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Financial Assistance for Students 2024-25

The purpose of these funds is to provide financial support for students who are the most financially disadvantaged and those who most need help with the costs of staying in education.

Morley College has 4 funds that students can apply for: -

**1. Morley College Bursary**

* The Bursary can provide a financial contribution towards tuition fees for unaccredited courses to enable you to study

**2. 16-18 Bursaries**

* The Bursaries can provide a financial contribution while studying, including travel and materials.
* You need to be on an applicable accredited course
* This support is means-tested, and you need to be dependent on someone, with low income, below London Living Wage – £25,642.50 (annual gross salary),or on a means tested –benefit, or financially supporting yourself.

**3. Learner Support Fund**

**4. Advanced Learner Loans Bursary Fund**

* These funds are to provide support for travel & materials
* And / Or childcare costs while you are studying at the college
* This support is means-tested, and you need to be on low income, below London Living Wage – £25,642.50 (annual gross salary),or on a means tested –benefit.
* Enrolled on an applicable accredited course.
* For the Advanced Learner Loans bursary fund you also need to be in receipt of the advanced learner loan, the minimum amount for the loan is £300.

**5. Higher Education Students**

* Eligible students on our Higher Education Courses can apply for Tuition fee loans, Maintenance loans, Disabled Students’ Allowance, Childcare Grant, Parents’ Learning Allowance, Adult Dependants’ Grant, and Universal Credit
* Students must apply directly to Student Finance England for these loans or grants

**1. Morley College Bursary Fund**

The Morley College Bursary is a discretionary fund operated by the College to assist students who are experiencing financial difficulties and are unable to pay the full course fee for an unaccredited course. We welcome applications to the fund and all applicants should write a statement and upload all evidence of financial need with their form. Funds are limited and the College regrets it may not be possible to fund all students who meet the criteria.

Students can apply for Bursary support on most courses, but not if Advanced Learner or Higher Education Loans are applicable for the course.

* The fund can contribute towards course fees of either 25% or 50%.
* Support is restricted to £300 per student per year and this can be spread across 3 terms. You can only get support with one course per term.

Applications must be made before you enrol on a course, applications forms submitted after enrolment will not be considered.

Please submit an online application through the college website. A paper form can be requested if required from student services. You may be required to attend an interview to discuss your application.

The Bursary Panel will treat all applications confidentially and you will be informed of the decision in writing within 10 working days of the meeting. The panel compromises of staff whose roles within the college are directly linked to supporting students.

**Appeals**

You can appeal a decision. This must be done via email to the Head of Student Services, Vusa Nkomo Vusa.Nkomo@morleycollege.ac.uk

You must submit an appeal, within seven days of written notification of the outcome of your application.

**2. 16-18 Bursaries**

The 16 to 18 Bursaries are made on the basis of attendance and eligibility criteria, please be aware that funding is limited and the College regrets it may not be possible to fund all students who meet the criteria.

Being in receipt of 16-18 bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker’s Allowance, Child Benefit, Working Tax Credit, Housing Benefit or Universal Credit.

There are two types of Bursaries available, and you only need to apply for **one**.

 **2a. 16-18 Vulnerable Bursary**

 **2b. 16-18 Discretionary Bursary**

**You can also apply for other support**

 **Free School Meals** – application via the college website, need to be in receipt of an applicable benefit

**TfL Oyster Scheme** –via TFL, 16, 17 & 18 year olds in full time education

**Childcare Costs** – via Care to Learn

**2a. 16-18 Vulnerable Bursary**

There is a maximum Bursary of £1200 per year per student, and you must be enrolled on applicable accredited course(s).

Eligible learners

* Aged 16 or over but under 19 at 31 August 2024
* Enrolled on an applicable accredited course(s).
* In care, care leaver, receiving Universal Credit and living independently or receiving Personal Independence Payments as well as Universal Credit in your own right. Evidence will need to be uploaded with your application.

**Please note: students who meet the criteria for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources**

**Application**

You must complete an application via the Morley College website. Please complete an application as soon as possible, so we can have support in place when your course starts, but you can apply throughout the year.

**Attendance** **Checking**

Your attendance must be maintained 90% at any given time to receive a full award, and the student finance team will review attendance through the year, and payments may be reduced. The college reserves right to suspend or reduce payments if you don’t not meet the 90% attendance criteria.

