



Student Finance Policy

Version 6, Spring 2025

Status: Approved

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Student Finance Policy

1. Policy Statement

- The Policy aims to provide financial support to Further and Higher education students who face financial constraints that may hinder their full participation in their chosen programme, following Government guidelines.

2. Scope

- The Policy covers various funds to support students (links in Annex A), including:-
 - 16 – 19 Bursary Fund
 - Free Meals in Further Education
 - 19+ Discretionary Learner Support Fund
 - Advanced Learner Loan Bursary
 - Higher Education Hardship Fund

3. Objectives

- To provide tailored and timely financial support to Further Education students whose household income is below the agreed annual income threshold or to Higher Education students who demonstrate shortfall when completing an analysis of income versus expenditure, using the Higher Education Support Fund guidelines.

4. Policy

- All Further Education students must apply for support by registering an account and completing an application in the online bursary portal. Higher Education students apply by completing the Higher Education Hardship Fund form and emailing this together with the relevant evidence to the Student Finance team.
- Applications are processed on a date received basis
- Further Education students upload their residency and income evidence to the portal
- Evidence is stored securely in the bursary portal and is destroyed in line with GDPR guidelines after 7 years
- Payments can be made for various needs such as vulnerable student bursary, travel, books, equipment, Protective Personal Equipment, uniform, kit, childcare, registration/exam/membership fees, meals and essential trips.
- Payments are subject to attendance, behaviour and performance on the course and the Student Finance team may contact teaching teams to confirm this.
- Travel payments are paid weekly in arrears and are determined by the cost of travel by the cheapest route. Payments are paid by BACS into the students nominated bank account.
- Curriculum trips and items identified as needed for curriculum delivery can be paid up front to the department or reimbursed on production of a receipt.
- Support towards meals for Further Education students is provided via the students' College ID card in any of the onsite catering outlets. Students on work placement can have an amount for meals reimbursed subject to evidence of attendance on placement.
- Childcare payments are paid 4 weekly, in arrears direct to the childcare provider
- The vulnerable student bursary is paid to students who are:-

- In Care – a local authority is the legal guardian or
 - Care leaver – the legal guardian was a local authority until the student's 18th birthday and are still receiving support and help from the local authority or
 - Receiving income support/universal credit or
 - Disabled and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments
- If a student withdraws from their course, they may be asked to repay any award they have received or return any items.
 - In an emergency or exceptional circumstances, a payment may be made from funds without all of the relevant evidence being provided at the discretion of the Student Finance Manager and Assistant Principal for Student Experience and Learning Support.
 - Students who wish to appeal against a decision may do so by writing to the Student Assistance Panel, via the Student Finance Manager.

5. Responsibilities

- The Executive Management team agrees the income threshold for Further Education support, taking into consideration the allocation awarded by the Education Skills Funding Agency, the number of students supported, and the funds distributed in the previous year.
- The Student Finance team processes each application and notifies the student of the outcome by email.
- The Assistant Principal for Student Experience and Learning Support authorises the payments recommended by the Student Finance Team.
- The Assistant Principal for Student Experience and Learning Support and the Student Finance Manager consider any appeals where evidence of hardship/debt of under £5,000 in value is provided. If evidence of hardship/debt of over £5,000 is provided the Student Finance Manager can put forward payments for authorisation.
- The Student Finance team makes payments by BACS to students or internal transfer to the relevant curriculum department.

6. Related legislation and documents

- 16 – 19 Bursary Fund Guide: 2024 to 2025 (Education & Skills Funding Agency)
- Free meals in further education funded institutions guide: 2024 to 2025 (Education & Skills Funding Agency)
- Adult skills fund: funding and performance management rules 2024 to 2025 (Education & Skills Funding Agency)
- Advanced learner loans: funding and performance management rules 2024 to 2025 (Education & Skills Funding Agency)
- Higher Education Support Fund Guidance 2024/25 (National Association of Student Money Advisors)

7. Approval and Review

Policy Originator:	Student Finance Manager
Approved by:	CLT
Date Approved:	Spring 2025
Review Interval:	1 Year
Last Review Date:	Spring 2025
Next Review Date:	Summer 2025
Audience:	Staff and students
Entered on SP:	February 2025

8. Appendices

- Appendix A – Links to legislation/documents
 - 16 – 19 Bursary Fund Guide 2024 to 2025 - [16 to 19 Bursary Fund guide: 2024 to 2025 academic year - GOV.UK](#)
 - Free Meals in further education funded institutions guide: 2024 to 2025 - [Free meals in further education funded institutions guide: 2024 to 2025 academic year - GOV.UK](#)
 - Adult skills fund: funding and performance management rules 2024 to 2025 - [Adult skills fund: funding and performance management rules 2024 to 2025 - GOV.UK](#)
 - Advanced learner loans: funding and performance management rules 2024 to 2025 - [Advanced learner loans: funding and performance management rules 2024 to 2025 - GOV.UK](#)
 - Higher education support fund guidance 2024 to 2025 - [Home - NASMA](#)
- Appendix B – College Guidance/Links
 - Online Bursary Portal 2024/2025 - [Nescot College](#)
 - Bursary Fund Guidance 2024/2025 - [Financial support at Nescot in Surrey | Nescot](#)
 - Higher Education Hardship Fund Form 2024/2025 - [HE Hardship Form 2024 - 2025.docx](#)