

Title of Policy: Higher Level Skills Student Support Fund Policy

Date of creation	26/04/2017
Date of last update	NA
Next update due	April 2018
Author	Philippa O'Brien
Responsible Manager	Peter Harrison
Approved by	ELG
Date of Approval	05/07/2017
Date of Equality Impact Assessment	Equality Impact Assessment - All Documents

Policy Statement

The HLS Student Support Fund is agreed annually and paid for via the funding allocation to the College paid through the Higher Education Funding Council. It is used to provide an IT resource to HLS students, whose access to an IT resource outside the College campuses is inhibited by lack of finance and to support travel payment for mandatory programme enrichment events. The aim of the allocated device will be to support HLS students with research and the completion of assessments. This policy sets out the principles Barnet and Southgate College adhere to in allocating these resources to HLS students.

- Funds may only be used for the benefit of students on HEFCE funded courses who meet the eligibility criteria.
- The fund will be open for applications for the following academic year from 17th August each year. Application forms will be available from the HLS Administrator or in paper format from the College's intranet and website.
- Applications will be accepted from eligible students from the opening date of the fund until the appropriate deadline dates (as stated on the application forms). However, applications cannot be processed until a student is fully enrolled. Funding is not guaranteed by the acceptance of an application form.

- Funds for IT resources are dependent on each academic years HEFCE funding allocation.
- The HLS student support fund is designed to support disadvantaged students with learning and assessment, including travel payment for mandatory programme enrichment events, to remove barriers for completing an HE qualification.
- Allocation of an IT resource is made available through this fund and is based on HLS student needs. The type of resource offered will include a tablet or laptop.

ELIGIBILITY CRITERIA

Students must be:

- Enrolled on a part time or full time HE course funded by HEFCE at Barnet and Southgate College.
- a 'Home' student or a 'European Economic Area' student **OR**
- a Home student for fees/loan purposes **OR**
- On a Means-Tested Benefit or on a Low Income (household income of less than £21,000 per annum)

Note: students in receipt of a DSA will be supported via the DSA system including assistive technology where applicable.

Conditions of resource allocation

- a. Funds may only be used for the benefit of students on HEFCE funded courses who meet the eligibility criteria.
- b. Evidence of an approved HE loan (Student Finance England) or self-funded agreement for the enrolled HLS course.
- c. After allocation, the device is the property of the student and the device should be maintained by the student as required for example anti-virus software.

Priority

Priority for an award will be given to students who:

- Meet the eligibility criteria
- Disadvantaged backgrounds
- On a Means-Tested Benefit

Appeals

- Students have the right to appeal a decision. This must be in writing to the Higher Level Skills Manager within 21 days of receiving confirmation of an award or a rejection. The appeal will be discussed with the Director of Curriculum.
- The letter should set out the reasons for the appeal which must prove that they have been wrongly assessed as falling outside the eligibility criteria, plus any further evidence to support the Appeal.
- The decision will be given in writing within 14 days of the decision.

Audit

The HLS support fund will be audited annually within the College's annual audit.

Administration

The HLS Administrator

- Is the first point of contact for students wishing to apply to the HLS Student Support fund.
- Will arrange a monthly panel to review each application.
- Communicate the decision with the applicant and, where applicable, allocate the IT resource.
- Receive appeals, liaise with the relevant Managers and inform the student of the appeals decision.
- Support the Higher Level Skills Manager to plan and budget for the IT resources.

Review

This policy, together with the procedures and practice, will be reviewed at the end of each academic year.

Equal Opportunities

- The Fund will be administered within the procedures and practice of the College's Equalities Policy.
- The Fund is Equality Impact Assessed

Monitoring

The operation of the HLS Student Support Fund is by the HLS Team. The team membership consists of:

- Director of Curriculum
- Higher Level Skills Manager
- HLS Administrator
- A College staff member from a non HLS area of the College will be included in all applicable panels to ensure impartiality. This will be arranged per panel meeting and the HLS Manager will ensure coverage from a wide range of non

HLS departments over the course of each academic year.

The HLS team's remit in relation to the HE Student Support Fund is to:

1. Revise procedures in line with new regulations and identify good practice
2. Propose for approval by ELG the criteria for allocation the HE Student Support Fund as allocated from the HEFCE funding.
3. Monitor expenditure on a termly basis
4. Track HLS student Completion who have been in receipt of the IT resource.
5. Review the HLS Student Support Fund policy annually



HLS Student Support Fund Application 2017-18		Date received:	
Personal Details:			
Student ID number		Surname	
First name		Mobile number	
Email address			
Course details:			
Course title		Level of qualification	
Course code		Full time:	Part time:
Essential documentation required: bring in the evidence to show you meet the eligibility funding criteria:			
HLS programme enrolment receipt		Current for 2017-18	
HE loan or self-funded fee payment evidence		Current for 2017-18	
Home/European Economic area student		Current status required	
Means tested benefit		Last 4 weeks	
Household income of £21,000 or less		Last 3 monthly payslips or last P60	
Student declaration:			
<ul style="list-style-type: none"> • I confirm that all the information given in this application is true and correct. • I understand that the allocation of an IT resource is subject to eligibility and availability. • I agree that the device is my property and I will maintain the device as required. • I agree to the terms and conditions of the HLS Student Support Fund if my application is successful. 			
Signed ----- date-----			
Staff use only:			
Evidence seen	Yes	No	
IT resource awarded	Yes	No	
IT resource allocated	date	Serial number	
Staff signature:		Date:	
Panel meeting date		Reason for refusal	