 on Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.</li> <li>Disabled young people in receipt of ESA (Employment Support Allowance) and DLA (Disability Living Allowance).</li> </ul>
<a href="#">19+ Bursary</a>	<ul style="list-style-type: none"> <li>Eligible students aged 19+ on 31 August that is approved for funding by the Education &amp; Skills Funding Agency (we will check this before making any awards).</li> <li>The student must have 'home' status or have been granted full 'refugee' or 'asylum seeker' status (British Citizens normally have 'home student' status), and not exceed the following income threshold limits: <ul style="list-style-type: none"> <li><b>Income Eligibility</b> - Joint income if living with spouse/partner or single applicant living independently - Up to £32,500.</li> <li>Single applicants living with parents or guardians - Up to £10,000.</li> </ul> </li> </ul>
<a href="#">Higher Education</a>	<ul style="list-style-type: none"> <li>To be eligible students must have had an Advanced Learner Loan or Higher Education Loan approved by the Student Loans Company for your tuition fee. You will need to provide evidence of this.</li> </ul>

Bursary Type	Who may be able to access this?
	<ul style="list-style-type: none"> <li>• <b>Income Eligibility</b> - Joint income if living with spouse/partner or single applicant living independently - Up to £32,500. Single applicants living with parents or guardians - Up to £10,000.</li> </ul>
<a href="#">Advanced Learner Loan</a>	<ul style="list-style-type: none"> <li>• To be eligible students must have had an Advanced Learner Loan or Higher Education Loan approved by the Student Loans Company for your tuition fee. You will need to provide evidence of this.</li> <li>• <b>Income Eligibility</b> - Joint income if living with spouse/partner or single applicant living independently - Up to £32,500. Single applicants living with parents or guardians - Up to £10,000.</li> </ul>
<a href="#">Childcare</a>	<p>To be eligible for childcare students must provide their child's birth certificate and a copy of their timetable and meet the below criteria:</p> <ul style="list-style-type: none"> <li>• be age 20 or over on 31 August (students under this age can apply to Care to Learn.</li> <li>• have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status (British Citizens normally have 'home student' status);</li> <li>• have been 'ordinarily resident in the UK continuously for the last 3 years before the start of the course, with 'pre-settled or settled status' which means having indefinite leave to enter or remain (ILE/ILR);</li> <li>• not exceed these income threshold limits - joint income if living with spouse/partner or single applicant living independently - Up to £32,500. Single applicants living with parents or guardians - Up to £10,000.</li> </ul>
<a href="#">T Level Industry Placement</a>	<p>Students aged 16-19 who are studying a T Level course and are required to complete work placements. It is intended to reimburse reasonable travel costs incurred in getting to and from their placements.</p> <p>As part of their application for travel reimbursement, students are able to provide the relevant supporting evidence to also be assessed for other aspects of the 16-19 bursary including termly payments, Free College Meals and help with travel to and from College itself.</p> <p>Students are eligible to make a claim for:</p>

<b>Bursary Type</b>	<b>Who may be able to access this?</b>
	<ul style="list-style-type: none"><li>• Petrol – this will be based on a mileage system with reimbursement at 45p per Mile.</li><li>• Train fare - to and from placement.</li><li>• Bus ticket - to and from placement, although if a student is eligible for a bus pass from the bursary, we would expect this to be used in the first instance.</li><li>• Metro - to and from placement.</li></ul>

## **1. PURPOSE**

- 1.1 Walsall College recognises that the cost of coming to College can place an extra financial burden on students. The College aims to provide all students in need of financial support with impartial advice and guidance in relation to available bursary support and how to access it, in accordance with regulations and criteria for distributing funds. For full details see [www.direct.gov.uk](http://www.direct.gov.uk)
- 1.2 Bursaries are used to support Walsall College students who may be experiencing financial hardship to complete their course with the essential costs of attending College, such as transport and equipment, where no other financial support is available. We consider the availability of any other financial support when making decisions and awarding public funds. Bursary funding comes from the Government and so the College has a duty to ensure that the funds are awarded fairly to students deemed most in need.
- 1.3 Bursary funding is public funding that is available as a last resort to households who are still experiencing hardship, despite having accessed all forms of Government funding such as Tax Credits/Universal Credit. A household which is eligible to receive these benefits and chooses not to do so are unable to receive bursary funding.

