

### Why study at Keighley College?

Keighley College is a friendly and welcoming Further Education College. At our College we aim to ensure that financial support funds are made available to assist disadvantaged students, and those who are facing financial hardship with course related costs to overcome barriers which may prevent them from taking part in or continuing in learning. In addition, we enable and support students to access educational opportunities and provide them with an enriching experience while continuing their programme of study.

### What kind of financial support is available?

There are various financial support funds available:

- 16-18 Priority Fund.
- 16-19 Discretionary Bursary.
- 19+ Discretionary Learner Support (DLS).
- 20+ Childcare - Discretionary Learner Support (DLS).
- Advanced Learner Loan Bursary, including help with Childcare
- Free College Meals.
- Care to Learn - Help with Childcare cost for under 20s.

### What kind of financial support could I be eligible for?

	16-19 Priority Fund	16-19 Discretionary Bursary	19+ Discretionary Learner Support	20+ Childcare Discretionary Learner Support	Advanced Learner Loan	Care to Learn
Weekly payment	✓					
Travel passes	✓	✓	✓		✓	
College meals	✓	✓	✓		✓	
Essential course equipment	✓	✓				
Assistance with essential field trips/ educational visits	✓	✓				
Assistance with UCAS application costs	✓					
Childcare costs			✓	✓	✓	✓

## **I am aged 16-18 on 31 August 2024, what support could I receive?**

### **What is 16-18 Priority Fund?**

Priority Fund (also known as Vulnerable Bursary by EFSA), is not income assessed and you could receive up to £1,200 per academic year.

### **Am I eligible to apply for 16-18 Priority Fund?**

To be eligible for the 16-18 Priority Fund, you must meet **all** of the following criteria:

- ✓ Be aged over 16 and under 19 on 31 August 2024
- ✓ Be enrolled on an approved Government funded programme (ESFA, ESF, Publicly funded, traineeship programme).
- ✓ Fall into one of the following criteria:
  - a) Be in care.
  - b) Be a care leaver - someone who has recently been in care for at least 10 weeks but no longer is.
  - c) Be on Income Support/Universal Credit.
  - d) Be in receipt of **both** Employment Support Allowance (or Universal Credit) and Personal Independence Payment.

### **What do I receive if I am eligible and awarded 16-18 Priority Fund?**

Students on the Priority Fund may receive the following depending on their individual circumstances:

- ✓ A weekly payment.
- ✓ Travel passes.
- ✓ Essential equipment.
- ✓ Help with the cost of essential field trips/educational visits.
- ✓ Help with the cost of College meals.
- ✓ Help towards other course-associated costs such as UCAS application fees.

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### **What is 16-19 Discretionary Bursary?**

16-19 Discretionary Bursary is an income assessed fund. This fund is in place to assist students with course-related costs to overcome barriers, which may prevent them from taking part in or continuing in learning. Those who apply will need to have their household income assessed.

### **Am I eligible to apply for 16-19 Discretionary Bursary?**

To be eligible for the 16-19 Discretionary Bursary, you must meet **all** of the following criteria:

- ✓ Be aged 16 or over and under 19 on 31 August 2024.
- ✓ Have a gross household income of £30,000 or below to be eligible for all forms of support
- ✓ Meet the residency requirements.
- ✓ Be enrolled on an approved Government funded programme (ESFA, ESF, Publicly funded traineeship programme).
- ✓ Be timetabled to a minimum of 5 guided learning hours in College per week.

## **Would I be eligible for 16-19 Discretionary Bursary if I was studying Higher Education qualifications or waged apprenticeships?**

No, 16-19 students who are studying a Higher Education course or waged apprenticeships aren't eligible.

## **What do I receive if I am eligible and awarded 16-19 Discretionary Bursary?**

Students on the 16-19 Discretionary Bursary may receive help with the following course-related costs, depending on their individual circumstances:

- ✓ Travel passes.
  - ✓ Help with the cost of College meals.
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## **I am aged 19+ on 31 August 2024, what support could I receive?**

### **What is 19+ Discretionary Learner Support?**

19+ Discretionary Learner Support is an income-assessed fund. This fund is in place to assist students with course-related costs to overcome barriers, which may prevent them from taking part in or continuing in learning. Those who apply will need to have their household income assessed.