90% attendance – full award

75%-90% attendance – award reduced by 25%

Below 75% - no award unless exception circumstances

**Payments**

Payments will be made a full 2 weeks in arrears, to enable attendance checking, not including holidays, up until the end date of your course(s).

**Support can be removed or reduced if**:

* Your attendance is below 90% at any given time

**Support will be removed if**:

* You subsequently abandon or do not complete the programme of learning.
* Your conduct or behaviour is in breach of College Rules & Regulations.

**Other Support**

**TfL Oyster Scheme**

**If you are aged 16-17, you can apply fo**r a 16+ Zip Oyster photo card.

If you are aged **18 on 31st August 2024** and you live in a London Borough you can still apply for the 16+ zip oyster card as you will be in full time education. You’ll need to apply online in your own name and when prompted add in the college name. You will need to download and print a verification letter to take to college, which we’ll sign and stamp you’ll need to take to a post office along with proof of age and address to get your photo card

Please apply at: 16+ Zip Oyster photocard - Transport for London (tfl.gov.uk)

The link above has full details of the free and discounted travel and a YouTube guide on how to apply.

**Childcare Costs.**

If you are aged 16-19 at the start of your course the **Care to Learn** scheme can help with [childcare costs](https://www.gov.uk/care-to-learn/what-youll-get) while you study. <https://www.gov.uk/care-to-learn>

**Appeals**

You can appeal a decision. This must be done via email to the Head of Student Services, Vusa Nkomo Vusa.Nkomo@morleycollege.ac.uk

You must submit an appeal, within seven days of written notification of the outcome of your application.

For further advice and information: Student.Finance@morleycollege.ac.uk

**2b. 16-18 Discretionary Bursary**

There are discretionary bursaries to help towards the cost of travelling to/from college and materials.

Eligible learners

* Aged 16 or over but under 19 at 31 August 2024
* Aged 19 or over and continuing on a study programme began aged 16 to 18
* Aged 19-23 at 31 August 2024 and have an EHCP
* You need to be dependent on someone with low income, below London Living Wage – £25,642.50 (annual gross salary),or on a means tested -benefit or financially supporting yourself. You will need to provide proof of parental or personal household income at the time of application. Evidence will need to be uploaded with your application.
* You must be enrolled on applicable accredited course(s)

**Please note: students who meet the criteria are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources**

**Travel & Materials**

For travel costs you must live more than 3 miles from the College, unless there are exceptional circumstances.

If you have not been in college e.g. off sick you will not get paid for travel.

If you are entitled to free travel e.g. with the Zip card you will only receive a travel payment if you cannot reasonably come via a free travel route e.g. bus. See below for information on **TfL Oyster Cards** for 16, 17 & 18 year olds in full time education: 16+ Zip Oyster photo-card.

If you have a disability or learning difficulty you may be eligible for extra support with travel or materials related to your disability or learning difficulty, please speak to Additional Learning Support in the first instance*.*

The Materials payments is based on your course.

**Application**

You must complete an application via the Morley College website, uploading all evidence required by Friday 25th October 2024.

Applications received after this date will be considered for the next round of payments in the spring term. However we will accept late applications depending on the circumstances.

The deadline for spring term is Friday 14th February 2025, applications received after this date will be considered for the next round of payments in the summer term. The deadline for the summer term is Friday 23rd May 2025.

**Attendance** **Checking**

Your attendance must be maintained 90% at any given time to receive a full award, and the student finance team will review attendance through the year, and payments may be reduced. The college reserves right to suspend or reduce payments if you don’t not meet the 90% attendance criteria.

90% attendance – full award

75%-90% attendance – award reduced by 25%

Below 75% - no award unless exception circumstances

**Payments**

The first payment for travel will be made in the week commencing 4th November 2024. Payments will be made a full 2 weeks in arrears, to enable attendance checking, not including holidays, up until the end date of your course(s).

A materials payment will be made with your travel payment nearest to the Half term in October.

Payments will be made to the student by BACS transfer. A basic bank account can be opened once you are 16 so please have these details ready when you apply.

**Support can be removed or reduced if**:

* Your attendance is below 90% at any given time

**Support will be removed if**:

* You subsequently abandon or do not complete the programme of learning.
* Your conduct or behaviour is in breach of College Rules & Regulations.