## **2. RESPONSIBILITY**

- 2.1 The Director of Finance has overall responsibility for this procedure.
- 2.2 The Head of Management Information Systems (MIS) and MIS Manager (Business Services) has direct responsibility for the its implementation and the Customer Service Team have operational responsibility.
- 2.3 **The College will:**
  - 2.3.1 Operate the Bursary Funds in accordance with regulations and criteria for distributing funds. For full details see [www.direct.gov.uk](http://www.direct.gov.uk)
  - 2.3.2 Help those most in need of financial support in accordance with funding criteria for the discretionary bursary.

- 2.3.3 Highlight availability of bursary funds by making relevant information available to students via the Walsall College website (<https://www.walsallcollege.ac.uk/financial-help/>) at all points through the academic year but especially during the enrolment period.
- 2.3.4 Provide students with information and support on all how to apply for bursary and supporting evidence required.
- 2.3.5 Will open the bursary system before the start of the academic year (usually the first working day of August) to allow students to make their application in good time. We will also highlight the specific closing date for new bursary applications each academic year, although this will usually be around the time of the final termly bursary payment. This closed period will allow any system updates to be in place ready for each new academic year's applications.
- 2.3.6 Provide students with information on how to appeal against decisions if their circumstances change or they are unhappy with the outcome of their original application. Those students whose bursary payments have been cancelled will be provided with specific details of a 2-week window in which they are able to appeal the decision.
- 2.4 Students are expected to:**
- 2.4.1 Students should apply for both bursary and travel reimbursements via the Online Bursary Applications System at <https://walsall.paymystudent.com/portal>
- 2.4.2 Provide all information needed to enable us to process the bursary application.
- 2.4.3 Be truthful in their application and tell us if their circumstances change.
- 2.4.4 Be responsible and update the relevant bodies if any monetary awards are made to them.
- 2.4.5 Provide relevant documentary evidence as requested.
- 2.4.6 Adhere to the Student Support and Discipline Policy.
- 2.4.7 Tell us what you think, by responding to focus groups and surveys.

### **3. PROCEDURE**

- 3.1.1 We will open the bursary system before the start of the academic year (usually the first working day of August) to allow students to make their application in good time.
- 3.1.2 We will also highlight the specific closing date for new bursary applications each academic year, although this will usually be around the time of the final termly bursary payment. This closure period will allow any system updates to be in place ready for each new academic year's applications.
- 3.1.3 Students will be notified of cancelled bursary payments via email and informed of the appeal deadline date. The email will include the [Bursary Appeal Form](#) which must be filled in by the student, along with any accompanying evidence. It is not the responsibility of the Customer Service Team to gather references for student appeals.

### **4. FREE COLLEGE MEALS**

- 4.1 **Students who receive free college meals will still also be able to take advantage of the College's Free Breakfast Scheme, which is available to all students.**
- 4.2 **Students aged between 16–18 may be eligible for free college meals if they or their parent/carer receives one of the following benefits;**
- Job Seekers Allowance (Income Based).
  - Income Support.
  - Child Tax Credit (but not Working Tax Credit) provided annual income, assessed by the HMRC does not exceed £16,190 (please note: this amount is subject to change in April every year).
  - Employment Support Allowance (income related).
  - Guarantee Element of State Pension Credit.
  - Support under Part VI of the Immigration and Asylum Act 1999.
  - Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit.
  - Universal Credit with net earnings (earnings as employee) not exceeding £7400 per Annum.
- 4.3 **Students will not qualify for free college meals if:**
- They do not receive any of the benefits listed above;
  - The household receives Working Tax Credit – this is a disqualifying benefit;
  - They are enrolled onto an Apprenticeship or Traineeship;
  - They withdraw from their course;
  - They (or their household) are over the earnings threshold.



