

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
Learner Support Fund Policy		July 2025
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	3	July 2028

<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	
<b>LINKED DOCUMENTS</b>	<ul style="list-style-type: none"> <li>• 16-19 bursary fund guide: 2025 to 2026</li> <li>• Free meals in further education funded institutions guide: academic year 2025 to 2026</li> <li>• Adult Skills Fund: funding rules 2025 to 2026</li> </ul>

**KEYWORDS**

- Funding
- Learner
- Support
- Bursary

## 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**

NCG is committed to supporting learners who face financial barriers to accessing and remaining in further education. This policy sets out the framework for the administration and allocation of bursary and hardship funds, incorporating detailed criteria and requirements from the Department for Education (DfE) funding rules.

It outlines the eligibility criteria, entitlements and conditions for financial support awarded from NCG's Learner Support Funds. The policy ensures financial support is allocated fairly and consistently to reduce barriers to learning, support participation, and promote inclusion for financially disadvantaged learners.

Funds are awarded to support eligible learners with the cost of participating in education, including travel, meals, equipment, educational visits, childcare, and other course-related expenses.

The college has the right to close the application process due to insufficient funds.

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

## **2. SCOPE**

This policy applies to all learners enrolled at NCG who are funded by the Department for Education and the devolved local authorities, and who meet the eligibility criteria outlined herein. The policy covers the following funds:

- 16-19 Discretionary Bursary Fund
- 16-19 Bursary for Vulnerable Groups
- Free Meals in Further Education (for learners aged 16-19 & 16-24 with EHCP)
- 19+ Discretionary Learner Support Fund
- Advanced Learner Loan Bursary
- 20+ Childcare Support Fund
- Care to Learn (for learners aged 16-19)

NCG is committed to ensuring bursary fund allocations are fully distributed, supporting as many learners as possible. Support is discretionary and dependent on available budget allocations. Awards are based on an individual assessment of financial need and are conditional on satisfactory attendance, engagement, and adherence to the NCG Student Positive Behaviour Policy. Support will be awarded in kind wherever possible for 16-19 Bursary funded learners.

The expectation is that learners achieve 100% attendance. Bursary payments will be adjusted proportionately based on the learner's attendance rate for the specific period

of the academic year corresponding to that instalment. For example, if a learner's attendance is 85% during a specified payment period, they will receive 85% of the allocated payments for that period.

NCG will stop support where learners have been absent for a period of 4 continuous weeks or more.

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 learners is finite. Learners 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, Free Meals and Care 2 Learn). Early application for funding is therefore advised. Applicants will be added to a waiting list, and if funding becomes available it will be allocated on a first come first served basis.

All college related travel will be supported for eligible learners including Industry placements up to a maximum of £2,500 for 16-19 Bursary learners. There may be exceptions to this when learners are in need and public transport is limited.

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 awarded support from the 19+ Discretionary Learner Support Fund and Advanced Learner Loans Bursary Fund can be awarded travel support when living 2 miles 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. ELIGIBILITY**

Learners must be able to meet the eligibility criteria outlined in the following Department for Education funding rules guidance, as well as meet the eligibility criteria in the NCG Learner Support Funds Work Instructions.

- 16 to 19 Bursary Fund guide: 2025 to 2026
- Care to Learn academic year 2025 to 2026: conditions of grant funding
- Free meals in further education funded institutions guide: academic year 2025 to 2026
- Adult Skills Fund: funding rules 2025 to 2026

- Advanced learner loans funding and performance management rules: 2025 to 2026
- NCG Learner Support Funds Work Instructions 2025 to 2026

### **3.1. 16-19 Discretionary Bursary**

Learners are eligible if they:

- Are aged 16-18 on 31 August 2025 (or 19 and continuing a study programme started aged 16-18 or aged 19-24 and have an Education and Health Care Plan (EHCP))
- Are participating in provision funded by DfE
- Have legal UK residency or fall within qualifying immigration categories allowing access to public funds
- Meet the Free Meals Eligibility Criteria or have a household income
- Under £25,000 (Tier 1)
- Between £25,001 and £38,500 (Tier 2)
- Have a demonstrated financial need for participation costs such as transport, equipment, meals, or other course-related costs.