### **Am I eligible to apply for 19+ Discretionary Learner Support?**

To be eligible for 19+ Discretionary Learner Support, you must meet **all** of the following criteria:

- ✓ Be aged 19+ on 31 August 2024
- ✓ Have a gross household income of £30,000 or below to be eligible for all forms of support.
- ✓ Meet the residency requirements
- ✓ Be enrolled on an approved Government funded programme (ESFA, ESF, Publicly funded traineeship programme).
- ✓ Be timetabled to a minimum of 5 guided learning hours in College per week.

### **What do I receive if I am eligible and awarded 19+ Discretionary Learner Support?**

Students on the 19+ Discretionary Learner Support may receive help with the following course-related costs, depending on their individual circumstances:

- ✓ Travel passes.
  - ✓ Help with the cost of College meals.
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### **What is 20+ Childcare - Discretionary Learner Support (DLS)?**

20+ Childcare is part of the Discretionary Learner Support, which is an income-assessed fund. This fund is in place to assist students with childcare costs to overcome barriers, which may prevent them from taking part in or continuing in learning. Receipt of this funding is dependent on the outcome of household income assessment.

## Am I eligible to apply for 20+ Childcare - Discretionary Learner Support (DLS)?

To be eligible for 20+ Childcare, you must meet **all** of the following criteria:

- ✓ Be aged 20+ on 31 August 2024.
- ✓ Have a gross household income of £30,000 or below.
- ✓ Meet the residency requirements.
- ✓ Be enrolled on an approved Government funded programme (ESFA, ESF, Publicly funded, traineeship programme).
- ✓ Have a child/children
- ✓ Be timetabled to a minimum of 5 guided learning hours in College per week.

## What do I receive if I am eligible and awarded 20+ Childcare?

Students on the 20+ Childcare - Discretionary Learner Support may receive help with childcare costs up to £7,000 to cover childcare during timetabled hours during term time. There is a daily cap of £58.10 and a cap of £30 for a morning or afternoon session.

## Can I receive financial help to pay my family member?

The childcare provider you choose must be OFSTED registered. Informal childcare **cannot** be funded, e.g. provided by family members, or friends.

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## What is the Advanced Learner Loan Bursary?

The Advanced Learner Loan Bursary is an income-assessed fund to help vulnerable and disadvantaged loans students to overcome barriers, which may prevent them from taking part in or continuing in learning. Receipt of this funding is dependent on the outcome of household income assessment.

## Am I eligible to apply for Advanced Learner Loan Bursary?

To be eligible for an Advanced Learner Loan Bursary, you must meet **all** of the following criteria:

- ✓ Be aged 19 or over on the first day of your course on or after 31 August 2024
- ✓ Be enrolled on an eligible course at Level 3 or Level 4
- ✓ Have a loan approved by the Student Loans Company
- ✓ Have a gross household income of £30,000 or below to be eligible for all forms of support.
- ✓ Meet the residency requirements.
- ✓ Be enrolled on a loan funded programme.
- ✓ Be timetabled a minimum of 5 guided learning hours in College per week.

## What do I receive if I am eligible and awarded Advanced Learner Loan Bursary?

Students on the Advanced Learner Loan Bursary may receive help with the following course-related costs, depending on their individual circumstances:

- ✓ Travel passes.
- ✓ Help with the cost of College meals.
- ✓ Childcare costs.

## **I am on an Advanced Learner Loan, can I receive help with childcare costs?**

Yes, help with Childcare costs are available as part of the Advanced Learner Loans Bursary, which is an income assessed fund. This fund is in place to assist students with childcare costs to overcome barriers which may prevent them from taking part in or continuing in learning. Receipt of this funding is dependent on the outcome of household income assessment.

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## **Free College Meals**

### **What are Free College Meals?**

Free College Meals are aimed at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined as a student being in receipt of, or having parents who are in receipt of, one or more of the identified benefits below (see the eligibility criteria below).