4.4 **19-25-year old students who are subject to a Learning Difficulty Assessment (LDA) or Education Health Care Plan (EHC Plan) may also be eligible for free college meals.** The student is **not** automatically entitled to free college meals if they have an EHCP. The student will still need to meet the bursary criteria.

4.5 Successful applicants will receive £4.50 per day (credited to their student card) this will be redeemable at Wisemore, Green Lane, Hawbush and Portland Street Campuses. This allows students to purchase any food or drink that is available at these sites, including a hot meal 'meal deal'.

### 5. 16-18 DISCRETIONARY BURSARY FUND POLICY

5.1 This bursary is available for eligible students aged 16-18 who are not defined as "vulnerable students" based on the criteria supplied by the Government.

5.2 Whilst the College recognises that some students face financial pressures, the funding you are applying for comes from a Government fund and is public money. It is not a right. The College has a duty to ensure that the funds are awarded fairly to students most in need.

5.3 All awards are made subject to satisfactory attendance, good progress and behaviour. They may still be awarded, but this will be subject to approval by the Bursary Panel.

5.4 **Funds are cash limited and cannot be guaranteed, so early application is advised.**

5.5 **To be eligible students must:**

- be 16 -18 on 31<sup>st</sup> August;
- be enrolled to a full-time course or traineeship;
- have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status (British Citizens normally have 'home student' status);
- have been 'ordinarily resident in the UK continuously for the last three years before the start of the course, with 'pre-settled or settled status' which means having indefinite leave to enter or remain (ILE/ILR);
- live in a household where the **total gross household income is £32,500 or less.**
- Complete the 16–18 Bursary Application Form  
<https://walsall.paymystudent.com/portal>

**5.6 Who is not eligible to apply?**

- Students on Work Based Learning/Waged Apprenticeships;
- Students aged 19+ on 31 August (separate Bursary Funds are available);
- Students on Higher Education Courses (separate Bursary Funds are available);
- Students should check that they meet the eligibility criteria and apply online through the Online Bursary Applications System by visiting <https://walsall.paymystudent.com/portal>

**5.7 Forms will need to be completed and signed before submission.**

5.8 Fully completed forms, with all the supporting evidence and bank details attached, will usually be processed within 10 working days. You will be sent an award notification email informing you of your award from the Bursary Fund. Please ensure you provide an email address that you check regularly.

**5.9 No awards will be made until you are fully enrolled and have started your course.**

**5.10 If your application is not successful you will be notified by email. You will then need to decide if you are able to enroll to your course without financial support from the fund.**

5.11 The award will depend on individual circumstances, such as distance from campus, the course being studied and the gross annual household income (maximum £32,500).

5.12 Equipment and Bursary Payments are paid directly into a bank account. Students will need to provide bank account details and ensure these are kept up-to-date.

**5.13 You are expected to:**

- Provide all information needed to enable us to process your application;
- Be truthful in your application and tell us if your circumstances change;
- Provide relevant documentary evidence as requested;
- Adhere to the Student Support and Discipline Policy.

