



Advanced Learning Loan Bursary Policy

Introduction

1.2 Reynolds Training Academy recognises that the Advanced Learner Loan Bursary has an important role to play in removing barriers for some students accessing and completing further education courses. It is the aim of the College to use funds to make the maximum impact on recruitment, attendance, retention, achievement and success rates.

1.3 This policy sets out the financial support available through, and eligibility for, the advanced learner loans bursary funding for 19+ students who are in receipt of and/or eligible for the Advanced Learner Loan and attend Reynolds Training Academy.

1.4 The fund will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Skills Funding Agency. Learner eligibility will be determined through assessments of the students social and economic disadvantage.

2. Policy Aims

2.1 Awards may be provided where a vulnerable or disadvantaged student who is funding their learning with a loan has demonstrated a financial barrier which impacts on their learning.

2.2 The Advanced Learner Loans Bursary may be used to fund hardship, childcare and residential support, but not tuition fees. Hardship support can include course related costs (such as books, equipment, trips) & travel.

2.3 It can also fund learning support activity for 'in-learning' support for loans students, such as support for teaching assistants or reasonable adjustments under the Equality Act 2010.

2.4 Advanced Learner Loan Bursary funding should be utilised only to meet the eligibility criteria as outlined in the Bursary Eligibility Criteria 21-22 and no funds should be utilised in conjunction with other discretionary learner bursaries.

2.5 Students aged 19+ are normally assessed as independent students and household income is assessed on their own income, together with that of their spouse/partner if applicable.

However, if a student has no income, household income will be based on the income of the person(s) on whom the student is dependent.

3. Eligibility

3.1 Students aged 19 and over on 31st August at the start of the academic year, who have been approved for an Advanced Learner Loan, may be eligible to receive financial support from the Advanced Learner Loan Bursary.

3.2 The Advanced Learning Loan Bursary is a discretionary fund and due to the limited nature of the fund, meeting the criteria does not guarantee funding. The bursary fund is income assessed and operated on a first-come, first-served basis.

3.3 A bursary may be available to students who meet the following criteria:

- Annual household income which does not exceed £23,000
- Be identified as a 'vulnerable' student, i.e. learning difficulties, health issues, disabilities, ex-military personnel and parents needing support with childcare.

3.4 Bursary Rates:

Rate 1 (up to £50 a month) – learner support for travel, not including childcare and residential

Rate 2 (up to £150 a month) – learning support recognising the learner could have learner support needs as well

Rate 3 (up to £250) – residential or childcare support recognising the learner could have other learning support or learner support needs as well

3.5 The amount of bursary provided will depend on individual circumstances and may be subject to change due to the availability of funds.

3.6 Payments will be adjusted for programmes that do not run over a full academic year.

4. Conditions and Procedures

4.1 Students who apply for the Advanced Learner Loan Bursary will be required to supply evidence of household income and information about their actual need for support. This should be in the form of benefit or other official documents or verification from statutory or other agencies.

4.2 Payments are subject to satisfactory attendance, conduct and progress at RTA. RTA reserves the right to suspend, delay or reduce payments where a student's attendance or conduct is giving cause for concern, in consultation with the personal tutor.

4.3 All payments, where possible, will be made by BACS into the students own bank account.

4.4 Payments are only backdated to the start of the term that the application is received. The amount of bursary provided will depend upon individual circumstances and may be subject to change due to the availability of funds.

4.6 Applicants will be notified in writing how much has been allotted to the categories they have applied for help with, including how payment will be made. In all cases the application will be judged on its individual needs as outlined in the ESFA guidelines. The amount awarded will be specific to each application.

5. Appeals

5.1 Students have the right to appeal a decision. Students, or their parent/guardian, will be required to put any appeal in writing within 21 days of receiving confirmation of an award or a rejection. The letter should set out the reasons for the appeal and be sent to the Deputy Principal. The appeals panel will consist of the Deputy Principal and the Principal and their decision will be given within 14 days of receiving the written appeal.

Conditions for payment include 90% and above attendance, progress and behavioural record in accordance with the RTA Code of Conduct.

Please complete this form: [ALLB application form 2021 to 2022](#) This form is also available from the Senior Administrator.

If you have any queries, please contact Carolyn Matthews, Senior Administrator, on carolyn@reynoldsgroup.co.uk or 01322 275807.