



# Financial Support Guidance



Hopwood Hall College  
& University Centre

[www.hopwood.ac.uk](http://www.hopwood.ac.uk)



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## Hello and Welcome to Hopwood Hall College and University Centre

We are committed to assisting students and ensuring that financial hardship is not a barrier to stay in education, particularly supporting those students who are most in need and economically or socially disadvantaged. Staff in Student and College Services are here to help you with information and advice about financial support and the eligibility criteria for various packages. I hope you find this leaflet useful. Please contact us if you need any additional information (see page 15).



**Julia Heap**  
Principal

## Introduction

This guidance document provides information on Financial Support funds by the Government. The financial support is administered by the College to assist students who are experiencing financial hardship, to participate and to remain in education, particularly those who are disadvantaged and in need with course-associated costs such as travel, equipment and lunch.

Please take the time to read the information in this guide before completing an application form. It includes the eligibility criteria and the application process.

There are various financial support available:

1. 16-19 Guaranteed Bursary
2. 16-19 Discretionary Bursary
3. 19+ Discretionary Learner Support (DLS) including 20+ Childcare
4. Advanced Learning Loans Bursary Fund including Childcare
5. Free College Meals



## 16-18 Guaranteed Bursary

This fund is also known as Vulnerable Learners Bursary Fund, it is not income assessed and guarantees a bursary of up to £1,200 per academic year.

### Who is eligible to apply for 16-18 Guaranteed Bursary?

- You must be aged between 16 and 18 on 31 August 2023
- You must be enrolled
- You must fall into one of the following criteria:
  1. Someone who is in care
  2. Care leavers (someone who has been in care but isn't any longer)
  3. Someone who is in receipt of Income Support or Universal Credit in their own right because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.
  4. Receiving Disability Living Allowance or Personal Independence Payment in their own right as well as Employment and Support Allowance or Universal credit in their own right.

#### **Guaranteed Bursary students may receive the following:**

- A weekly payment
- Help towards books and equipment
- Help towards the cost of educational visits
- Help towards the cost of lunch
- Help towards the cost of travel
- Refund of the Our Pass administration fee
- Help towards other course-associated costs.

Please note, you will be required to show evidence of your individual circumstances.



## 16-19 Discretionary Bursary

Eligible students will receive a discretionary bursary if they meet the terms and conditions. This fund is to assist those who face genuine financial barriers to staying on in education and will help with costs such as books, equipment and other course-associated expenses. Those who apply will need to have their parents/guardians' income assessed.

### Who is eligible to apply for 16-18 Discretionary Bursary?

- You must be aged between 16 and 18 on 31 August 2023
- Those with a household income of £30,000 or below
- You must meet the residency requirements.
- You must be enrolled.

### Who is **not** eligible to apply for 16-18 Discretionary Bursary?

- 16-18 year olds studying Higher Education qualifications
- Waged apprenticeships.

### **This fund is provided to help with the following:**

- Books and equipment
- Educational visits
- Lunch
- Travel
- Refund of the Our Pass administration fee
- Other course-associated costs





## 19+ Discretionary Learner Support

Eligible students will receive a discretionary bursary if they meet the terms and conditions. This fund is to assist those who face genuine financial barriers to staying on in education and will help with costs such as books, equipment and other course-associated expenses.

Those who apply will need to have their household income assessed.

### Who is eligible to apply for 19+ Discretionary Learner Support?

- You must be aged 19+ on 31 August 2023 (19+ students who are receiving a student loan need to apply for a Loan Bursary scheme)
- Have a household income of £30,000 or below
- You must meet the residency requirements
- You must be enrolled

#### **This fund is provided to help with the following:**

- Books and equipment
- Educational visits
- Travel
- Other course-associated costs



## 20+ Childcare / Discretionary Learner Support (DLS)

This fund is part of Discretionary Learner Support and is available to assist students with the costs of childcare while studying at college. Those who apply will need to have their household income assessed.

### Who is eligible to apply for 20+ Childcare / Discretionary Learner Support (DLS)?

- You must be 20+ on the 31 August 2023 to apply for 20+ support.
- You must be 19+ on 31 August 2023 to apply for Discretionary Learner Support.
- Have a household income of £30,000 or below.
- You must meet the residency requirements.
- Those who have a child(ren).
- **Be on enrolled student on:**
  - a full-time course;
  - a part-time course with a work placement; or
  - an accredited part-time course which runs during the day e.g. ESOL, GCSEs etc

- Be the sole carer of the child and not have a partner able to look after the child while you attend college.