**5.14 Students may be awarded one or more of the following categories:**

<b>Category</b>	<b>Criteria</b>								
Bus Pass	<p>Students must live 1.5 miles, or more, away from the College and meet the relevant household income criteria for bursary to be eligible for a bus pass.</p> <p>There are two options for a bus pass; a mobile ticket on a smartphone or a physical SWIFT card. Students who are applying for mobile bus passes must have the NXBus App installed on <b>their own</b> mobile device(s) in readiness for September. They will need to create an account within the App using their Walsall College Student Email Address. Students will only be able to register on the App once they have completed their enrolment.</p> <p>We do not offer a train pass, however for those students living outside of the local NXBus area there is the option of a termly travel payment.</p>								
Equipment	A payment towards the cost of equipment which is dependent on the course. Paid after the October half term holiday, subject to satisfactory attendance.								
Bursary Payment to help with College costs, such as stationery, Books, lunches etc.	<p>Three payments (one each term) subject to satisfactory attendance and the following household income limits:</p> <table border="1" data-bbox="507 1265 1428 1444"> <thead> <tr> <th>Joint income if living with spouse/partner <b>or</b> single applicant living independently</th> <th>Single applicants living with parents or guardians</th> </tr> </thead> <tbody> <tr> <td>Up to £32,500</td> <td>Up to £10,000</td> </tr> </tbody> </table> <p>All students are assessed for their individual needs and will be awarded the most suitable payments.</p> <table border="1" data-bbox="491 1594 1461 1906"> <tbody> <tr> <td>Type 1</td> <td>                     Payment 1: £100.00                      Payment 2: £120.00                      Payment 3: £130.00                      (Total £350.00)                 </td> </tr> <tr> <td>Type 2</td> <td>                     Payment 1: £70.00                      Payment 2: £80.00                      Payment 3: £100.00                      (Total £250.00)                 </td> </tr> </tbody> </table>	Joint income if living with spouse/partner <b>or</b> single applicant living independently	Single applicants living with parents or guardians	Up to £32,500	Up to £10,000	Type 1	Payment 1: £100.00 Payment 2: £120.00 Payment 3: £130.00 (Total £350.00)	Type 2	Payment 1: £70.00 Payment 2: £80.00 Payment 3: £100.00 (Total £250.00)
Joint income if living with spouse/partner <b>or</b> single applicant living independently	Single applicants living with parents or guardians								
Up to £32,500	Up to £10,000								
Type 1	Payment 1: £100.00 Payment 2: £120.00 Payment 3: £130.00 (Total £350.00)								
Type 2	Payment 1: £70.00 Payment 2: £80.00 Payment 3: £100.00 (Total £250.00)								

Category	Criteria	
	Type 3	Payment 1: £50.00 Payment 2: £70.00 Payment 3: £80.00 (Total £200.00)
Free College Meals	Please see <a href="#">section 4</a> for full information on Free College Meals criteria.	

## 6. 16-18 VULNERABLE BURSARY FUND POLICY

6.1 The defined vulnerable groups are students who are:

- Care-experienced aged 16, 17 and 18.
- Young people aged 16, 17 and 18 on Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Disabled young people in receipt of ESA (Employment Support Allowance) and DLA (Disability Living Allowance).

6.2 **Funds are cash limited and funding cannot be guaranteed, so early application is advised.**

6.3 Students will need to provide up-to-date evidence to confirm receipt of the above Benefits, or a recent letter from Social Services confirming their care status.

6.4 Funds will be allocated to provide a bus pass, equipment costs, monthly payments and an additional winter payment – paid in arrears directly into your bank account. You will need to provide your bank account details.

6.5 Walsall College operates the Bursary Fund in accordance with regulations and criteria for distributing funds. For full details see [www.direct.gov.uk](http://www.direct.gov.uk)

6.6 Students should check that they meet the eligibility criteria and apply online through the Online Bursary Applications System by visiting <https://walsall.paymystudent.com/portal>

6.7 **Forms will need to be completed and signed before submission.**

6.8 Fully completed forms, with all the supporting evidence and bank details attached, will usually be processed in no longer than 10 working days. You will be sent an award notification email informing you of your award from the Bursary Fund. Please ensure you provide an email address that you check regularly.

6.9 You are expected to:

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- Provide all information needed to enable us to process your application;
- Be truthful in your application and tell us if your circumstances change;
- Provide relevant documentary evidence as requested;
- Adhere to the Student Support and Discipline Policy.

**6.10 No awards will be made until you are fully enrolled and have started your course.**

6.11 If your application is not successful you will be notified by email. You will then need to decide if you are able to enroll to your course without financial support from the fund.

## **7. 19+ BURSARY FUND POLICY**

7.1 Available for eligible students aged 19+ on 31 August and enrolled to a course that is approved for funding by the Education & Skills Funding Agency – we will check this before making any awards.