**Other Support**

### **Free College Meals.**

Eligible learners

* Aged 16 or over but under 19 at 31 August 2024
* Aged 19 or over continuing on a study programme began aged 16 to 18
* Aged 19-23 at 31 August 2024 and have an EHCP

You must be enrolled on applicable accredited course

### You need will to provide proof of one of the following eligible 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 that you 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))
	+ Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)
		- For UC – you must provide Universal Credit award statements from their three most recent complete assessment periods, showing earnings in that period do not exceed £1,850.00 (this is a quarter of an equivalent annual income of £7,400).

 *From 1 April 2018, any student who is in receipt of, or has parents who are in receipt of, UC must have a net earned annual income of no more than £7,400 to be eligible for free meals.*

**Application**

You must complete an application via the Morley College website. Please complete an application as soon as possible, so we can have support in place when your course starts, but you can apply throughout the year.

**TfL Oyster Scheme**

**If you are aged 16-17, you can apply fo**r a 16+ Zip Oyster photo card.

If you are aged **18** on 31st August 2024 and you live in a London Borough you can still apply for the 16+ zip oyster card as you will be in full time education. You’ll need to apply online **in your own name** and when prompted add in the college name. You will need to download and print a verification letter to take to college, which we’ll sign and stamp you’ll need to take to a post office along with proof of age and address to get your photo card

Please apply at: 16+ Zip Oyster photocard - Transport for London (tfl.gov.uk)

The link above has full details of the free and discounted travel and a YouTube guide on how to apply.

**Childcare Costs.**

If you are aged 16-19 at the start of your course the **Care to Learn** scheme can help with [childcare costs](https://www.gov.uk/care-to-learn/what-youll-get) while you study. <https://www.gov.uk/care-to-learn>

**Appeals**

You can appeal a decision. This must be done via email to the Head of Student Services, Vusa Nkomo Vusa.Nkomo@morleycollege.ac.uk

You must submit an appeal, within seven days of written notification of the outcome of your application.

For further advice and information: Student.Finance@morleycollege.ac.uk

**3. Learner Support Fund Bursary**

An award from the Learner Support Fund Bursary, is made on the basis of attendance and eligibility criteria.

Please be aware that funding is limited and the College regrets it may not be possible to fund all students who meet the criteria.

This funds is to provide support for Travel & Materials and / Or Childcare costs while you are studying at the college. This fund cannot be used to pay for course fees.

There are two types of Bursaries available, and you can apply for both

 **3a. Childcare**

 **3b. Travel & Materials**

Eligible learners –

* Aged 19 or over at 31 August 2024 (if you are aged 19 or over continuing on a study programme began aged 16 to 18 or have an EHCP please see the section for 16-18 year olds)
* Enrolled on an applicable accredited course(s).
* You must also be ineligible for funding from the Advanced Learning Loans Bursary.
* You need to be on low income below London Living Wage – £25,642.50 (annual gross salary),or on a means tested -benefit and you will need to provide proof of household income at the time of application.

**3a. Childcare**

There are creches at the Waterloo & North Kensington Centres, or if you have your child with a Nursery, Childminder or before / after school club the learner support fund childcare bursary can support with the costs of childcare. Please note this may not cover the full costs.

**Creches**

If you got fee remission for your course, your child could go to the creche for free while you are at college. We have creches at our Waterloo and North Kensington centres, and you will need to be on site for the whole time your child is in a creche. The creches will be open 9.15am-4.15pm Monday – Friday, Term Time only.

**Nursery / Childminder / Before & After School Clubs**

If you have your child with a Nursery, Childminder or before / after school club, the learner support fund childcare bursary can support with the costs of childcare for children aged between 1-5 years for full time care and from 5 years to 11 years for part time care.

Providers must be Ofsted registered.

The college can support up to 3 children per student.

We will need to see passport or a birth certificate for each child

Students in receipt of **free childcare** will be **expected** to use these hours to cover study time before claiming funding from the college.

The college supports **weekday, daytime** childcare when you are timetabled to be at college or on a college related placement whether online or in person. We will not cover Saturdays or evenings.

The maximum amount is £65 per day. This is the daily rate, if you child is only being looked after on an hourly basis the max hourly rate is £6.50 an hour

Payments for childcare costs will be made directly into the bank account of your childcare provider by BACS transfer a full 2 weeks in arrears. No payments will be made for half terms, Christmas or Easter holidays.

