

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
NCG Learner Support Fund Policy		October 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	2	October 2027

<b>OWNER</b>	Finance Manager (responsible for the Learner Support Fund Team)		
<b>GROUP EXECUTIVE LEAD</b>	Tony Lewin, Executive Principal (Curriculum)		
<b>DOCUMENT TYPE</b>	Policy <input checked="" type="checkbox"/> Group Procedure <input type="checkbox"/> Local Procedure <input type="checkbox"/>		
<b>PURPOSE</b>	This policy sets out the rules which all NCG colleges must follow in supporting learners with financial support. There is one policy for all NCG colleges. However, it is recognised that colleges will need to have local finance guides for learners. Compliance with the NCG policy is a requirement.		
<b>APPLICABLE TO</b>	All NCG employees, as well as consultants, vendors, agency workers, contractors, service users, trainees/students, volunteers and/or any other parties who have a business relationship with NCG.		
<b>EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]</b>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
<b>KEY THINGS TO KNOW ABOUT THIS POLICY</b>	<ol style="list-style-type: none"> <li>1. The policy sets out the eligible criteria and entitlements which NCG colleges offer to learners from the Learner Support Funds, based on the ESFA funding rules and guidance.</li> <li>2. It allows some discretion to set appropriate support which align to the local needs of the colleges.</li> <li>3. This policy ensures funds are allocated to assist learners in reducing barriers to education and to encourage engagement for those from disadvantaged backgrounds by providing financial support.</li> </ol>		
<b>EXPECTED OUTCOME</b>	Readers are expected to understand the organisational position on Learner Support Funding, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> <li>• 16-19 bursary fund guide 2024 to 2025 academic year</li> <li>• Audit Skills Fund (ASF): funding rules 2024 to 2025</li> </ul>
KEYWORDS	<ul style="list-style-type: none"> <li>• Funding</li> <li>• Learner</li> <li>• Support</li> <li>• Bursary</li> </ul>

## Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?	National guidance has been reviewed and considered as part of the review of the Policy.		

## **1. GENERAL POLICY STATEMENT**

This policy sets out the eligible criteria and entitlements which NCG offer to learners from the Learner Support Funds, based on the ESFA funding rules and guidance. It allows some discretion to set appropriate support which align to the local needs of the colleges.

This policy ensures funds are allocated to assist learners in reducing barriers to education and to encourage engagement for those from disadvantaged backgrounds by providing financial support.

This policy will ensure consistency across NCG whilst allowing colleges to have local arrangements where appropriate.

## **2. SCOPE**

This policy is to outline the financial support that can be awarded to eligible students in the 2024/25 academic year, from the following discretionary fund bursaries:

- 16-19 Discretionary Bursary Fund.
- 16-19 Vulnerable Bursary Fund.
- Free Meals.
- 19+ Discretionary Learner Support Fund.
- Advanced Learner Loan Bursary.

NCG will assess the student's actual need for financial assistance before determining whether to award financial support and the amount that is awarded.

The bursaries are a discretionary award and financial support is conditional on attendance. The expectation is that students achieve 100% attendance however there is an appreciation that in some cases financial hardship can result in a lowering of attendance. Support will be provided when a student achieves 90% or above attendance (including authorised absence) across all parts of their programme. Colleges have the discretion at a local level to provide support to learners who have attendance lower than 90%. NCG will stop payments where students have been absent for a period of 4 continuous weeks or more.

NCG retain the right to cancel the support of learners who do not demonstrate behaviours in line with the student code of conduct.

The Learner Support Fund Policy is based on the funding guidelines at the time of writing this policy; NCG reserves the right to amend the policy should the funding guidelines change.

The budget for financial support to students is finite. Students who may be eligible for support may not automatically receive it once the limited funds have been exhausted (with the exception of those who qualify for the 16-19 Vulnerable Bursary Fund and Free Meals). Early application for funding is therefore advised.

All college related travel will be supported for eligible students including Industry placements up to a maximum of £2,500.

Learners awarded support from the 16-19 Bursary can be awarded travel support when living one mile or more away from the campus they are studying at. Learners are not automatically awarded support, this decision will be made by the member of staff completing the assessment as it may be more appropriate for the learner to walk due to bus stop / train station locations and timings.

