

Student Financial Support Policy – Students Aged 19+

Covering Advanced Learning Loan Bursary (ALLB) and Discretionary Learner Support Fund (DLSF)

Effective: Academic Year 2025/26

Author: Director of Corporate Services

Equality Assessment: Director of Corporate Services

Date: August 2025

Version and Date		Actions/Notes
1.0	August 2024	Removed Enrichment Lead from policy and amended to Learner Experience team Removed attendance % and disciplinary stage Amended income figure to £29,001
2.0	August 2025	2 policies have been combined and been re written

Approved by SMT:

Approved by Corporation: 22.10.24

Date of Next Review: August 2026

Related policies or procedures or parent policy if applicable: 16-19 Bursary Policy
Advanced Learning Loan Bursary Policy (ALLB)
Discretionary Learner Support Fund (DLSF)

Groups/bodies consulted in the development of the policy: DFE Funding Guidance

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1. Purpose

The Advanced Learning Loan Bursary (ALLB) and Discretionary Student Support Fund (DLSF) are aimed to support access, retention and achievement for eligible students aged 19+ through financial assistance. This policy outlines eligibility, application procedures and support available under:

- Advanced Learning Loan Bursary (ALLB): For students funded via Advanced Student Loans studying Levels 3–6.
- Discretionary Learner Support Fund (DLSF): For students on DfE-funded courses (non-ALL).

2. Eligibility Criteria

	ALL	DLSF
Age	19+	19+
Course Level	Levels 3–6 with Advanced Learning Loan	DfE-funded courses (non-ALLB)
Residency	Home student (3+ years in UK)	Home student or meets ESFA residency criteria
Household Income Threshold	Below £25,396	Below £25,396 (exceptions considered for hardship)
Exclusions	Cannot receive both DLSF and ALLB	Not available to ALL-funded students

3. Application Process

Students must complete an application form for assistance.

- Forms are available on request from Student Services.
- You must submit completed forms with evidence of income
- Applications will be processed within 15 working days of receipt.
- Official childcare documentation is required for childcare support.
- All payments are made via BACS. Bank details must be submitted.

Evidence acceptable to support application:

Evidence Type	Requirement
Wage slips	Up to 3 months of statements in full, dated within the last 6 months
Universal Credit	Up to 3 months of statements in full, dated within the last 6 months
Self-assessment statement	Latest version
Job Seekers Allowance / Employment Support	Current entitlement documentation
Full tax credit notice	2024/2025 tax year notice
Pension statement	Dated within the last 3 months

4. Financial Support Offered

4.1 Childcare Support (Age 20+)

- This support is available under both ALLB and DLSF.
- You must use an Ofsted-registered provider.

- The support is paid over 44 weeks (excludes summer retainers).
- A maximum of £180/week per child will be paid (unless pre-agreed).
- Students must pay 5% of the bill, up to £25/month.
- Deposits are the student's responsibility.
- Invoices must be addressed to the student, not the college.
- If a student withdraws, college will for the time they were enrolled only.
- Under-20s must apply via the DfE "Care to Learn" scheme.

4.2 Hardship and Course Costs

This support covers:

- Course-related trips, equipment, books
- Emergency support (e.g. housing, domestic crisis)
- Exam, accreditation, professional membership and registration fees
- Course fees in exceptional circumstances
- Support for asylum seekers

4.3 Travel

This provides support for students living 3+ miles from college.

- Mileage will be reimbursed at 20p per mile (using the shortest route as per RAC Route Finder).
- If you travel by public transport support you will be required to use the cheapest available tickets (e.g. monthly/weekly tickets). You must provide all tickets with your claim
- Taxi and parking costs are reimbursed only by prior arrangement.
- You should submit travel claims monthly via email to studentservices@macclesfield.ac.uk

4.4 Equipment, Materials, Uniforms

- Each course has a maximum support amount. This has been agreed with tutors.
- No support is provided for textbook deposits.
- Reimbursements will be processed 42 days after purchase. Claims should be submitted to studentservices@macclesfield.ac.uk
- Printer credit of £1/month will be applied automatically to your print account.

5. Payment Conditions


- Your attendance must meet college targets; mitigation may apply in exceptional circumstances (e.g. illness, caring duties).
- Payments are subject to satisfactory behaviour.
- False information or early withdrawal may result in funds being reclaimed.
- It is your responsibility to inform the DWP about any learner support you receive as it may affect benefits.

6. Appeals Process

- If you wish to make an appeal, this must be submitted in writing to the Deputy Principal. You should detail your reasons and include any relevant documentation.
- You will receive a response within 15 working days.

7. Contact Information

For advice or application support, please contact:

 01625 410000

 studentservices@macclesfield.ac.uk