Residents of Wales and Scotland who are enrolled to a course, must approach their home local authority. These learners are not eligible to apply for a DfE funded bursary.

Learners who meet the Free Meals in FE criteria will also be awarded support from 16-19 Discretionary Bursary as it is deemed these learners are considered to be in financial hardship as determined by the Department for Education.

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

### **3.2. 16-19 Bursary for Vulnerable Groups**

Learners are eligible if they are:

- In care (looked after by the local authority)
  - 16 to 19 Bursary Fund defines 'in care' as children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a

care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.

- A care leaver
  - A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
  - A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16
- Receiving Income Support or Universal Credit in their own right because they support themselves (and/or dependents)
- Receiving Disability Living Allowance (or Personal Independence Payment) and Employment and Support Allowance (or Universal Credit) in their own right.

NCG can claim a maximum of £1200 for a learner, but they will not be automatically awarded that amount. Support should only be provided where the learner has demonstrated a financial need for participation costs such as travel, equipment, meals, or other course-related costs.

Any identified support costs exceeding the £1200 limit will be topped up from the 16 to 19 Discretionary Bursary Fund.

Residents of Wales and Scotland who are enrolled to a course, must approach their home local authority. These learners are not eligible to apply for a DfE funded bursary.

### **3.3.Free Meals in Further Education**

Learners are eligible if they are:

- Aged 16-18 on 31 August 2025 (or 19 and continuing a study programme started aged 16-18 or have aged 19-24 with an Education, and Health Care Plan (EHCP))
- Where they or their parent/carer receive at least one of the following:
  - Income Support
  - Income-based Jobseekers Allowance (JSA)
  - Income-related Employment and Support Allowance (ESA)
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guaranteed 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 His 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 for each year (after tax and not including any benefits they get)

### **3.4. Care to Learn Fund**

Learners are eligible if they are:

- Under 20 at the start of their study programme
- The child's main carer (evidenced by Child Benefit)
- On a publicly funded study programme in England
- Using Ofsted-registered or approved provider with Good/Outstanding rating

### **3.5. 19+ Discretionary Learner Support and Advanced Learner Loan Bursary**

Learners are eligible if they:

- Are aged 19 or over on 31 August 2025.
- Are enrolled on a programme funded by the Department for Education Adult Skills Fund or Devolved Authority or have an Advanced Learner Loan and have passed the loan liability point.
- Meet the residency and immigration status requirements as detailed in Adult Skills fund: funding rules 2025 to 2026 and Advanced learner loans funding and performance management rules: 2025 to 2026.
- Have a household income:
  - Joint household or household with dependants
    - Under £25,000 (Tier 1)
    - Between £25,001 and £32,300 (Tier 2)
  - Single household
    - Between £9,360 and £21,530 (Tier 1)
- Have demonstrated financial need for participation costs such as travel, equipment, meals, or other course-related costs.
- Support is not available for:
  - Distance learning courses.
  - Exam resits.
  - Learners where it has been identified that there are other sources of support available to the learner.

### **3.6. 20+ Childcare Support Fund**

Learners are eligible if they:



- Are aged 20 or over on 31 August 2025
- Are enrolled on a programme funded by the Department for Education Adult Skills Fund or Devolved Authority or have an Advanced Learner Loan and have passed the loan liability point.
- Meet the residency and immigration status requirements as detailed in Adult Skills fund: funding rules 2025 to 2026 and Advanced learner loans funding and performance management rules: 2025 to 2026.
- Have a household income:
  - Joint household or household with dependants
    - Under £25,000 (Tier 1)
    - Between £25,001 and £32,300 (Tier 2)
  - Single household
    - Between £9,360 and £21,530 (Tier 1)
- Have a demonstrated financial need for participation costs, and use government funded free childcare hours.
- Demonstrate that they are financially responsible for a child.
- Support is not available for
  - Distance learning courses.
  - Resits.
  - Learners where it has been identified that there are other sources of support available to the learner.
  - Learners where another parent of the child is available to care for the child and has no work/study commitments.