### **This fund is provided to help with the following:**

- childcare costs

### **Please note the following:**

1. The childcare provider must be OFSTED registered. Informal childcare cannot be funded, e.g. provided by family members, or friends.
2. If you are under 20 years of age you could get help with your childcare payments through the Care to Learn scheme. Contact 0800 121 8989. Please visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)





## Advanced Learning Loan Bursary Fund

Those aged 19 years and above, studying a level 3 or above will be able to apply for an Adult advanced Learning Loan Bursary. This fund is income assessed, eligible students will receive a discretionary funding if they meet the terms and conditions. Those who apply will need to have their household income assessed

### Who is eligible to apply for Advanced Learning Loan Bursary Fund?

- You must be aged 19 or over on the first day of your course on or after 31 August 2023
- Be enrolled on an eligible course at Level 3 or above
- Had a loan approved by the Student Loans Company
- Have a household income of £30,000 or below
- You must meet the residency requirements
- You must be enrolled

### **This fund is provided to help with the following:**

- Books and equipment
- Educational visits
- Travel
- Other course-associated costs
- Exceptional learning support e.g. support for teaching assistants and necessary adjustments under the Equality Act



## Childcare / Advanced Learning Loans Financial Support Fund

This fund is part of the Advanced Learning Loans Bursary Fund and is available to assist students with the costs of childcare whilst studying at college. Those who apply will need to have their household income assessed.

### Who is eligible to apply for Childcare / Advanced Learning Loans Financial Support Fund?

- You must be aged 20 or over on the first day of your course on or after 31 August 2023
- Be enrolled on an eligible course at Level 3 or above
- Have a loan approved by the Student Loans Company
- Those with a household income of £30,000 or below
- You must meet the residency requirements.
- You must be enrolled.
- Those who have a child(ren).

### This fund is provided to help towards costs of the following:

- childcare costs

**Please note:** the childcare provider must be OFSTED registered. Informal childcare cannot be funded, e.g. provided by family members, or friends.



## Free Meals

This fund is aimed at disadvantaged students. For the purposes of eligibility, 'disadvantage' is defined by a student being in receipt of, or having parents who are in receipt of, one or more of the following benefits (see the eligibility criteria below).

### Who is eligible to apply for Free Meals?

- You must be aged between 16 and 18 on 31 August 2023
- Those aged between 19 and 25 on 31 August 2023 who are subject to Learning Difficulty Assessment (LDA) or Educational Health Care plan (EHC Plan) and meet the assessment criteria
- You must meet the residency requirements
- You must be enrolled
- Students being in receipt of, or having parents who are in receipt of one or more of the following 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 they are not entitled to Working Tax Credit) and
  - have an annual gross income of no more than £16,190, as assessed by HMRC
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for WTC
  - Universal Credit with Net earnings not exceeding the equivalent of £7,400 per annum

Eligible students will receive a free meal for each day they are timetabled to be in college.

Students must meet the full terms and conditions.



# FAQ & Further Information

## When can I apply for financial support?

You can apply from w/c 15th April 2023. We would encourage all prospective and returning students who meet the eligibility criteria to apply as soon possible in order that their application can be processed before the start of term in September.

## Is there a deadline?

The priority will be given to applications received before the 31st July 2023. Applications after this date will considered but not guaranteed.

## How do I apply?

You apply directly to Hopwood Hall College by completing an application form.

- Application forms are available to collect from reception.
- Application forms can be downloaded from the Hopwood Hall College website
- You are advised to apply as soon as possible.

Please note: If you require assistance to complete your application. Please contact a member of Student & College Services.

## Do I need to submit evidence with the application form?

Those applying for financial support and free college meals must provide proof of household income (acceptable documents are detailed on the application form). You will need to confirm your residential status if you were not born in the UK or have not lived in the EEA during the last three years.

## What happens next?

Once your application has been assessed, you will receive an award notification by email. This will explain if your application is successful or unsuccessful and how your award will be paid.

