

Christ the King Sixth Form College

Learner Support Funds Policy and Procedures

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person, so that all students can realise their full potential.

To achieve this as a community we will:

- ✚ Provide the highest standards of teaching and learning.
- ✚ Expect students to show commitment to their studies and the Christian values of the College.
- ✚ Provide equality of opportunity, with mutual respect and positive encouragement.
- ✚ Build and further develop a partnership with parents, schools, parishes, higher education and the local community.
- ✚ Value staff and support their professional development.

In doing this we will reflect Christ's teaching in the life and work of the Whole College.

The purpose of Learner Support Funds is to assist students who otherwise, because of financial considerations, might be unable to follow or complete their course of study.

The Learning and Skills Council guidelines suggest that Learner Support Funds can be used to help with the following:

- ✚ Personal hardship and emergencies.
- ✚ Child Care Costs – not to exceed agreed maximum.
- ✚ Transport.
- ✚ Tuition, registration and exam fees.
- ✚ Essential course related equipment and materials.
- ✚ Essential course related field trips.
- ✚ University interview travel costs.
- ✚ Disability related costs.
- ✚ Students living arrangements – where students have to live away from home to access the course they wish to study.

Learner Support Allowance

In order to provide for equity, the allowance from the Learner Support Funds will generally follow the criteria and payment method of the EMA scheme. Whilst the aim is for the Learner Support Fund allowance to match EMA, the amount available to students may vary from year to year and will therefore be subject to funds available.

Who can apply

Full-time and part-time students who are 16+, including those in school sixth forms and those over the normal age of retirement who:

- ✚ Have been ordinarily resident in the UK for three years before the course starts.
- ✚ Are ordinarily resident in England and Wales.
- ✚ Are settled in the UK under the terms of the Immigration Act 1971.
- ✚ Have refugee status.

Who is not eligible

- ✚ Students under 16.
- ✚ Overseas fee paying students.
- ✚ Relatives who are offering child care for our students but who are not registered with Ofsted.

Amount of grant

The amount of grant depends on income as follows:

Income		Grant Per Week
£20,817	or less	£30
£20,818	- £25,521	£20
£25,522	- £30,810	£10

Payment of the weekly grant is dependent on a student attending all timetable activities and meeting all college standards in terms of academic performance. Attendance is checked on a weekly basis using the Bromcom Registration system.

How to apply

Application forms and further details are available from the Head of Student Support Services, Mrs Nunes, in Room N101 or Mrs Baldwin, EMA officer, in Room N104.

Outcome of application

Students will normally receive written notification of the outcome of their application within three weeks of the date of submission.

Payment of the grant

Grants will be paid on a weekly basis, in term time, by direct transmission to a student's nominated bank account.

Other important points

The College reserves the right to withhold payment of the grant in exceptional circumstances. Should this arise the reasons will be given in writing.

The College reserves the right to require independent confirmation to support any statements made when applying for the grant.

The College reserves the right to vary the arrangements for Learner Support Funds at any time. In this event, details of change will be published within the College.

Right of appeal

Appeals should be made in writing to the Principal.

The Principal will consider the appeal, in consultation with other staff as appropriate, and will make a decision that shall be final.

November 2006