## **4. SUPPORT AVAILABLE**

### **4.1. Travel**

Full details of individual learner support will be outlined in award letters and the learners Pay My Student account.

Entitlements can be found in **Appendix 1**.

Local authority transport statements will be considered to ensure funds are used efficiently, learners will be asked to confirm whether they have access to other support within the application process.

Replacement travel pass costs are supported up to a maximum of twice per learner per academic year across all funds.

Travel payments must be connected to the provision of receipts and the number of days per week the learner is timetabled to attend. Learners will need to provide an initial receipt and then submit receipts at scheduled points of the year.

Maximum awards will be advised within the award letter so that learners are purchasing an appropriate ticket to reduce unnecessary spend.

Placement data must be provided by staff members who lead on placements for learners. Scheduled placement dates must be confirmed, and postcodes need to be provided to determine whether the learner is eligible for any additional travel requirements.

Where local Jobcentre Plus have confirmed they will fund travel for 19+ referred or mandated learners, no travel support will be awarded.

There may be exceptional occasions, for learners receiving 16-19 Bursary Funds, where the £2,500 maximum limit for travel is exceeded. For example, if taxis are needed.

#### **4.2. Equipment**

Support in the form of books, equipment and uniforms where it forms an essential part of achieving a learner's study programme goals, qualifications or the course objectives as confirmed by the Head of Department. These are items the learner would otherwise need to pay for to participate.

Where a single item is more than £100, it must be returned at the end of the learner's study programme. Curriculum staff are responsible for ensuring items are returned.

Awards up to a maximum of £500 per learner, where receipts/invoices are provided.

#### **4.3. Educational Visits**

Supported where they form an essential part of achieving a learner's study programme goals, qualifications or supports the course objectives as confirmed by the Head of Department. Activities and experiences will be clearly mapped to show the link between the activity and the learners study programme. These are visits the learner would otherwise need to pay for to participate.

Awards up to a maximum of £500 per learner, where receipts/invoices are provided.

#### **4.4. Meals**

An award of £5 per timetabled day via a cashless system, vouchers or reimbursement.

Meal vouchers will be issued half termly and reduced according to the previous half term attendance.

Cash/vouchers will not be awarded for health-related dietary needs unless confirmed by NCG Catering Services that suitable provision cannot be made.

Where a learner is eligible for a statutory free meal, the 16-19 Bursary will be used to top up the allowance, to the maximum award.

Meal provision will be available at all main campuses via a cashless system with the exception of the following offsite campuses, where learners will be awarded either vouchers or cash payments. Cash payments will require receipt evidence.

- Newcastle College
  - Energy Academy
  - Invincible Drive – NE4 7RY
  - Howden Community Centre – NE28 0PP
- Kidderminster College
  - Green Technology Centre – DY11 7QL
  - Centre of Sporting Excellence – DY11 7DY
  - West Midlands Safari Park – DY12 1LF

#### **4.5. Free Meals in Further Education**

NCG will provide a free meal for each eligible learner for each day they attend their study programme following a successful application.

Delivery will be via meals on-site or via voucher/cash payments; cash payments only allowed under exceptional DfE permitted circumstances.

Learners free meal allowance will be topped up with 16-19 Bursary Funds.

Meal vouchers will be issued half termly and reduced according to the previous half term attendance.

#### **4.6. Laptop Loan**

Available to learners who request this support and assessed as tier 1 support, awarded on a first come first served basis.

#### **4.7. Fees (19+ Discretionary Fund and Advanced Learner Loan Fund only)**

Support is available for the following fees, where a request is made and funding is available.

- Examinations fees
- Accreditation fees
- Professional membership fees
- External body fees
- NCG registration fees
- Course fees (in exceptional circumstances)

#### **4.8. Care 2 Learn**

Awards can be made:

- Up to £180 per child per week (outside London)
- Up to £195 per child per week (inside London)

Awards can cover the following where an individual assessment of need and childcare provider rates has been undertaken.