Please note that it remains your responsibility to pay for any periods or amounts not previously approved and to pay the full cost of childcare should you stop attending regularly or withdraw from your course of study.

**Notice Periods**

We will not pay any notice periods, so please make sure if you are changing childcare providers you are able to cover this cost yourself

**Please note:** that Childcare support from the Learner Support Fund is only confirmed upon receipt of a letter of confirmation from Student Finance, and the fund is distributed strictly on a first come first served basis.

**Application**

If you are interested in a crèche place please contact the relevant site, or use the expression of interest form on the website.

For other providers you must complete an application in full with all relevant evidence uploaded via the Morley College website. Please complete an application for Childcare as soon as possible, so we can have support in place when your course starts. Payments are not back dated so you can apply while you are waiting to complete your enrolment, so we have your details, but no payments will be made until enrolment is complete. You can apply throughout the year.

**Attendance** **Checking**

Your attendance must be maintained 90% at any given time, to receive a full award

**3b. Travel & Materials**

For travel costs you must live more than 3 miles from the College, unless there are exceptional circumstances.

The Materials payments is based on your course.

**Payments are paid once per term.**

If you have a disability or learning difficulty you may be eligible for extra support with materials related to your disability or learning difficulty, please speak to Learning Support in the first instance.

**Application**

You must complete an application via the Morley College website, uploading all evidence required by Friday 25th October 2024.

Applications received after this date will be considered for the next round of payments in the spring term. However we will accept late applications depending on the circumstances.

The deadline for spring term is Friday 14th February 2025, applications received after this date will be considered for the next round of payments in the summer term. The deadline for the summer term is Friday 23rd May 2025.

**Attendance** **Checking**

Your attendance must be maintained 90% at any given time to receive a full award, and the student finance team will review attendance through the year, and payments may be reduced. The college reserves right to suspend or reduce payments if you don’t not meet the 90% attendance criteria.

90% attendance – full award

75%-90% attendance – award reduced by 25%

Below 75% - no award unless exception circumstances

**Payments**

Payments will be made once a term, the first payment being made in the week commencing 4th November 2024.

Payments will be made to the student by BACS transfer. The next payments will be made at Half Term in the Spring & Summer Terms.

**Support can be removed or reduced if**:

* Your attendance is below 90% at any given time

**Support will be removed if**:

* You subsequently abandon or do not complete the programme of learning.
* Your conduct or behaviour is in breach of College Rules & Regulations.

**You should also note that**

* **If you receive any state benefits it is your responsibility to inform the Department for Work and Pensions about any learner support payments you receive, as this payment may affect your eligibility for some state benefits.**
* **that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered, this might result in a referral to the police with the possibility of the student and/or their family facing prosecution**

**Appeals**

You can appeal a decision. This must be done via email to the Head of Student Services, Vusa Nkomo Vusa.Nkomo@morleycollege.ac.uk

You must submit an appeal, within seven days of written notification of the outcome of your application.

For further advice and information: Student.Finance@morleycollege.ac.uk

**4. Advanced Learning Loans Bursary**

An award from the Advanced Learner Loans Bursary, is made on the basis of attendance and eligibility criteria.

Please be aware that funding is limited and the College regrets it may not be possible to fund all students who meet the criteria.

You must already be **approved** for an advanced learner loan

This funds is to provide support for Travel & Materials and / Or Childcare costs while you are studying at the college. This fund cannot be used to pay for course fees

There are two types of Bursaries available, and you can apply for both

 **4a. Childcare**

 **4b. Travel & Materials**

Eligible learners

* Aged 19 or over at 31 August 2024 (if you are aged 19 or over continuing on a study programme began aged 16 to 18 or have an EHCP please see the section for 16-18 year olds)
* Enrolled on an applicable accredited course(s).
* You need to be on low income, below London Living Wage – £25,642.50 (annual gross salary),or on a means tested -benefit and you will need to provide proof of household income at the time of application.

**4a. Childcare**

If you have your child with a Nursery, Childminder or before / after school club the advanced learner loan childcare bursary can support the cost of childcare for children aged between 1-5 years for full time care and from 5 years to 11 years for part time care.

Providers must be Ofsted registered.

The college can support up to 3 children per student.

We will need to see passport or a birth certificate for each child

Students in receipt of **free childcare** will be **expected** to use these hours to cover study time before claiming funding from the College.