### **Am I eligible to apply for Free Meals?**

- ✓ You must be aged over 16 and under 19 on 31 August 2024, or on an Educational Health Care Plan (EHCP) if aged between 19 and 25 on 31 August 2024.
- ✓ You must meet the residency requirements.
- ✓ You must be enrolled on an approved Government funded programme (ESFA, ESF, Publicly funded, traineeship programme).
- ✓ Students being in receipt of, or having parents who are 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 HMRC
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for WTC
  - Universal Credit

### **What do I receive if I am eligible?**

Eligible students will receive a free meal for each day they are timetabled to be in College. This would be via using our cashless system at one of our refectories. (Supermarket vouchers or equivalent may be provided for off-campus activities where appropriate). Students must meet the full terms and conditions including the minimum attendance requirements.

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## Travel Support

### Am I eligible to apply for travel support?

To be eligible for travel support, you must meet **all** of the following criteria:

- ✓ Meet the income threshold for your funding stream (16-19 Bursary, 19+ Bursary, or Advanced Learner Loan).
- ✓ Meet the residency requirements.
- ✓ Be timetabled a minimum of 5 guided learning hours in College per week.

### What do I receive if I am eligible?

Students who live on a Transdev (Keighley and District) route will be offered a smart code (electronic ticket) to ensure best value for money and efficient processes.

Alternatively, the following forms of travel support will be offered where appropriate:

- TransDev Card
- Metro Travel Voucher

However, the following will be available in exceptional circumstances for those who may not be able to use other forms of travel:

- Payment by BACs to students towards help with travel

Exceptional cases are assessed centrally by the Support Fund team.

Other exceptional cases, such as arranging taxis where appropriate to meet student's needs, can be considered at the discretion of the Support Fund team. Payment by BACs will be made to the company in such instances.

Payment by BACs to students towards help with travel, and support towards petrol and parking will not be provided, with the exception of students funding an Access to HE courses with an Advanced Learner Loan.

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## I believe I am eligible for support at Keighley College – how do I apply?

### When can I apply for financial support at Keighley College?

You can apply from August 2024 using an online application form. We would encourage all prospective and returning students who meet the eligibility criteria to apply as soon as possible in order that their application can be processed before the start of term in September.

### Is there a deadline?

- Priority will be given to applications received before **1 October 2024**.
- Applications received throughout the academic year will be considered but not guaranteed.

### How do I apply?

1. Apply directly to Keighley College and complete enrolment.
2. Complete the Student Financial Support Fund Application 24/25 form.
3. Bring any required evidence to your coaching tutor/course administrative team for assessment.

4. If you require assistance to complete your application form, please contact a member of your departments' Curriculum Administrative Office.

### **Do I need to submit evidence with the application form?**

Yes, students applying for financial support and Free College Meals must provide proof of household/individual income. A list of acceptable documents are detailed on the application form.

### **I have applied and provided all the relevant evidence – what happens next?**

Once your application has been assessed, you will be notified of the outcome of your application and how your award will be provided, should you be successful.

### **What will my award include and will I receive any payment?**

Successful applicants will receive financial support in the form of awards in-kind (i.e. travel pass, essential equipment, food via our cashless system). Only in exceptional circumstances and where appropriate the College may pay students by BACS payment (money direct to students' bank account).

### **What exactly will I receive?**

The type of support you receive will be specific to your needs depending on your programme of study and distance of travel to the campus you are attending. Financial assistance will be available to help with course-related expenses, such as travel, meals, and childcare costs.

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### **What should I do if I am not happy with the outcome of my application?**

Students are advised to discuss their application queries with their department's administrative staff in first instance.

Students can appeal if they are dissatisfied with a decision on their application's outcome. This should be in writing to the Student Funds Finance Manager, who will review the application and make a final decision.

Address: Support Funds Team, Student Life, Leeds City College, Park Lane Campus, Leeds, LS3 1AA.  
Email: [supportfund@leedscitycollege.ac.uk](mailto:supportfund@leedscitycollege.ac.uk)

### **What do I do if there are changes in my circumstances?**

You are required to inform departments' Curriculum Administrative Office of any changes in circumstances that may affect the outcome and eligibility for funding. Further evidence may be required to reassess your application for a higher level of assistance. Failure to inform us of changes in circumstance may make you liable for the cost of any funding already received.

