

# Financial Assistance for Students 2022-23

The purpose of these funds is to provide financial support for students who are the most financially disadvantaged and those who most need help with the costs of staying in education.

Morley College has 4 funds that students can apply for:-

## **1. Morley College Bursary**

- The Bursary can provide a financial contribution towards tuition fees for unaccredited courses to enable you to study

## **2. 16-18 Bursaries**

- The Bursaries can provide a financial contribution while studying, including travel and materials.
- You need to be on an applicable accredited course
- This support is means-tested and you need to be a dependent on someone with low income below £25,000 or on benefits or financially supporting yourself.

## **3. Learner Support Fund**

### **4. Advanced Learner Loans Bursary Fund**

- These funds are to provide support for Travel & Materials
- And / Or Childcare costs while you are studying at the college

This support is means-tested and you need to be on low income low income below £25,000 or on benefits, and enrolled on an applicable accredited course.

For the Advanced Learner Loans bursary fund you also need to be in receipt of the advanced learner loan, the minimum amount for the loan is £300.

## **5. Higher Education Students**

- Eligible students on our Higher Education Courses are able to apply for Maintenance loans, Disabled Students' Allowance, Childcare Grant, Parents' Learning Allowance, Adult Dependants' Grant, and Universal Credit (in addition to tuition fee loans).
- Students have to apply directly to Student Finance England for these loans

## 1. Morley College Bursary Fund

The Morley College Bursary is a discretionary fund operated by the College to assist students who are experiencing financial difficulties and are unable to pay the full course fee. We welcome applications to the fund and all applicants should write a statement and attach all evidence of financial need with their form. Funds are limited and the College regrets it may not be possible to fund all students who meet the criteria.

Students can apply for Bursary support on most courses, but not if Advanced Learner or Higher Education Loans are applicable for the course.

- The fund can make a contribution towards course fees of either 25% or 50%.
- Support is restricted to £200 per student per year and this can be spread across 3 terms.
- You can only get support with one course per term.

Applications must be made before you enrol on a course, applications forms submitted after enrolment will not be considered.

Please submit and online application through the college website. A paper form can be requested if required from student services. You may be required to attend an interview to discuss your application.

The Bursary Panel will treat all applications confidentially and you will be informed of the decision in writing within 10 working days of the meeting. The panel comprises of staff whose roles within the college are directly linked to supporting students

### **Appeals**

If your application is not granted, you can appeal this decision. This must be done via email to the Vice Principal, Marco Macchitella: [Marco.Macchitella@morleycollege.ac.uk](mailto:Marco.Macchitella@morleycollege.ac.uk)

You must submit an appeal, within seven days of written notification of the outcome of your application.

## 2. 16-18 Bursaries

The 16 to 18 Bursaries are made on the basis of attendance and eligibility criteria, please be aware that funding is limited and the College regrets it may not be possible to fund all students who meet the criteria.

There are two types of Bursaries available, and you only need to apply for one.

### 2a. 16-18 Vulnerable Bursary

### 2b. 16-18 Discretionary Bursary

You can also apply for

### 2c. Free School Meals

### 2a. 16-18 Vulnerable Bursary

There is a maximum Bursary of £1200 per year per student, and you must be enrolled on applicable accredited course(s).

Eligible learners

- Aged 16 or over but under 19 at 31 August 2022
- Enrolled on an applicable accredited course(s).
- In care, care leaver, receiving Universal Credit and living independently or receiving Personal Independence Payments as well as Universal Credit in your own right.

Evidence will need to be uploaded with your application.

**Please note: students who meet the criteria for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources**

#### Application

You must complete an application via the Morley College website, uploading all evidence.

#### Attendance Checking

Your attendance must be maintained 90% at any given time.

#### Payments

Payments will then be made fortnightly, not including holidays, up until the end date of your course(s).

Support will be removed if:

- Your attendance is below 90% at any given time
- You subsequently abandon or do not complete the programme of learning.
- Your conduct or behaviour is in breach of College Rules & Regulations.

For further advice and information: [Student.Finance@morleycollege.ac.uk](mailto:Student.Finance@morleycollege.ac.uk)

### 2b. 16-18 Discretionary Bursary

There are discretionary bursaries to help with the cost of materials or with the cost of travelling to college.

Eligible learners

- Aged 16 or over but under 19 at 31 August 2022
- Aged 19 or over and continuing on a study programme began aged 16 to 18
- Aged 19-23 and have an EHCP
- You need to be a dependent on someone with low income, below £25,000, or on a means tested -benefit or financially supporting yourself. You will need to provide proof of parental or personal household income at the time of application.
- You must be enrolled on applicable accredited course(s)

**Please note: students who meet the criteria are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources**

#### Travel & Materials

For travel costs you must live in excess of one mile from the College, unless there are exceptional circumstances. In you live in zones 1-3, payment is £3 per day you are timetabled to be in college, for zones 4 upwards £5 per day. If you live further away the college may be able to help with extra costs.

Materials related costs are based on Household income.

If you have a disability or learning difficulty you may be eligible for extra support with materials related to your disability or learning difficulty, please speak to Additional Learning Support in the first instance.