7.2 The student must have ‘home’ status or have been granted full ‘refugee’ or ‘asylum seeker’ status (British Citizens normally have ‘home student’ status), and not exceed the following income threshold limits:

Joint income if living with spouse/partner <b>or</b> single applicant living independently	Single applicants living with parents or guardians
Up to £32,500	Up to £10,000

**7.3 Who is not eligible to apply?**

- Students on Higher Education Courses (Students can apply to the HE bursary fund);
- Students on Work Based Learning/Waged Apprenticeships;
- Students aged 19 and over at the start of their course studying at level 3 who are funding their course with an advanced learner loan (Students can apply to the Advanced Learner Loans Bursary Fund);
- Students aged under 19 on 31 August (Students can apply to the 16-18 bursary fund).

**7.4 Funds are cash limited and funding cannot be guaranteed, so early application is advised.**

7.5 We do not generally fund Accreditation or Professional Membership Fees; however, this will be considered on an individual basis.

Students should check that they meet the eligibility criteria and apply online through the Online Bursary Applications System by visiting <https://walsall.paymystudent.com/portal>

7.6 **You are expected to:**

- provide all information needed to enable us to process your application;
- be truthful in your application and tell us if your circumstances change;
- provide relevant documentary evidence as requested;
- tell us what you think by responding to focus groups and surveys.

7.7 **Forms will need to be completed and signed before submission.**

7.8 Fully completed forms, with all the supporting evidence and bank details attached, will usually be processed in no longer than 10 working days. You will be sent an award notification email informing you of your award from the Bursary Fund. Please ensure you provide an email address that you check regularly.

7.9 **No awards will be made until you are fully enrolled and have started your course.**

7.10 If your application is not successful you will be notified by email. You will then need to decide if you are able to enroll to your course without financial support from the fund.

7.11 The award will depend on individual circumstances, such as distance from campus, the course being studied and the gross annual household income.

7.12 Equipment and Bursary Payments are paid directly into a bank account. Students will need to provide bank account details and ensure these are kept up to date.

### 7.13 Available awards for 19+ students

Students may be awarded one or more of the following categories:

Equipment	A payment towards the cost of equipment which is dependent on the course. Paid after the October half term holiday, subject to satisfactory attendance.
Bursary Payment to help with College costs, such as stationery, books, lunches etc.	3 payments (1 each term) subject to satisfactory attendance.  Payment 1: £200 Payment 2: £200 Payment 3: £200 (Total £600.00)
Bus Pass	Students must live 1.5 miles or more away from the College and meet the relevant household income criteria for bursary to be eligible for a bus pass.  There are two options for a bus pass; a mobile ticket on a smartphone or a physical SWIFT card.  Students who are applying for mobile bus passes must have the NXBus App installed <b>on their own mobile device(s)</b> in readiness for September. They will need to create an account within the App using their Walsall College Student Email Address. Students will only be able to register on the App once they have completed their enrolment.  We do not offer a train pass, however for those students living outside of the local NXBus area there is the option of a termly travel payment.
Childcare	Please see <a href="#">section 9 of this document</a> for full information on childcare.
Tuition	The amount of funding available for tuition fees is extremely limited. All applications will be considered on an individual basis to determine if there are exceptional circumstances before an award can be made. Please provide information on the Additional Information section of the form so that a decision can be made. Please note that you may be required to pay all, or part of your fees.
Free College Meals	Please see <a href="#">section 4</a> for full information on Free College Meals criteria.

### 7.14 Students will not be eligible for all of the above and will be given payments based on their circumstances.

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- 7.15 Students in receipt of a benefit will not be eligible to receive bursary payments, as per the bursary fund guidelines that state students applying to the fund must not be in receipt of a benefit (or having to give up a benefit to study).
- 7.16 Students not eligible for Bursary Payments may still be eligible for Equipment and/or Bus Pass based upon individual circumstances.

## **8. HIGHER EDUCATION BURSARY FUNDS POLICY**

- 8.1 Available for eligible students who are funding their course with a Higher Education (HE) Loan.
- 8.2 Whilst the College recognises that some students face financial pressures, the funding you are applying for comes from a Government fund and is public money. It is not a right. The College has a duty to ensure that the funds are awarded fairly to students most in need.
- 8.3 **Funds are cash limited and funding cannot be guaranteed so early application is advised.**
- 8.4 **To be eligible students must** have had a Higher Education Loan approved by the Student Loans Company for your tuition fee. You will need to provide evidence of this.