### **I am on benefits; do I need to inform the Department for Work & Pensions (DWP)?**

Students are advised that if they are receiving support from any state benefits, it is their responsibility to inform the Department for Work and Pensions (DWP) about any financial support they receive from the College, as the financial support payment may affect their eligibility for some state benefits.

## Will attendance have an impact on financial support?

You are expected, encouraged and supported to attend 100% of all your classes as well as work placement and any timetabled events.

- Failure to achieve a **minimum of 90% attendance** may lead to financial support be reduced, suspended or stopped.
  - Behaviour will also be taken into account and reviewed along with attendance on a regular basis.
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## Are there any Terms and Conditions that I need to be aware of?

Students must be aware of the following terms, conditions and notes:

- Students should note that false or inaccurate information could result in refusal or withdrawal of my fund payments and that this includes any childcare payments.
  - Funding is limited and **offered on a first come first served basis**. Meeting the eligibility does not guarantee nor give an entitlement to an award out of the discretionary funds, and allocation will be subject to the availability of funds.
  - Each application to the financial support fund will be individually assessed.
  - If a student withdraws from a course the College reserves the right to request all monies paid and any equipment purchased by the College to be returned.
  - Students are required to inform us of any change in circumstances that may affect eligibility.
  - All applicants to childcare financial support must make themselves familiar with childcare agreements.
  - A student will only be awarded student financial support funds if they have provided a completed application form and the relevant required evidence that proves their eligibility for the relevant fund.
  - Eligibility for student financial support **does not** give students an automatic entitlement to receive it.
  - All awarded students will be informed that they will be supported financial support fund in the form of in-kind awards such as travel pass or food via the cashless system. In exceptional circumstances and where appropriate the College may pay students by BACS payment (money direct to students' bank account). Any such payment must fully assessed and approved.
  - As per Government guidance cash will not be given to an asylum seeker.
  - Students are expected, encouraged and supported to attend 100% of all their classes as well as work placement and any timetabled events.
  - Whilst a student is on programme we will regularly monitor attendance, behaviour and attainment, review and may make changes to the amount of financial support to ensure it is used effectively. A **minimum attendance of 90%** is required continue receiving support.
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## I am under 20 and require financial help with childcare, what do I do?

If you are under 20 years of age you could get help with your childcare payments through the Care to Learn scheme. Contact **0800 121 8989**.

## What is the Care to Learn scheme?

The Care to Learn scheme can help with childcare costs for under 20s. It covers help with your childcare, including deposit and registration fees, a childcare taster session for up to 5 days, keeping your childcare place over the summer holidays, travel help to take your child to the childcare provider.

## How do I apply for Care to Learn?



You will need to apply via the Student Bursary Support Service online.

Keighley College provides information and advice on childcare including Care to Learn via our Childcare Advice Officer.

[Apply for Care to Learn funding \(education.gov.uk\)](https://www.education.gov.uk)

### **What are Professional and Career Development Loans?**

Professional and Career Development Loans are bank loans to pay for courses and training that help with your career or help get you into work:

- You may be able to borrow between £300 and £10,000.
- Loans are usually offered at a reduced interest rate and the Government pays interest whilst you are studying.
- More information can be found on [gov.uk](https://www.gov.uk).

### **What is an Advanced Learning Loan?**

Advanced learner loans are available for individuals aged 19 or above to undertake approved qualifications at Levels 3 to Level 6, at an approved provider in England. Advanced Learner Loans give individuals access to financial support for tuition costs similar to that available in higher education, and are administered by Student Finance England. For more information, please visit [gov.uk](https://www.gov.uk).

### **What is EHCP?**

An Education, Health and Care Plan (EHCP) is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHCP identify educational, health and social needs and set out the additional support to meet those needs. More information can be found on [gov.uk](https://www.gov.uk)

### **My question isn't answered, how do I contact you?**

For more information, please email [supportfund@leedscitycollege.ac.uk](mailto:supportfund@leedscitycollege.ac.uk)