## **Application**

You must complete an application via the Morley College website, uploading all evidence required by Friday 21st October 2022.

Applications received after this date will be considered for the next round of payments. However we will accept late applications depending on the circumstances.

## **Attendance Checking**

Your attendance must be maintained 90% at any given time to receive a full award, and the student finance team will review attendance through the year, and payments may be reduced.

The college reserves right to suspend payments if you don't not meet the 90% attendance criteria.

## **Payments**

The first payment will be made in the week commencing 31<sup>st</sup> October 2022.

Payments will then be made fortnightly, not including holidays, up until the end date of your course(s).

Payments will be made to the student by BACS transfer. A basic bank account can be opened once you are 16 so please have these details ready when you apply.

Support will be removed if:

- Your attendance is below 90% at any given time
- You subsequently abandon or do not complete the programme of learning.
- Your conduct or behaviour is in breach of College Rules & Regulations.

For further advice and information: [Student.Finance@morleycollege.ac.uk](mailto:Student.Finance@morleycollege.ac.uk)

## **2c. Free College Meals.**

Eligible learners

- Aged 16 or over but under 19 at 31 August 2022
- Aged 19 or over continuing on a study programme began aged 16 to 18
- Aged 19-23 and have an EHCP

You must be enrolled on applicable accredited course

You need will to provide proof of one of the following eligible 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 that you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)
  - For UC – you must provide Universal Credit award statements from their three most recent complete assessment periods, showing earnings in that period do not exceed £1,850.00 (this is a quarter of an equivalent annual income of £7,400).

## **Application**

You must complete an application via the Morley College website, uploading all evidence.

For further advice and information: [Student.Finance@morleycollege.ac.uk](mailto:Student.Finance@morleycollege.ac.uk)

## **TfL Oyster Scheme**

If you apply for a 16+ Zip Oyster photo-card and you live in London you get free travel on buses and trams, and discounted travel on all transport services.

If you are/were 18 on 31 August 2022, live in a London borough and in full-time education, can apply for a 16+ Zip Oyster photo-card as well.

Please apply at [16+ Zip Oyster photocard - Transport for London \(tfl.gov.uk\)](https://tfl.gov.uk/16plus)

## **Childcare Costs.**

If you are aged 16-19 at the start of your course the **Care to Learn** scheme can help with childcare costs while you study. <https://www.gov.uk/care-to-learn>

For further advice and information: [Student.Finance@morleycollege.ac.uk](mailto:Student.Finance@morleycollege.ac.uk)

## **Appeals**

If your application is not granted, you can appeal this decision. This must be done via email to the Learner Services Manager, Luke Howson: [Luke.Howson@morleycollege.ac.uk](mailto:Luke.Howson@morleycollege.ac.uk)

You must submit an appeal, within seven days of written notification of the outcome of your application.

### 3. Learner Support Fund Bursary

An award from the Learner Support Fund Bursary, is made on the basis of attendance and eligibility criteria. Please be aware that funding is limited and the College regrets it may not be possible to fund all students who meet the criteria.

This fund is to provide support for Travel & Materials and / Or Childcare costs while you are studying at the college.

You must be enrolled on an applicable accredited course(s).

This fund cannot be used to pay for course fees

There are two types of Bursaries available, and you can apply for both

#### 3a. Childcare

#### 3b. Travel & Materials

Eligible learners –

- Aged 19 or over at 31 August 2022 (if you are aged 19 or over continuing on a study programme began aged 16 to 18 or have an EHCP please see the section for 16-18 year olds)
- Enrolled on an applicable accredited course(s).
- You must also be ineligible for funding from the Advanced Learning Loans Bursary.
- You need to be or be dependent on someone with low income below £25,000 or on a means tested - benefit, and you will need to provide proof of household income at the time of application.

#### 3a. Childcare

This fund can support the cost of childcare for children aged between 1-5 years for full time care and from 5 years to 11 years for part time care.

Providers must be Ofsted registered.

The college can support up to 3 children per student.

We will need to see passport or a birth certificate for evidence for each child

Students in receipt of free childcare will be **expected** to use these hours to cover study time before claiming funding from the College.

The college supports daytime childcare when you are timetabled to be at college or on a college related placement whether online or in person.

The maximum amount is £55 per day

Payments for childcare costs will be made directly into the bank account of your childcare provider by BACS transfer every 2 weeks No payments will be made for half terms, Christmas or Easter holidays.

Please note that it remains your responsibility to pay for any periods or amounts not previously approved and to pay the full cost of childcare should you stop attending regularly or withdraw from your course of study.

#### Notice Periods

We will not pay any notice periods, so please make sure if you are changing childcare providers you are able to cover this cost yourself

Please note that Childcare support from the Learner Support Fund is only confirmed upon receipt of a letter of confirmation from Student Finance, and the fund is distributed strictly on a first come first served basis.

#### Application

You must complete an application via the Morley College website, uploading all evidence.

Please complete an application for Childcare as soon as possible, but you can apply throughout the year.

