

# STUDENT RELATED POLICY: FINANCIAL SUPPORT FOR STUDENTS: CODE OF PRACTICE

This policy is annually reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: <b>Executive Leadership Team</b>	
Reviewed by: <b>Assistant Principal: Student Experience, Head of Safeguarding &amp; Wellbeing</b>	
Date of next review	May 2026

This policy and procedure is subject to The Equality Act 2010 which recognises the following as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex, Sexual orientation, and Disability.

## 1. Document Control

### 1.1. Document Details

Title	Financial Support for Students: Code of Practice Policy
Author	Abid Hussain / Sharon Posey
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### 1.2. Revision History

Version	Date	Author	Comments
1.0	Dec 2019	Dawn Telford	Definitive Release
2.0	Feb 2022	Dawn Telford / Vicki Locke	Definitive Release
3.0	May 2023	Debbie Holland / Sharon Posey	Definitive Release
3.1	March 2024	Sharon Posey / Abid Hussain	Amendments
3.2	July 2024	Sharon Posey / Abid Hussain	Amendment to 3.4
4.0	May 2025	Sharon Posey	Key Changes – Change of ESFA to DFE and Learner Services to Student Services. Inclusion of Care to Learn throughout. Amendments in wording of 2.3, 2.4, 2.5, 3.4, 4, 6.2.
5.0	June 2025	Sharon Posey	Amendment to 6.1
5.1	November 2025	Sharon Posey	Bullet point added to point 3.1 re: 'Types of Support'

### 1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

## 1. **INTRODUCTION**

- 1.1 The College aims to assist students with financial support where there is a barrier to join, participate in or continue on a programme of study.
- 1.2 The College will provide up to date advice and information on financial support available via Student Services. This includes information on: -
  - HE Financial Support Scheme
  - Care to Learn
  - Learner Support Funds, including the 16-19 Bursary Fund, Further Education Free Meals, 19+ Learner Support Fund and Loans Bursary Fund
  - Be Brilliant Fund
  - Other types of funding that become available
- 1.3 The College will refer to other agencies that can assist with financial advice on government benefits and local support arrangements e.g. CAB, Job Centre etc.
- 1.4 The College will prioritise financial support to students who are suffering financial hardship, as identified through national guidance such as that provided by DfE and AoC.
- 1.5 The funds available are limited and therefore cannot be guaranteed to all students. The College identifies and prioritises financial support through a tiering system, however, funds may not cover all student expenses.  
  
The exception to this is Further Education Free Meals which is guaranteed if students apply and are eligible.
- 1.6 The overriding principle for providing financial support is: -  
  
*To assist students with the costs of accessing, participating in or remaining on their chosen course of study where the absence of such assistance would result in the student not enrolling, withdrawing early or failing to gain their qualification.*
- 1.7 The College will use allocated financial support funds specifically to: -
  - a) assist with participation in post-16 education, particularly amongst people who may otherwise not participate;
  - b) support the retention and achievement of students.

## **2. LEARNER SUPPORT FUNDS**

- 2.1 The College's procedures for operating the Learner Support Funds, including the 16-19 Bursary Scheme and Care to Learn, are developed in accordance with national guidance and the principle set out in section 1.6 above.
- 2.2 These procedures will be reviewed annually by the Head of Safeguarding & Wellbeing, in conjunction with relevant team members and cross- college managers.
- 2.3 Information for Applicants will be reviewed and updated annually by the Head of Safeguarding & Wellbeing, and training or updates on financial support will be provided to appropriate staff.
- 2.4 Online applications and Information for Applicants will be made available on our website and via Pay My Student.
- 2.5 Where online application is not viable, paper application forms will be available for the following funds on request via the Bursary Office.
  - HE Financial Support Scheme
  - Be Brilliant – A tutor must support any Be Brilliant application by providing details of why the student is applying and confirming all other avenues of financial support have been explored.
  - 16-19 Bursary Fund
  - Care to Learn
  - Further Education Free Meals
  - 19+ Learner Support Fund & Loans Bursary Fund.

