



## Summary

Middlesbrough College recognises that financial support for students has an important role to play in removing barriers for some students accessing and completing further education courses. It is the aim of the College to use allocated funds to make the maximum impact on recruitment, attendance, retention, and achievement.

These funds will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Education, Skills Funding Agency (ESFA).

Funding is intended to help with the financial hardship needs of individual young people studying a programme at College. Financial support awarded to individuals will be used towards essential course related costs such as travel, meals at college if eligible, equipment, trips and other costs associated with learning.

Financial support will be subject to sufficient funds being available, are not guaranteed and eligibility is based on need. Please note that this is a discretionary fund, approval is based on the assessment of personal circumstances and the availability of allocated funding through the Financial Assistance application.

## Statement of Principles

- Financial support should be applied fairly and consistently.
- The process must be easily understood and accessible to young people. All relevant information will be publicised via Student Services information leaflets, MyMbro and the college website.
- The process should identify eligible students in a timely fashion.
- There is a commitment to ensuring funds allocated to the College are fully distributed in order to support as many students as possible, however, budgets are provided by the ESFA and therefore, the college can only make payment if there is sufficient funds.
- Bursary guidance is subject to change.

## General Eligibility

To be eligible to apply for the Student Bursary students must be:

- Enrolled on a course within the College.
- Their place on the course must be funded by the Education and Skills Funding Agency (ESFA)
- HE courses are not eligible to apply.
- Students following an Apprenticeship, or any waged training are not eligible to apply
- Students must be aged 16 years or over on 31<sup>st</sup> August.
- They must be a “home” student, i.e. having been ‘ordinarily resident’ in the British Isles
- Accompanied asylum-seeking children (under 18 with an adult relative or partner) - As long as an asylum seeker has not had their application for asylum refused, institutions can provide in-kind student support such as books, equipment or a travel pass.
- Unaccompanied asylum-seeking children do not receive cash support from the Home Office and are the responsibility of the local authority. They are treated as looked after children and are eligible for a bursary for vulnerable groups (‘in care’ group), where they have a financial need.
- Meet specific eligibility for each key element (see below)

## The 19+ Bursary Fund has Two Key Elements.

### A. 19+ Discretionary Bursaries

### B. Advanced Learner Loan Bursary Funds

#### A. 19+ Bursaries

19+ students who are from a household with an income of below £30,000 per year will be eligible to apply for support towards study costs related to your timetabled study.

Students aged 19 or over are only eligible to receive a 16-18 bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers), have an Education Health and Care Plan (EHCP) and meet the household income criteria.

#### B. Advanced Learner Loan Bursary Funds (Awarded to students who have successfully funded their course through an Advanced Learner Loan)

The ALLB is designed to support students who have taken out an Advanced Learner Loan to pay for fees. If you qualify for the support we can help with childcare, travel, books, equipment costs and a meal entitlement on your timetabled study days.

If you are 20+ at the start of your course and require assistance with childcare, please see the process below.

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## Free College Meals

Students who are 19-23 years old and subject to an Education, Health and Care Plan will also receive FCM; you must still meet the household income criteria to be eligible.

If you are successful, £3 credit per day will be uploaded on to your College ID Card for use in any of the College's food outlets. Any unspent money will be removed at the end of each day.

## Support with Study Costs

19+ students who are from a household with an income of below £30,000 per year will be eligible to apply for support towards study costs e.g. purchases of equipment, uniforms, Personal Protective Equipment (PPE), mandatory course related residential costs.

Assistance with tuition fees may also be available; this will depend on your personal circumstances and is not guaranteed. All applications must be submitted via the Financial Assistance application form within 8 weeks of your course start date, any claims after this deadline will be looked into on an individual basis and could be refused. If you are successful with your claim, the maximum we can award is 75% towards the cost of your course; you will be liable for any outstanding amount.

Please note that support with study costs is from a discretionary fund and not guaranteed. Approval is based on the assessment of personal circumstances and the availability of allocated funding.

## Childcare

Care to Learn (Childcare for students aged under 20 year old)

Care to Learn provides financial support to parents under the age of 20 years at the start of their course with the costs of childcare to ensure they are able to continue in education. The young parent must be taking an eligible full-time course and must be using an Ofsted registered childcare provider, who is not a relation. Care to Learn is administered by an external funding body. The weekly payment depends on the cost of childcare but can be up to £180 per child per week.

Care to Learn only covers childcare costs for teenage parents. Details are available from Student Services. Some young parents will also be eligible for Income Support or Universal Credit, in which case they could apply for a bursary of up to £1,200.

Care to Learn use an online Student Bursary Support Service which enables students to apply and check the status of their application as well as allowing Childcare Provider(s) and the named administrator for the Learning Provider to upload the information immediately which speeds up the process. As the Learning Provider signs to confirm they have seen the child(ren)s original birth certificate and Child Benefit, this must still be brought to Student Services.

You must be receiving the Child Benefit for the child to be eligible for Care to Learn

## 20+ Childcare Support

Funding for childcare support for students over the age of 20 years who are at risk of not participating or remaining in learning is provided on a discretionary basis. Students who are from a household with an income of below £30,000 per year will be eligible to apply. 20+ childcare funding will only be awarded to fund childcare with an Ofsted registered provider.

Students who are entitled to the free government childcare (15/30hrs) are expected to use this entitlement before any funding is applied for through the College.