Joint income if living with spouse/partner <b>or</b> single applicant living independently	Single applicants living with parents or guardians
Up to £32,500	Up to £10,000

### **8.5 Who is not eligible to apply?**

- Students on Work Based Learning/Waged Apprenticeships.
- Students age 19 and over at the start of their course studying at level 3 who are not funding their course with an advanced learner loan (Students can apply to the 19+ bursary).
- Students aged under 19 on 31st August (Students can apply to the 16-18 bursary fund).



## 8.6 Available awards for loan funded students

<b>Higher Education Loan</b>
<p><b>Termly Payments</b>                      3 payments (1 each term)                      Payment 1: £300                      Payment 2: £350                      Payment 3: £150                      (Total £800.00)</p>
<p>Childcare is not available through the bursary; however, you can get additional funding for this through your higher education loan.</p>
<p><b>Additional Support Costs</b> – This will need to go through the Inclusive Support Team.</p>

### You are expected to:

- Apply through <https://walsallpaymystudent.com/portal>;
- Provide all information needed to enable us to process your application;
- Be truthful in your application and tell us if your circumstances change;
- Provide relevant documentary evidence as requested;
- Tell us what you think by responding to focus groups and questionnaires.

## 9. ADVANCED LEARNER LOAN (ALL) BURSARY FUNDS POLICY

- 9.1 Available for eligible students who are funding their course with an Advanced Learner Loan (ALL).
- 9.2 Whilst the College recognises that some students face financial pressures, the funding you are applying for comes from a Government fund and is public money. It is not a right. The College has a duty to ensure that the funds are awarded fairly to students most in need.
- 9.3 All Advanced Learner Loan awards are made subject to attendance good progress and behaviour. They may still be awarded, but this will be subject to approval by the Bursary Panel.
- 9.4 **Funds are cash limited and funding cannot be guaranteed so early application is advised.**

- 9.5 **To be eligible students must** have had an Advanced Learner Loan approved by the Student Loans Company for your tuition fee. You will need to provide evidence of this.

Joint income if living with spouse/partner <b>or</b> single applicant living independently	Single applicants living with parents or guardians
Up to £32,500	Up to £10,000

9.6 **Who is not eligible to apply?**

- Students on Work Based Learning/Waged Apprenticeships.
- Students age 19 and over at the start of their course studying at level 3 who are not funding their course with an advanced learner loan (Students can apply to the 19+ bursary).
- Students aged under 19 on 31st August (Students can apply to the 16-18 bursary fund).

9.7 **Available awards for loan funded students**

<b>Advanced Learner Loan</b>
<b>Half-termly Payments</b> 5 payments (1 each half-term starting from term 2) subject to satisfactory attendance. Half Termly Payment - £150 (Total £750.00)
<b>Childcare</b> - Please see <a href="#">section 9 of this document</a> for full information.
<b>Additional Support Costs</b> – This will need to go through the Inclusive Support Team.

**You are expected to:**

- Apply through <https://walsallpaymystudent.com/portal>;
- Provide all information needed to enable us to process your application;
- Be truthful in your application and tell us if your circumstances change;
- Provide relevant documentary evidence as requested;
- Tell us what you think by responding to focus groups and questionnaires.

## 10. CHILDCARE

10.1 To be **eligible for childcare** students must provide their child's birth certificate and a copy of their timetable and meet the below criteria:

- be age 20 or over on 31 August (students under this age can apply to Care to Learn. Details can be found at <https://www.gov.uk/care-to-learn>);
- be enrolled to a course of six hours or more per week;
- have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status (British Citizens normally have 'home student' status);
- have been 'ordinarily resident in the UK continuously for the last 3 years before the start of the course, with 'pre-settled or settled status' which means having indefinite leave to enter or remain (ILE/ILR);
- not exceed the income threshold limits below:

Joint income if living with spouse/partner <b>or</b> single applicant living independently	Single applicants living with parents or guardians
Up to £32,500	Up to £10,000

10.2 **Who is not eligible for childcare:**

- International (overseas) students.
- Students on higher education courses.
- Students on worked based learning/waged apprenticeships.