#### Attendance Checking

Your attendance must be maintained 90% at any given time

### **3b. Travel & Materials**

For travel costs you must live in excess of one mile from the College, unless there are exceptional circumstances. In you live in zones 1-3, payment is £3 per day you are timetabled to be in college, for zones 4 upwards £5 per day. If you live further away the college may be able to help with extra costs.

The Materials payments is based on your course.

**Payments are paid once per term, as long as your attendance is 90% or above.**

If you have a disability or learning difficulty you may be eligible for extra support with materials related to your disability or learning difficulty, please speak to Learning Support in the first instance.

#### **Application**

You must complete an application via the Morley College website, uploading all evidence required by Friday 21st October 2022.

Applications received after this date will be considered for the next round of payments. However we will accept late applications depending on the circumstances.

#### **Attendance Checking**

Your attendance must be maintained 90% at any given time to receive a full award, and the student finance team will review attendance through the year, and payments may be reduced.

The college reserves right to suspend payments if you don't not meet the 90% attendance criteria.

#### **Payments**

Payments will be made once a term, the first payment being made in the week commencing 31<sup>st</sup> October 2022.

Payments will be made to the student by BACS transfer.

#### **Support will be removed if:**

- Your attendance is below 90% at any given time
- You subsequently abandon or do not complete the programme of learning.
- Your conduct or behaviour is in breach of College Rules & Regulations.

#### **You should also note that**

- **If you receive any state benefits it is your responsibility to inform the Department for Work and Pensions about any learner support payments you receive, as this payment may affect your eligibility for some state benefits.**
- **that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered, this might result in a referral to the police with the possibility of the student and/or their family facing prosecution**

For further advice and information: [Student.Finance@morleycollege.ac.uk](mailto:Student.Finance@morleycollege.ac.uk)

#### **Appeals**

If your application is not granted, you can appeal this decision. This must be done via email to the Learner Services Manager, Luke Howson: [Luke.Howson@morleycollege.ac.uk](mailto:Luke.Howson@morleycollege.ac.uk)

You must submit an appeal, within seven days of written notification of the outcome of your application.

## 4. Advanced Learning Loans Bursary

An award from the Advanced Learner Loans Bursary, is made on the basis of attendance and eligibility criteria. Please be aware that funding is limited and the College regrets it may not be possible to fund all students who meet the criteria.

You must already be approved for an advanced learner loan

This funds is to provide support for Travel & Materials and / Or Childcare costs while you are studying at the college.

You must be enrolled on an applicable accredited course.

This fund cannot be used to pay for course fees

There are two types of Bursaries available, and you can apply for both

### 4a. Childcare

### 4b. Travel & Materials

Eligible learners

- Aged 19 or over at 31 August 2022 (if you are aged 19 or over continuing on a study programme began aged 16 to 18 or have an EHCP please see the section for 16-18 year olds)
- Enrolled on an applicable accredited course(s).
- You need to be or be dependent on someone with low income below £25,000 or on a means tested - benefit, and you will need to provide proof of household income at the time of application.

### 4a. Childcare

This fund can support the cost of childcare for children aged between 1-5 years for full time care and from 5 years to 11 years for part time care.

Providers must be Ofsted registered.

The college can support up to 3 children per student.

We will need to see passport or a birth certificate for evidence for each child

Students in receipt of free childcare will be **expected** to use these hours to cover study time before claiming funding from the College.

The college supports daytime childcare when you are timetabled to be at college or on a college related placement whether online or in person.

The maximum amount is £55 per day

Payments for childcare costs will be made directly into the bank account of your childcare provider by BACS transfer every 2 weeks No payments will be made for half terms, Christmas or Easter holidays.

Please note that it remains your responsibility to pay for any periods or amounts not previously approved and to pay the full cost of childcare should you stop attending regularly or withdraw from your course of study.

### Notice Periods

We will not pay any notice periods, so please make sure if you are changing childcare providers you are able to cover this cost yourself

Please note that Childcare support from the Advanced Learner Loan Bursary Fund is only confirmed upon receipt of a letter of confirmation from Student Finance, and the fund is distributed strictly on a first come first served basis.

### Application

You must complete an application via the Morley College website, uploading all evidence.

Please complete an application for Childcare as soon as possible, but you can apply throughout the year.

### Attendance Checking

Your attendance must be maintained 90% at any given time



## **4b. Travel & Materials**

For travel costs you must live in excess of one mile from the College, unless there are exceptional circumstances. In you live in zones 1-3, payment is £3 per day you are timetabled to be in college, for zones 4 upwards £5 per day. If you live further away the college may be able to help with extra costs.

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You must submit an appeal, within seven days of written notification of the outcome of your application.

## 5. Higher Education Students

Eligible students are able to apply for Tuition Fee loans and Maintenance loans on our Higher Education Courses. Students should apply directly to Student Finance England for the loans and should apply as early as possible to ensure that the appropriate funding is in place at the start of the course.

- Maintenance loan payments are paid directly to the student from the Student Loans Company, and Morley will process appropriate attendance data to the Student Loans Company to facilitate payments.
- Additionally eligible students can apply through Student Finance England for
  - Disabled Students' Allowance
  - Childcare Grant
  - Parents' Learning Allowance
  - Adult Dependants' Grant