## How and when will I receive my payment?

Eligible students may be paid financial support in-kind such as course related books, equipment, travel pass or food via the cashless system. In exceptional circumstances and where appropriate the college may pay students by BACS payment (money direct to students' bank account).

## Changes in circumstances

You are required to inform Student & College Services of any changes in circumstances that may affect the outcome and eligibility for funding. Further evidence may be required to reassess your application for a higher level of assistance. Failure to inform us of changes in circumstance may make you liable for the cost of any funding already received.

You are required to inform the Department for Work and Pensions (DWP) of any 19+ Discretionary Learner Support (DLS) support you are receiving as this may impact on your benefit eligibility.

## What should I do if I am not happy with the outcome of my application?

You can appeal against the decision that has been made in relation to your application by writing to:

Appeal Group, Student & College Services, Hopwood Hall College.  
Rochdale Road, Middleton, M24 6XH.

### What support will I receive?

The amount and type of support you receive will be specific to your needs and what claim you have submitted. Financial assistance will be available to help with course associated expenses such as travel, books, equipment and childcare costs.

## Attendance

You are expected to attend 100% of all college classes. This includes attending English and Mathematics classes and failure to achieve a minimum of 90% attendance may lead to financial support be reduced, suspended or stopped. Behaviour will also be taken into account and reviewed along with attendance on a regular basis.

## Terms & Conditions

Student must be aware of the following:

1. Information given to college in the application form is true and accurate
2. False or inaccurate information could result in refusal or withdrawal of fund payments and that this includes any childcare payments.
3. That they can seek clarification from the Student & College Services Team if unsure about any fund or terms.

## Terms

- Funding is limited and offered on a first come first served basis. Meeting the eligibility does not guarantee an award. Allocation of funds will be subject to the availability of funds.
- Funds are administered by the College to assist students experiencing financial hardship and help towards course associated-costs
- Students should be aware that any payments from the Support Fund may affect their entitlement to other benefits (e.g. JSA, ESA, universal credit) It is your responsibility to declare any funds received from these funds.
- Just because a learner is eligible to receive financial support, this does not give them an entitlement to receive it.
- Each application to the financial support fund will be individually assessed.
- Students will be advised of the outcome of their application within 20 working days and 40 working days during enrolment period.
- Awarded funds are subject to a minimum attendance of 90%. This includes attending English, Mathematics and PACE classes.
- Financial support is only paid during term times.
- If a student withdraws from a course the college reserves the right to request all monies paid and any equipment purchased by the college to be returned.
- Students are required to inform us of any change in circumstances as they may affect eligibility.

- All applicants to childcare support must complete the correct forms and agreements.
- All Childcare providers must be OFSTED registered.
- Eligible students may be expected to contribute to the cost of their childcare provision.
- All payments will be made directly to the childcare provider by BACS each month on receipt of an invoice
- Retainer and holiday cover costs may not be claimed for.
- Extra meals not already included in the daily price, are not covered and must be paid in full by yourself to the provider.
- You must use your free early learning childcare funding for 3 to 4 year olds entitlement first.
- For consistent absences Childcare funding will be withdrawn and you will be liable for any outstanding fees.
- You are responsible for your childcare place until your application has been assessed and approved. This may take up to 4 weeks. Any relevant refunds will be made accordingly if your application is approved successfully.
- Please advise your provider if you have applied for funding from the College.
- If you are required to give 1 month's written notice prior to leaving/ finishing your course please adhere to this as the contract is between you and the Childcare Provider.

## How do we know the College will be fair?

The College has an established appeals process which is managed by the Student Financial Support Packages Appeal Group.

The College also has a compliment and complaints procedure and we welcome student feedback. In addition, the above funds are audited and monitored in various ways including thorough internal audit and externally by the funding agencies.

The College will ensure that there are adequate systems in place to manage the funds and to comply with the Education Skills and Funding Agency (ESFA).

## Data Protection

All gathered data will be kept in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

## How to contact us

Should you require any further help or information, please do not hesitate to contact the Student & College Services Team on:

**t.** 0161 643 7560

**e.** [administration@hopwood.ac.uk](mailto:administration@hopwood.ac.uk)

Alternatively, please call in to reception at either campus.





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Rochdale Road  
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