### **3. 16-19 BURSARY**

To be eligible for the discretionary bursary, students need to meet the following eligibility criteria:

- Aged 16 or over but under 19 at 31 August 2024.
- Aged 19 or over at 31 August 2024 and have an Education, Health and Care Plan (EHCP).
- Aged 19 or over at 31 August 2024 and continuing on a study programme they began aged 16-18 ('19+ continuers').
- Meet the residency criteria in ESFA 2024/25 academic year funding regulations for post 16 provision.
- An accompanied asylum seeker who has not had their application for asylum refused.
- A member of a household whose gross income is below £37,300, OR resident in a household receiving a means tested benefit (i.e. Income Support / Job Seekers Allowance / Employment Support Allowance / Universal Credit and earning less than £37,300.
- Experiencing financial hardship and has been identified as being in exceptional need. Assessments of household income can take into account any unearned income such as shares / investments and savings.

And

- Be participating in provision funded by ESFA.

In exceptional circumstances where under 16 students are on funded 16 to 19 study programmes, we will use discretion to pay bursaries to younger students.

### **4. 16-19 VULNERABLE BURSARY**

To be eligible for the vulnerable bursary, students need to be in one of the defined vulnerable groups:

- In care (including unaccompanied Asylum Seeker students).

- OR a care leaver.
- OR a student in receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- OR a student receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

## **5. FREE MEALS IN FURTHER EDUCATION (16-18 YEAR OLDS)**

Colleges must make provision for free meals to eligible students (those who are in receipt of the qualifying benefits and who make a successful application for free meals) for each day the student is timetabled to attend their study programme.

To be eligible for Free Meals, students need to be in receipt of, or have parents who are in receipt of, one or more of the following 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 they 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)).
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit.
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get).

## **6. 19+ DISCRETIONARY LEARNER SUPPORT FUND AND ADVANCED LEARNER LOAN BURSARY**

To be eligible for Discretionary Learner Support Fund or Advanced Learner Loan bursary, students need to meet the following eligibility criteria:

- Aged 19 years or over on 31 August 2024.
- Studying at NCG for a qualification at level 3 or below which is funded by the ESFA / Devolved authority.

- Have an approved Advanced Learner Loan in place if receiving funding to cover the cost of course fees.
- Meet the residency and eligibility for funding criteria as stated in the [Adult skills fund: funding rules 2024 to 2025](#).
- Asylum seekers are eligible to receive funding if they have lived in the UK for 6 months or longer while their claim is being considered by the Home Office, and no decision on their claim has been made, or are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or the Care Act 2014.
- An individual who has been refused asylum will be eligible if they have appealed against a decision made by the UK government against granting refugee status and no decision has been made within 6 months of lodging the appeal, or they are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989 in receipt of a means tested benefit in their own right (i.e. Income Support / Job Seekers Allowance / Working Tax Credit up to free prescription level / Employment Support Allowance / Universal Credit).
- OR Living in a single independent household and has a gross household income of between £7,800 and £21,530.
- OR Living in a household, consisting of the student and their partner / spouse / parent(s) that has a gross household income of less than £32,300.
- Experiencing financial hardship and have been identified as being in exceptional need.

It is the learner's responsibility to inform the Department for Work and Pensions about any learner support they are receiving, as these payments may affect their eligibility to state benefits.

### **20+ Discretionary Learner Support Fund and Advanced Learner Loan Bursary - Childcare Fund**

To be eligible for the childcare funds, students need to meet the following eligibility criteria:

- Aged 20 years or over on 31 August 2024.
- Studying a Further Education programme of study funded by ESFA / Devolved Authority at NCG.
- Have an approved Advanced Learner Loan in place if receiving funding to cover the cost of course fees.
- Meet the residency and eligibility for funding criteria as stated in the Adult Education Budget funding and performance management rules 2024/25 or the Advanced Learner Loan funding rules 2024/25.
- Asylum seekers are eligible to receive funding if they have lived in the UK for 6 months or longer while their claim is being considered by the Home Office, and no

decision on their claim has been made, or are receiving local authority support under section 23C or section 23CA of the Children Act 1989 or the Care Act 2014.

- An individual who has been refused asylum will be eligible if they have appealed against a decision made by the UK government against granting refugee status and no decision has been made within 6 months of lodging the appeal, or they are granted support for themselves under section 4 of the Immigration and Asylum Act 1999, or are receiving local authority support for themselves under section 23C or section 23CA of the Children Act 1989.
- In receipt of a means tested benefit in their own right (i.e. Income Support / Job Seekers Allowance/ Employment Support Allowance/Universal Credit and earning less than £32,300).
- OR Living in a household, consisting of the student and their partner / spouse / parent(s) that has a gross household income of less than £32,300.
- Be financially responsible for the child that requires childcare.
- Experiencing financial hardship and have been identified as being in exceptional need.

Learner attendance will be monitored and funding may be stopped if learner's attendance falls below an expectable level.