- Child travel from home to nursery (except where the nursery is on campus)
- Registration fees
- Deposits
- Summer retainers

In exceptional circumstances, the 16-19 Bursary fund may provide further help with childcare costs for those young parents in receipt of Care 2 Learn whose costs exceed the weekly maximum rates. The learner would need to meet all the criteria to be eligible for 16-19 Bursary funding.

Support paid directly to Ofsted-registered providers rated Good or Outstanding, or where a provider has recently opened and has yet to be graded. Payments are made directly to providers, conditional on attendance.

Where a childcare provider is related to the child, the childcare provider must:

- live apart from the child
- be providing registered childcare for other children who are not related at the same time as the child they are related to
- be Ofsted registered

#### **4.9.20+ Childcare Fund**

Maximum daily awards are based upon local provider fees.

Government Nursery Education Grant scheme hours will be used in the first instance. Support from 20+ Childcare Fund will only be awarded to top up fees.

Support paid directly to Ofsted-registered providers rated Good or Outstanding, or where a provider has recently opened and has yet to be graded. Payments are made directly to providers, conditional on attendance.

Adult learners studying on a non accredited course will not receive childcare support.

Where local Jobcentre Plus have confirmed they will fund childcare for 19+ referred or mandated learners, no childcare support will be awarded.

Support will not be paid to a childcare provider who is a relative of the student.

Support will be paid to a childcare provider where the provider agrees to the terms and conditions of the Childcare Fund.

Some regional differences will apply to some entitlements.

## 5. CONDITIONS OF SUPPORT AND AWARD ADMINISTRATION

- Cash awards:
  - Payments will be adjusted proportionately based on the learner's attendance rate for the specific period of the academic year corresponding to that instalment.
  - Appropriate support spending and evidence:
    - Learner must only spend the bursary payments awarded on the support that has been identified as necessary to help them participate in education, in line with the award letter.
  - Retaining evidence of cash purchases:
    - Learner must ensure they retain all receipts for purchases made and they should be provided on request and inline with the submission schedule
  - Adherence to NCG Student Positive Behaviour Policy:
    - Learners who misuse their support as outlined in the terms and conditions of the support may have their support cancelled and face disciplinary
  - No award:
    - It may be determined that although learners meet the household income criteria, they do not have a support need, or where an external body is providing support, and will therefore not be eligible to receive an award.
- **NB:** Asylum Seekers in receipt of the 16-19 Bursary will not be given support in the form of cash from the 16-19 Bursary Fund unless they are an unaccompanied asylum-seeking child (UASC).
- Support will be calculated as of the week the learner submits a successful application. Support is not backdated.
- Support may be withdrawn for non-compliance of terms and conditions of support.
- Support will be withdrawn where there is 4+ weeks continuous absence unless a request is submitted by the Head of Department for support due to the individual's circumstances.
- Childcare support will be withdrawn where there are 3 repeated attendance periods that fail to achieve 80% attendance as the funds are not serving their intended purpose.
  - The learner and Childcare provider will receive a formal letter advising support will be removed if the learner doesn't achieve 80% in the next attendance period.
  - Head of Department will be informed to ensure any issues can be identified and supported.
- Payments are made in line with each individual college payment schedule.

## 6. APPLICATION PROCESS

Applications are accepted via the online Pay My Student system, located via the following links:

- Carlisle College <https://carlisle.PayMyStudent.com/portal/>
- Kidderminster College <https://kidderminster.PayMyStudent.com/portal/>
- Lewisham College <https://lscollege.PayMyStudent.com/portal/>
- Newcastle College <https://ncl-col.PayMyStudent.com/portal/>
- Newcastle Sixth Form College <https://ncsixth.PayMyStudent.com/portal/>
- Southwark College <https://lscollege.PayMyStudent.com/portal/>
- West Lancashire College <https://lancs.PayMyStudent.com/portal/>

Returning 16-19 learners on 2-year programmes may submit a declaration instead of resubmitting evidence, via the Pay My Student System.