The college supports **weekday, daytime** childcare when you are timetabled to be at college or on a college related placement whether online or in person. We will not cover Saturdays or evenings.

The maximum amount is £65 per day. This is the daily rate if you child is only being looked after on an hourly basis the max hourly rate is £6.50 an hour

Payments for childcare costs will be made directly into the bank account of your childcare provider by BACS transfer a full 2 weeks in arrears. No payments will be made for half terms, Christmas or Easter holidays.

Please note that it remains your responsibility to pay for any periods or amounts not previously approved and to pay the full cost of childcare should you stop attending regularly or withdraw from your course of study.

**Notice Periods**

We will not pay any notice periods, so please make sure if you are changing childcare providers you are able to cover this cost yourself

**Please note:** that Childcare support from the Advanced Learner Loan Bursary Fund is only confirmed upon receipt of a letter of confirmation from Student Finance, and the fund is distributed strictly on a first come first served basis.

**Application**

You must complete an application in full with all relevant evidence uploaded via the Morley College website. Please complete an application for Childcare as soon as possible, so we can have support in place when your course starts. Payments are not back dated so you can apply while you are waiting to complete your enrolment, so we have your details, but no payments will be made until enrolment is complete. You can apply throughout the year.

**Attendance** **Checking**

Your attendance must be maintained 90% at any given time to receive a full award

**4b. Travel & Materials**

For travel costs you must live more than 3 miles from the College, unless there are exceptional circumstances.

The Materials payments is based on your course.

**Payments are paid once per term**

If you have a disability or learning difficulty you may be eligible for extra support with materials related to your disability or learning difficulty, please speak to Learning Support in the first instance.

**Application**

You must complete an application via the Morley College website, uploading all evidence required by Friday 25th October 2024.

Applications received after this date will be considered for the next round of payments in the spring term. However we will accept late applications depending on the circumstances.

The deadline for spring term is Friday 14th February 2025, applications received after this date will be considered for the next round of payments in the summer term. The deadline for the summer term is Friday 23rd May 2025.

**Attendance** **Checking**

Your attendance must be maintained 90% at any given time to receive a full award, and the student finance team will review attendance through the year, and payments may be reduced. The college reserves right to suspend or reduce payments if you don’t not meet the 90% attendance criteria.

90% attendance – full award

75%-90% attendance – award reduced by 25%

Below 75% - no award unless exception circumstances

**Payments**

Payments will be made once a term, the first payment being made in the week commencing 4th November 2024.

Payments will be made to the student by BACS transfer. The next payments will be made at Half Term in the Spring & Summer Terms.

**Support can be removed or reduced if**:

* Your attendance is below 90% at any given time

**Support will be removed if**:

* You subsequently abandon or do not complete the programme of learning.
* Your conduct or behaviour is in breach of College Rules & Regulations.

**You should also note that**

* **If you receive any state benefits it is your responsibility to inform the Department for Work and Pensions about any learner support payments you receive, as this payment may affect your eligibility for some state benefits.**
* **that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered, this might result in a referral to the police with the possibility of the student and/or their family facing prosecution**

**Appeals**

You can appeal a decision. This must be done via email to the Head of Student Services, Vusa Nkomo Vusa.Nkomo@morleycollege.ac.uk

You must submit an appeal, within seven days of written notification of the outcome of your application.

For further advice and information: Student.Finance@morleycollege.ac.uk

**5. Higher Education Students**

Eligible students are able to apply for Tuition Fee loans and Maintenance loans on our Higher Education Courses. Students should apply directly to Student Finance England for the loans and should apply as early as possible to ensure that the appropriate funding is in place at the start of the course.

* Maintenance loan payments are paid directly to the student from the Student Loans Company, and Morley will process appropriate attendance data to the Student Loans Company to facilitate payments.
* Additionally eligible students can apply through Student Finance England for
* Disabled Students’ Allowance
* Childcare Grant
* Parents’ Learning Allowance
* Adult Dependants’ Grant

**TFL – As a Higher Education student, if you live** in a London borough you can get discounted travel with an 18+ Student Oyster photo card. Please apply through the**TFL website: https://tfl.gov.uk/fares/free-and-discounted-travel/18-plus-student-oyster-photocard**

For further advice and information: Student.Finance@morleycollege.ac.uk