



Gateshead College Discretionary Support Funds All funds – Terms and Conditions 2023-24

We the College

- Will process applications fairly, using set criteria and discretion
- Will return incomplete applications
- Will endeavour to process applications within 14 working days (this may vary at busiest times during the year)
- Will notify all applicants of the outcome in writing and include information about the review procedure
- Will ensure all specific reviews/appeals are dealt with by someone independent of the original decision maker
- Will withdraw any awards that remain uncollected for 10 working days
- Reserve the right to review, amend, reduce or withdraw any award made
- Will audit applications to check attendance and course details
- May from time to time contact you to gather feedback about the service

You the Student

- Are responsible for submitting a correctly completed application form
- Cannot assume you have been given an award prior to receiving written notification
- Will collect any award within the timescale given on the notification or contact the Support Funds Team to make alternative arrangements
- Authorise the College to pay a third party where appropriate
- Authorise the Support Funds Team to discuss your application with other members of staff or external agencies including the DWP if appropriate i.e. to discuss timetable, attendance, any special needs or alternative sources of funding
- Are aware that all awards are subject to regular attendance patterns and if attendance falls below 92% awards may be withdrawn or not considered (subject to individual circumstances)
- Agree to inform the Support Funds Team of any changes in circumstances that may affect your award
- Are responsible for your attendance, behaviour and keeping up to date with any work set at college

Please note for Advanced Learner Loans Bursary Fund you must have taken out a fees loan in full or in part to be eligible for support.

Travel

- Travel awards will not be considered if details submitted on the form do not match the college system
- Travel costs will not be considered if you live within 2 miles of your place of learning or placement
- No travel costs will be refunded for any periods before an application has been submitted
- Awards for travel costs are subject to a maximum amount per term and may only be a contribution towards your costs
- The College will use Google maps to calculate distances using the quickest or shortest walking route. This is for assessment purposes only and to maintain fairness.
- The College may award a BACS payment or travel pass (currently Go North East only)

Course grants

These have been agreed prior to the start of term. Course grants may be paid by BACS direct into your bank account or to a third party or by voucher. Awards can be reduced or amended at the discretion of the College.

Core costs allowance (16-18 bursary fund only)

The core costs allowance is an allowance for other course related costs for students not awarded travel help. This award may be paid by instalments into your bank account.

Higher Rate Monthly Bursary

This award will be paid in monthly instalments direct into your bank account. Payment dates will be confirmed on the payment schedule. Monthly awards are subject to regular attendance patterns and if attendance falls below 92% awards may be withdrawn or not considered (subject to individual circumstances)

Gateshead College Discretionary Support Funds Childcare (19+ Discretionary Learner Support Fund and Advanced Learner Loans Bursary)

We the College

- Will notify the student and the provider if the application is successful
- Will make payments up to our maximum awards of:
Nursery – Full Day £45 Half Day £30
Childminder – £11 Per Hour
Out of School Club – AM £5 PM £10
- Will pay all claims monthly (Sept-June), in arrears, unless other arrangements have been agreed
- Will pay by the BACS system (directly into provider's bank account) unless other arrangements have been agreed
- Will inform both parties of any changes in circumstances, payments, timetables or other changes that may affect the award
- Will regularly check attendance and course timetables and will reduce or withdraw any award if attendance proves unsatisfactory and/or timetables are changed (although every effort will be made to resolve any issues in the first instance)
- Reserve the right to amend any part of the terms and conditions (although both parties will be given prior notice of this if it becomes necessary)
- Are prepared to pay 50% retainer fees for the Christmas and Easter break (we cannot pay retainer fees for the summer break)
- Do not accept any liability for the terms and conditions of the contract. The contract for childcare provision is between the student and the provider

You the Student

- Are responsible for any contractual obligations with the childcare provider
- Are responsible for taking up any complaints or other issues directly with the provider
- Are liable for any costs incurred that have not been agreed by the College. This includes any fees incurred prior to an award being made or fees incurred if you have not attended your course
- Are liable for any costs incurred which are in excess of the maximum awards or are outside of your normal study time
- Must confirm that your partner (if you have one) is not available to provide childcare at the times you attend College/work placement and that you are unable to make childcare arrangements other than on a fee paying basis
- Consent to the College sharing information with your provider regarding your attendance, course and any relevant issue relating to your claim for childcare
- Must provide evidence that you are the parent/main carer for the child
- Must not claim for childcare costs that are being met either by the DWP/Jobcentre Plus or HMRC – the childcare element of working tax credit

Childcare provider (19+ Discretionary Learner Support Fund and Advanced Learner Loans Bursary)

- Must be registered
- Will use any free early year education allowance or grant (where applicable) to subsidise the childcare costs
- Will liaise with the Support Funds Team if there are any issues for example with attendance or payment
- Payments will be made monthly (Sept-June), in arrears, unless other arrangements have been agreed

19+ Monthly Bursary

This award will be paid in monthly instalments direct into your bank account. Payment dates will be confirmed on the payment schedule. Monthly awards are subject to regular attendance patterns and if attendance falls below 92% awards may be withdrawn or not considered (subject to individual circumstances)

Field trips

- You are expected to contribute 25% of the costs of the trip to a maximum of £100
- You agree to repay in full any award made to you if you fail to attend
- Payments will be made by BACs or paid direct to relevant course department

Emergency and other payments

An interview with a member of the Support Funds Team is necessary in the first instance if you require an emergency payment or you cannot complete your studies without financial assistance.