19+ Asylum Seeker learners can apply via the Asylum Seeker Declaration process, where the declaration includes combined enrolment checks and Learner Support Fund terms and conditions. Both enrolment staff and learner must sign and date the form. This form is then attached to the learner record on Pay My Student as evidence.

Learners will be required to complete the Multi Factor Authenticator (MFA) process in order to access the Pay My Student system. Detailed instructions on how to complete the MFA process can be found on the College financial support webpages. Learners will need to wait up to 6 hours following enrolment before they can complete this task.

Evidence must be submitted in line with NCG work instructions. Applications will be refused where NCG determine insufficient evidence has been provided.

Applications for support are based on the course the learner is enrolled to at the time of study.

All application and assessment processes will be managed confidentially.

## 7. EMERGENCY SUPPORT

A learner 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 learner may not have to meet the support fund financial eligibility criteria. Decisions will be made on a case-by-case basis and will be recorded on Pay My Student. Learners will receive an initial payment and then will need to provide receipts for further payments.

## **8. HARDSHIP FUNDS**

The Hardship Fund will be used to support learners 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 learners on a first come first served basis. This fund will be managed by the Professional Services Learner Support Fund team.

## **9. 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.

Learners must inform DWP of support which may affect benefit eligibility.

NCG will report any instances of fraud to the DWP.

## **10. ADMINISTRATION COSTS**

NCG will use 5% of each fund allocation for administration costs.

## **11. APPEALS**

Appeals will be considered if submitted via the Pay My Student portal within 7 days of receiving the original decision. They will be reviewed by the end of October (or earlier if resource allows). Learners will receive a response within 2 weeks.

Reassessment of eligibility is allowed where evidence of a change in household circumstances is provided.

Support may be awarded from the 16-19 Bursary Funds for households of under £45,000 income threshold, if significant hardship is identified or where the household has 4+ dependents under the age of 18. Decisions will be determined by a nominated member of staff.

If a learner wishes to make a complaint relating to financial support, the NCG Complaints procedure should be followed.

## **12. AUDIT AND COMPLIANCE**

NCG will retain evidence of eligibility, assessment, payments and outcomes for 6 years plus the current academic year. NCG will comply with funding rules and guidance.

### 13. PUBLICATION

Group Policy Statements are held centrally on the Group intranet:

[NCG - NCG Policies](#)

### 14. 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.

### 15. STATEMENT ON IMPLEMENTATION

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

### 16. 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.

### 17. STATEMENT ON CONSULTATION

This policy has been reviewed in consultation with finance colleagues and Policy Review Council.

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
3	Full Review	Amendments made in line with 25/26 guidance	Finance Manger	June 2025



## Appendix 1 – NCG Learner Support Fund Entitlements

<b>16-19 Bursary and Vulnerable Bursary</b>	Carlisle College	Kidderminster College	Lewisham College	Newcastle College	Newcastle Sixth Form College	Southwark College	West Lancs College
<b>Tier 1 – Up to £25,000</b>							
Travel Pass	Yes 1 mile or more from campus	No	Yes 1 mile or more from campus	Yes 1 mile or more from campus	Yes 1 mile or more from campus	Yes 1 mile or more from campus	Yes 1 mile or more from campus
Travel Payment	Yes 1 mile or more from campus Up to a max of £2,500	Yes 1 mile or more from campus Up to a max of £2,500	Yes 1 mile or more from campus Up to a max of £2,500	Yes 1 mile or more from campus Up to a max of £2,500	Yes 1 mile or more from campus Up to a max of £2,500	Yes 1 mile or more from campus Up to a max of £2,500	Yes 1 mile or more from campus Up to a max of £2,500
College Bus Service	No	No	No	No	No	No	Yes
Meals	Yes £5 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day	Yes £5 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
Education Visits	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laptop Loan	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<b>16-19 Bursary Fund</b>	Carlisle College	Kidderminster College	Lewisham College	Newcastle College	Newcastle Sixth Form College	Southwark College	West Lancs College
<b>Tier 2 – £25,000 - £38,500</b>							
Travel Pass	Yes 2 mile or more from campus	No	Yes 2 mile or more from campus	Yes 2 mile or more from campus	Yes 2 mile or more from campus	Yes 2 mile or more from campus	Yes 2 mile or more from campus
Travel Payment	Yes 2 mile or more from campus Up to a max of £2,500	Yes 2 mile or more from campus Up to a max of £2,500	Yes 2 mile or more from campus Up to a max of £2,500	Yes 2 mile or more from campus Up to a max of £2,500	Yes 2 mile or more from campus Up to a max of £2,500	Yes 2 mile or more from campus Up to a max of £2,500	Yes 2 mile or more from campus Up to a max of £2,500
College Bus Service	No	No	No	No	No	No	Yes
Meals	Yes £5 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day	Yes £5 per timetabled day	Yes £5 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
Education Visits	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Laptop Loan	Yes	Yes	Yes	Yes	Yes	Yes	Yes