If the learner does not meet the criteria for funding, is not registered with the provider and is not drawing down funds from AEB, they cannot receive learner support.

All Childcare fund terms and conditions must be adhered to or funding may be stopped.

Childcare must be provided by an OFSTED registered provider. Only timetabled sessions will be considered for childcare support. Payments will be made direct to the childcare provider. If the student is eligible for other sources of childcare support such as the government funded 15 or 30 hours per week free early years childcare, these must be used to cover the required sessions before funding will be provided by Learner Support.

## **7. EMERGENCY SUPPORT**

A student may receive emergency financial support following an interview with a nominated member of staff to establish need. Sums paid will vary and may or may not be repayable but will be the minimum required to meet the need. For emergency help a student may not have to meet the support fund financial eligibility criteria. Decisions will be made on a case-by-case basis.

## **8. ASYLUM SEEKERS**

Asylum Seekers aged 16-18 are eligible to access the discretionary hardship funds in the form of course related books, equipment and trip costs or a travel pass but they must not



be given support in the form of cash unless they are an unaccompanied asylum-seeking child (UASC).

This support will be offered at relevant points during the academic year and be subject to continuing satisfactory attendance of 90% (including authorised absences) across all parts of their programme. Asylum Seekers aged 19+ are eligible to receive cash payments as well as support in kind, this is at the Colleges discretion.

## **9. CARE TO LEARN**

Childcare financial help for 16-19 year old learners is provided by a Government scheme called [Care to Learn](#) and must be applied for separately if you are under 20 years of age and have childcare responsibilities. Nominated staff in each College will assist learners with these applications and will complete the monthly attendance reports. In exceptional circumstances the 16-19 Bursary fund may provide further help with childcare costs for those young parents in receipt of Care to Learn whose costs exceed the weekly maximum rates for that scheme.

## **10. HARSHIP FUND**

The Hardship Fund will be used to support students who do not meet the eligibility criteria for any of the other funds but is in financial hardship and needs support. These funds are limited and will be available to students on a first come first served basis. This fund will be managed by Newcastle College Learner Support Fund Team.

## **11. EQUIPMENT**

Learners can receive equipment as part of their support. If this equipment has a value of £100 or more, learners must return this equipment. College's must monitor equipment that is given out and ensure it is returned at the end of the learners learning aim.

## **12. OVERPAYMENTS**

NCG reserves the right to amend learner support based upon changes to timetables available at the initial point of assessment; overpayment of funds may be recovered from the learner.

## **13. ADMINISTRATION COSTS**

NCG will use 5% of each fund allocation for administration costs (excluding 16-19 Vulnerable Bursary).

#### **14. HOW TO APPLY**

Learners can apply by completing an online application and uploading all necessary household income evidence via a link on the College's website.

#### **15. APPEALS**

If a student wishes to appeal a decision regarding support, the appeal should be made to the college nominated staff within 7 working days of the original decision.

#### **16. PUBLICATION**

Group Policy Statements are held centrally on the Group intranet.

[NCG - NCG Policies](#)

#### **17. POLICY ASSURANCE**

Application of, and compliance with NCG policies, falls within the remit of the Group Business Assurance Team and could, therefore, be subject to review.

#### **18. STATEMENT ON IMPLEMENTATION**

Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

#### **19. STATEMENT ON EQUALITY AND DIVERSITY**

NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

#### **20. STATEMENT ON CONSULTATION**

This policy has been reviewed in consultation with finance colleagues.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New Policy	N/A	Executive Principal South	June 2021

2	Full Review	Minor amendments. Transferred to new template	Finance Manager	April 2024
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### Appendix 1 - NCG Learner Support Fund Entitlements