## **3. TYPES OF SUPPORT**

- 3.1 Claims for assistance will be considered for the following purposes, depending upon the age of the student and prioritised dependent upon funds available and criteria set by funding bodies: -
  - Transport
  - Equipment, books and uniform
  - Extreme hardship
  - Childcare (including Care to Learn)
  - Course or examination fees (maximum 1 x resit fee will be supported via bursary)
  - Food credits/allowance
  - Other education relevant costs e.g., trips, UCAS fees
- 3.2 Where assistance is provided, this will normally take the form of a grant (which does not have to be repaid); please note that in some circumstances, equipment may be required to be returned if a student leaves the programme early, and at the end of their study programme.
- 3.3 Wherever possible and appropriate, financial support will be directly paid to suppliers of goods or services rather than cash payments (payment in kind).

- 3.4 All financial support is conditional upon students meeting the College's target of 90% attendance and progression criteria as set out in the Information for Applicants. Failing to maintain the expectations set out in the Student Code of Conduct may also affect these payments.

#### **4. THRESHOLDS**

We aim to target the most support at those with the greatest financial need and as such use a tiering system to award support. Therefore, any award will depend on the:-

- Your financial need, which we assess using your household income or receipt of qualifying benefits.
- Your course requirements
- Our available funds

The college has set the household income amount of £45,000 to apply for financial support.

#### **5. PUBLICITY**

Student and staff awareness of financial support available will be promoted via posters, review/offer letters, emails, staff training, Student Services staff, College website and Learner Cross College Teams.

#### **6. THE APPLICATION PROCEDURE**

- 6.1 Applications for 2025/26 open in May. Applications should be received by 7<sup>th</sup> July 2025, any applications received after this date may delay financial support for September 2025.

The procedure is designed to identify those students in greatest hardship and enable applicants to receive a timely assessment and response to their application. Decisions will always be given in writing and an appeals process is in place for students who require it.

- 6.2 The application process is as follows: -

- i. Student completes relevant application form/s and submits, together with relevant documentation, to Student Services via Pay My Student on the College website.
- ii. Care to Learn and Be Brilliant applications are not available on Pay My Student. These application forms need to be sent to [bursary@boston.ac.uk](mailto:bursary@boston.ac.uk) or handed into Reception.
- iii. If the student requests support with the application process, they should contact

the Student Services team; in this case an appointment will be made within five working days.

- iv. The Bursary Team will assess the application against the written guidance and criteria and approve or decline support. A decision will be made within fifteen working days of receiving a correctly completed, signed and evidenced application.

All awards will be approved by Head of Safeguarding & Wellbeing.

- v. Written confirmation of the decision, and where applicable, details of the support awarded, will be sent to the student via email. If the student is under 18 an email will also be sent to parent/carers where we hold those details, as a 3<sup>rd</sup> party on their Pay My Student application. For students over 18, who have added a parent/carer as a 3<sup>rd</sup> part on their Pay My Student application, we will send an email to the parent/carer.
- vi. Where the student falls into the eligibility criteria, but support is declined through lack of available funds, the application will be retained on a waiting list should any funds become available later in the year.
- vii. The Finance Department will make direct payments to service providers on behalf of the student. Where payments are to be made direct to a student, these will normally be made in advance and via bank transfer other than in exceptional circumstances which must be agreed by the Head of Safeguarding & Wellbeing.
- viii. Students have a right to appeal decisions. Students can appeal in the first instance to the Head of Safeguarding and Wellbeing, if still not resolved to students' satisfaction then they must appeal in writing to the Assistant Principal: Student Experience within 10 working days.
- ix. Students have the right to request additional financial support. Students can request additional support by completing the Request Additional Bursary Support Form or Advise a Change of Circumstances Form on Pay My Student, especially if household circumstances have changed. However, their application will still need to meet criteria and awards may not be made if funds are not available.