10.3 **No awards will be made until you are fully enrolled and have started your course.**

10.4 Funding will only be provided for timetabled hours that the student has on the system along with reasonable travel time. Funding is only available for a maximum of 2 children up to the age of 7 years old.

10.5 Once funding is awarded, this cannot be increased during the academic year, any fee increases from the nursery will need to be paid by the student.

10.6 Payments will only be allocated for the duration of the course the student is enrolled on to. If funding is allocated for a term and the student continues studying into a second term, it is their responsibility to advise the customer service team and request additional funding.

10.7 **Those using an external nursery will receive 95% of weekly funding with the remaining 5% to be funded by the student.**

10.8 The bursary does not fund any additional costs such as drop off/pick up etc., these need to be covered by the student.

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- 10.9 If the student is eligible for government funded hours, these should be used first to cover the days the student is in college with the bursary funding any additional hours.

### 11. COMMUNITY TRANSPORT PROVISION

This procedure note relates only to Community Transport arranged by the College.

#### 11.1. Eligibility

This provision is only available to students who are:

- Based at the Hawbush campus
- Funded via AEB either ESFA or WMCA
- 19+ and do not have an EHCP
- In receipt of a disability benefit such as PIP (DLA mobility allowance)

*Students who are under 19 or 25 with an EHCP should have their travel needs met by the Council.*

#### 11.2. Funding

The majority of the cost will be funded via the 19+ Bursary Fund (DLSF). However, students are required to contribute towards this cost as follows:

Number of days	Cost per term	Cost per year
1	£100	£300
2	£150	£450
3	£200	£600
4	£250	£750
5	£300	£900

Additional financial support to help with the contribution may also be available via the 19+ Bursary Fund (DLSF) if the eligibility criteria including the financial thresholds are met.

Students **will be invoiced** termly for their contribution.

### 12. T LEVEL INDUSTRY PLACEMENT POLICY

- 12.1 T Level Industry placement funding is for those students aged 16-19 who are studying a T Level course and are required to complete work placements. It is intended to reimburse reasonable travel costs incurred in getting to and from their placements.

- 12.2 As part of their application for travel reimbursement, students are able to provide the relevant supporting evidence to also be assessed for other aspects

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of the 16-19 bursary including termly payments, Free College Meals and help with travel to and from College itself.

12.3 Students should apply for both bursary and travel reimbursements via the Online Bursary Applications System at <https://walsall.paymystudent.com/portal>

12.3.1 Students are eligible to make a claim for:

- Petrol – this will be based on a mileage system with reimbursement at 45p per Mile (based on the most reasonable distance between the two points).
- Train fare - to and from placement.
- Bus ticket - to and from placement, although if a student is eligible for a bus pass from the bursary, we would expect this to be used in the first instance.
- Metro - to and from placement.

12.3.2 Students are **unable** to claim for the below;

- Use of Toll Roads **unless agreed and authorised prior to use.**
- Excessive transport (the College will use Google Maps to calculate this).
- Taxi's (including Uber) unless agreed and authorised prior to use.
- Food (unless receiving Free College Meals).

### **Please Note:**

If students are eligible to receive free college meals from the bursary fund they will be paid a daily cost of £4.50 for each day of their confirmed placement.

If students already receive a bus pass from the college this should be used to get to and from their placement. We will not ordinarily fund any additional travel.

## **13. BURSARY DECISIONS/APPEAL**

### **Step 1 – Bursary Panel (Internal)**

- 13.1 Students must complete a [Bursary Appeal Form](#) and bring the complete form with any accompanying evidence to the Customer Service Desk at their campus, or email it to [admissionsandfinance@walsallcollege.ac.uk](mailto:admissionsandfinance@walsallcollege.ac.uk) within ten working days of the date of your refusal letter.
- 13.2 All complete forms will then be taken to an Appeal Committee, including College managers, who will decide if bursary can be awarded, based on the evidence provided. The committee will always try to meet the week after the appeal deadline.
- 13.3 Students will be notified of the decision via email within five working days of the Appeals Committee. Payments will also be reinstated in this time, if the appeal is successful.