If your application is successful, Middlesbrough College can pay up to £180 per child per week for your timetabled lessons only. To support your application, we require certain evidence. Please note we cannot assess an application without all of the evidence:

- Child's full birth certificate
- Student's birth certificate or passport
- Income evidence
- Copy of student's course timetable

If your attendance falls below 90%, you will be asked to meet with the Senior Student Services Assistant to discuss the matter. Middlesbrough College reserves the right to withdraw childcare funding and you will be liable for any outstanding fees. Any changes to timetable must be given to Student Services in advance of these being implemented. All payments will be paid directly to the Childcare provider.

Please note that this is a discretionary fund and not guaranteed. Approval is based on the assessment of personal circumstances and the availability of allocated funding.

You must not start using the childcare provider until confirmation of funding has been provided by the Senior Student Services Assistant as you will be liable for any costs incurred before approval.

## Travel

### Bus travel

Eligible students receive free transport for the days their timetable requires them to be in college - funded through the bursary.

Weekday travel on a student's timetabled day, travel up to 7pm effective from Monday 9th September 2024 until Friday 27th June 2025 inclusive, on the Arriva and Stagecoach North East services and college commissioned routes. Please note, there is a £5 fee for your travel sticker, and this is payable each term.

We also offer a number of direct bus services to Middlesbrough College with Arriva on a morning, as follows:

MC1 – Ingleby Barwick

MC2 - Saltburn via Marske & Redcar

MC3 – Great Ayton via Stokesley & Hutton Rudby

MC4 – Easington, Skelton, Guisborough via Ormesby

### Train travel

Students in full time study, whose journey commences from the following stations (terminating at Middlesbrough Central Station) are eligible for rail refunds:

Darlington North Road, Darlington Bank Top, Dinsdale, Allens West, Seaham, Hartlepool, Seaton Carew, Thirsk, Northallerton, Yarm, Eaglescliffe, Thornaby and Stockton.

Eligible refunds will be refunded by our Student Services department and are paid from Middlesbrough College funds. You must pay for the ticket(s) up front and bring to Student Services for reimbursement the following week. Tickets must be handed in on a weekly basis to ensure reimbursement, there is also an option to email tickets to [studentservices@mbro.ac.uk](mailto:studentservices@mbro.ac.uk), you must ensure your name, price and journey is clearly stated. Any tickets that are received by 5pm on a Monday will be paid on the Friday. Failure to hand tickets in regularly may result in you not receiving reimbursement.

College ID cards will not give students discounted train travel.

For further information on eligibility and the process of refunds, our Student Services department will be happy to help on 01642 333606.

### Other Benefits

You may also be eligible for discretionary funding through the Student Support Scheme and/or Student Union budgets for University interviews etc. Applications need to be submitted in advance. Please see Student Services for more information.

Part-time students can apply for assistance with travel expenses, and this is based on household income and the distance a student lives from the College.

All full-time students are also entitled to a free College gym membership on payment of a £10 administration fee, 20% discount on hair & beauty treatments plus 1 free haircut per year and a printing allowance.

Access to buy a TOTUM Card for only £14.99 online, entitling you to hundreds of discounts.  
<https://cards.totum.com/join>

All students also receive 10% discount in the College's food outlets when their ID card is scanned.

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## Application Procedure

We encourage all prospective and returning students who think that they might be eligible to apply for financial support to complete and submit the financial support application form as soon as possible. You can apply for one of these bursaries via the college website [www.mbro.ac.uk/services-and-support/financial-support-and-fees](http://www.mbro.ac.uk/services-and-support/financial-support-and-fees). You will need to upload evidence of your household financial earnings or income to check your eligibility. If the correct evidence is not submitted the form cannot be assessed and an award cannot be made. If this is the case, we will write to or email the student to inform them of what further evidence they need to submit. It is the responsibility of the student to make sure that they do this promptly.

We will write to or email all students informing them of the outcome of their application. Successful students will get an award notice which tells them what their award is including where applicable if they are entitled to free college meals.

We will also communicate with all unsuccessful students informing them of the reasons for the College's decision.

Please only complete an application form if you are studying on a full time course up-to Level 3 only (this does not include Apprenticeships). Funding for Level 4 courses and higher must be applied for through Student Finance England.

## Appealing a decision when the application for support was declined.

Students can submit an appeal if their application is declined to the student services team via [studentservices@mbro.ac.uk](mailto:studentservices@mbro.ac.uk). The applicant must state the reasons for disagreeing with the decision and why it is deemed unfair, and evidence must be submitted to support the claim and confirm that the bursary claim is for educational costs.

A panel will be convened within 20 working days. The panel will consist of the Director of Student Services and Vice Principal for Students and Communication.

The panel will review the decision and the applicant will be notified of the panel's decision in writing within 5 working days.

The decision of the panel will be final.

## Appealing for additional funds following a successful application and bursary payment

Due to limited funds and high volumes of applications for financial support that are received by the College each year we have imposed strict limits for each of the Bursary elements listed in the policy above. It will therefore not be possible to submit an appeal for additional funds from the bursary until after 31st January 2025.

Any student wishing to appeal for additional support must submit an appeal in writing to [studentservices@mbro.ac.uk](mailto:studentservices@mbro.ac.uk) and must specify how much support they require and what the additional support is required for. Additional payments will only be made where the requested support is for educational purposes only and only where evidence is provided and will be limited depending on the Bursary funds available.