<b>Care 2 Learn</b>	Carlisle College	Kidderminster College	Lewisham College	Newcastle College	Newcastle Sixth Form College	Southwark College	West Lancs College
Childcare	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Travel	Yes	Yes	Yes	Yes	Yes	Yes	Yes

The maximum amount that will be paid for both childcare and travel is £180 (outside London) or £195 (inside London) per week.

All payments made as per the individual college payment schedule.

Laptop supply is limited and will be assessed on learner's individual need.

<b>19+ Discretionary Learner Support Fund &amp; Advanced Learner Loan Bursary</b>	Carlisle College	Kidderminster College	Lewisham College	Newcastle College	Newcastle Sixth Form College	Southwark College	West Lancs College
<b>Tier 1 – Up to £25,000</b>							
Travel Pass	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	N/A	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	Yes 2 miles or more from campus	Yes 2 miles or more from campus	Yes 2 miles or more from campus	N/A	Yes 2 miles or more from campus	Yes 2 miles or more from campus
College Bus Service	No	No	No	No	N/A	No	Yes
Books, equipment and uniforms	Yes	Yes	Yes	Yes	N/A	Yes	Yes
Educational Visits	Yes	Yes	Yes	Yes	N/A	Yes	Yes
Laptop Loan	Yes	Yes	Yes	Yes	N/A	Yes	Yes
Exam, accreditation & professional membership fees	Yes	Yes	Yes	Yes	N/A	Yes	Yes
Childcare	Yes	Yes	Yes	Yes Accredited pathways only	N/A	Yes	Yes
Course Fees	Yes In exceptional circumstances	Yes In exceptional circumstances	Yes In exceptional circumstances	Yes In exceptional circumstances	N/A	Yes In exceptional circumstances	Yes In exceptional circumstances

<b>19+ Discretionary Learner Support Fund &amp; Advanced Learner Loan Bursary</b>	Carlisle College	Kidderminster College	Lewisham College	Newcastle College	Newcastle Sixth Form College	Southwark College	West Lancs College
<b>Tier 2 – £25,000 - £32,300</b>							
Travel Payments	Yes 3 miles or more from campus	Yes 3 miles or more from campus	Yes 3 miles or more from campus	Yes 3 miles or more from campus	N/A	Yes 3 miles or more from campus	Yes 3 miles or more from campus
College Bus Service	No	No	No	No	N/A	No	Yes
Books, equipment and uniforms	Yes	Yes	Yes	Yes	N/A	Yes	Yes
Educational Visits	Yes	Yes	Yes	Yes	N/A	Yes	Yes
Laptop Loan	No	No	No	No	N/A	No	No
Exam, accreditation & professional membership fees	Yes	Yes	Yes	Yes	N/A	Yes	Yes
Childcare	Yes	Yes	Yes	Yes Accredited pathways only	N/A	Yes	Yes
Course Fees	Yes In exceptional circumstances	Yes In exceptional circumstances	Yes In exceptional circumstances	Yes In exceptional circumstances	N/A	Yes In exceptional circumstances	Yes In exceptional circumstances

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