### **Step 2 – Bursary Appeal (Internal)**

- 13.4 It is important that students know they have the right to appeal to the **Director of Finance** and that the appeal will be treated fairly. The appeal should be emailed to [feedback@walsallcollege.ac.uk](mailto:feedback@walsallcollege.ac.uk) and must be received by the College within ten working days of the date on the outcome email.
- 13.5 The student has lost their right to appeal, if no communication is received within the above timescale.
- 13.6 A formal appeal meeting does not have to be held but the Appeal Lead may feel they need to interview those involved to help them make a decision.
- 13.7 **Appeals will only be considered if:**
- New evidence that was not provided to the Bursary Panel has become available;
  - It can be proven that College processes were not adhered to in a way that could have affected the outcome.

If the appeal is successful then the decision can be either overturned completely or amended.

- 13.8 The Appeal Lead must keep a written record of the review process.
- 13.9 The outcome of the appeal concludes the internal process.

### **Step 3 – Appeal (External)**

- 13.10 If your complaint relates to a course funded by the **Education and Skills Funding Agency (ESFA)**, and Stages 1 and 2 have been fully exhausted, you can contact the ESFA using the contact details below:

Complaints Team  
Education and Skills Funding Agency  
Cheylesmore House  
Quinton Road  
Coventry  
CV1 2WT

[complaints.ESFA@education.gov.uk](mailto:complaints.ESFA@education.gov.uk)

You can also complete their [online enquiry form](https://form.education.gov.uk/service/Contact%20the%20Department%20for%20Education)  
<https://form.education.gov.uk/service/Contact the Department for Education>

You can access their Procedure for dealing with complaints about Providers of Education and Training by using this link:

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<https://www.gov.uk/government/organisations/education-and-skills-funding-agency/about/complaints-procedure>

The ESFA will acknowledge your complaint and will let you know what will happen next.

Please note, the ESFA states that they cannot help with issues that are more than **12 months old**, except for exceptional cases related to some Advanced Learner Loans.

- 13.11 If your complaint relates to a Higher Education (HE) course and Stages 1 and 2 have been fully exhausted, you can contact the Office of the Independent Adjudicator (OIA) using the OIA Online Portal:

<http://www.oiahe.org.uk/myoia.aspx>

You can also download a PDF version from the OIA website:

[http://www.oiahe.org.uk/media/34411/oia\\_digital\\_complaint\\_form\\_and\\_guidance\\_notes.pdf](http://www.oiahe.org.uk/media/34411/oia_digital_complaint_form_and_guidance_notes.pdf)

Please return PDF versions by email to [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk) or by post to:

OIA  
Second Floor  
Abbey Gate  
57-75 Kings Road  
Reading  
RG1 3AB

Please note, the OIA states that the form must be received **within 12 months** of the date of the Completion of Procedures Letter issued by your provider (Walsall College).

## BURSARY APPEAL FORM

<b>Name:</b>	<b>Student No:</b>
<b>Address:</b>	<b>Age:</b>
<b>Postcode:</b>	<b>Date Received:</b>

**Please ensure this form is completed and accompanied with any supporting evidence before the closing date provided on your cancellation email**

**We cannot consider an appeal without the following information:**

- **The reason for your appeal** including exceptional circumstances for example, long term or serious illness, substantial unexpected reduction to household income etc.
- **Dates of absence and supporting evidence** for example, appointment letters, letters from Doctor or Hospital, new income details, supporting statement from your tutor etc.

Please continue overleaf if necessary. You may attach a supporting statement from your course tutor

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Termly/Monthly Attendance for appeal period	
Current overall attendance	
Bursary Type/Fund (e.g. 16-18 Equip)	
Appeal Committee date	
Appeal Committee Decision	Approved    -    Declined