<b><u>16-19 Bursary &amp; 16-19 Vulnerable Bursary</u></b>	Newcastle College	Newcastle Sixth Form College	Kidderminster College	West Lancs College	Carlisle College	Lewisham College	Southwark College
Tier One – Up to £16,190							
Travel Pass	Yes 1 miles or more from campus	Yes 1 miles or more from campus	Yes 1 miles or more from campus	Yes 1 miles or more from campus	Yes 1 miles or more from campus	No	No
Travel Payments	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500
College Bus Service	No	No	No	Yes	No	No	No
Meals	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day
Essential books, equipment and uniforms	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Educational Visits	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laptop Loan* and Wifi	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<b>Tier Two - £16,191 - £25,000</b>							
Travel Pass	Yes 1 miles or more from campus	Yes 1 miles or more from campus	Yes 1 miles or more from campus	Yes 1 miles or more from campus	Yes 1 miles or more from campus	No	No
Travel Payments	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500	Yes 1 miles or more from campus Up to a max of £2,500
College Bus Service	No	No	No	Yes	No	No	No
Meals	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day
Essential books, equipment and uniforms	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Educational Visits	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laptop Loan* & Wifi	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<b>Tier Three - £25,001 - £37,300</b>							
Travel Pass	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus	No	No
Travel Payments	Yes 2 miles or more from campus Up to a max of £2,500	Yes 2 miles or more from campus Up to a max of £2,500	Yes 2 miles or more from campus Up to a max of £2,500	Yes 2 miles or more from campus Up to a max of £2,500	Yes 2 miles or more from campus Up to a max of £2,500	Yes 2 miles or more from campus Up to a max of £2,500	Yes 2 miles or more from campus Up to a max of £2,500
College Bus Service	No	No	No	Yes	No	No	No
Meals	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day
Essential books, equipment and uniforms	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Educational Visits	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laptop Loan* & Wifi	No	No	No	No	No	No	No

All payments made as per the individual college payment schedule.

\*Laptop supply is limited and will be assessed on learners individual need.

<b><u>19+ Discretionary Learner Support Fund &amp; Advanced Learner Loan Bursary</u></b>	Newcastle College	Newcastle Sixth Form College	Kidderminster College	West Lancs College	Carlisle College	Lewisham College	Southwark College
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Tier One – Up to £16,190							
Travel Pass	Asylum Seekers only 2 miles or more from campus	N/A	Asylum Seekers only 2 miles or more from campus	Asylum Seekers only 2 miles or more from campus	Asylum Seekers only 2 miles or more from campus	Asylum Seekers only 2 miles or more from campus	Asylum Seekers only 2 miles or more from campus
Travel Payments	Yes 2 miles or more from campus	N/A	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus
College Bus Service	No	N/A	No	Yes	No	No	No
Meals	Yes £4.50 per timetabled day	N/A	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day
Books, equipment and uniforms	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Educational Visits	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Laptop Loan* & Wifi	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Exam, accreditation & professional membership fees	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Childcare	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Course Fees	Yes (in exceptional circumstances)	N/A	Yes (in exceptional circumstances)	Yes (in exceptional circumstances)	Yes (in exceptional circumstances)	Yes (in exceptional circumstances)	Yes (in exceptional circumstances)

Tier Two - £16,191 - £25,000							
Travel Pass	Asylum Seekers only	N/A	Asylum Seekers only	Asylum Seekers only	Asylum Seekers only	Asylum Seekers only	Asylum Seekers only

	2 miles or more from campus		2 miles or more from campus	2 miles or more from campus	2 miles or more from campus	2 miles or more from campus	2 miles or more from campus
Travel Payments	Yes 2 miles or more from campus	N/A	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus
College Bus Service	No	N/A	No	Yes	No	No	No
Meals	Yes £4.50 per timetabled day	N/A	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day
Books, equipment and uniforms	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Educational Visits	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Laptop Loan* & Wifi	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Exam, accreditation & professional membership fees	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Childcare	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Course fees	Yes (in exceptional circumstances)	N/A	Yes (in exceptional circumstances)	Yes (in exceptional circumstances)	Yes (in exceptional circumstances)	Yes (in exceptional circumstances)	Yes (in exceptional circumstances)

### **Tier Three - £25,001 - £32,300**

Travel Pass	Asylum Seekers only 3 miles or more from campus	N/A	Asylum Seekers only 3 miles or more from campus	Asylum Seekers only 3 miles or more from campus	Asylum Seekers only 3 miles or more from campus	Asylum Seekers only 3 miles or more from campus	Asylum Seekers only 3 miles or more from campus
Travel payments	Yes	N/A	Yes	Yes	Yes	Yes	Yes



	3 miles or more from campus		3 miles or more from campus	3 miles or more from campus	3 miles or more from campus	3 miles or more from campus	3 miles or more from campus
College Bus Service	No	N/A	No	Yes	No	No	No
Meals	Yes £4.50 per timetabled day	N/A	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £4.50 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day
Books, equipment and uniforms	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Educational Visits	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Laptop Loan* & Wifi	No	N/A	No	No	No	No	No
Exams, accreditation & professional membership fees	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Childcare	Yes	N/A	Yes	Yes	Yes	Yes	Yes
Course fees	Yes (in exception circumstances)	N/A	Yes (in exception circumstances)	Yes (in exception circumstances)	Yes (in exception circumstances)	Yes (in exception circumstances)	Yes (in exception circumstances)

All payments made as per the individual college payment schedule.

\*Laptop supply is limited and will be assessed on learners individual need.