



Learner Support Fund 2025/2026 Guidance

Adult Skills Fund (ASF), Adult Learner Loans (ALL) and Free Courses for Jobs (FCFJ)

Northern College is committed to supporting students to access learning. These procedures should be read in conjunction with the Learner Support Policy 2025/2026. The purpose of this procedure is to provide guidance on how eligible students can access the Learner Support Fund (including the Residential Access Fund).

Students who are enrolled onto funded Adult Skills Fund (ASF), Adult Learner Loan Bursary (ALLB) and Free Courses for Jobs (FCFJ) programmes/courses via the Department for Education (DfE), South Yorkshire Mayoral Combined Authority (SYMCA) and West Yorkshire Combined Authority (WYCA) may be eligible to receive support should they meet the eligibility criteria.

With the exception of Residential Access Funding, this is a means-tested fund based on the individual applicant's taxable income. If there is no individual income, then household income will be used. Initial applications will happen as part of the application and enrolment onto the course, with details of which award the student is requesting. Awards will be made once the application, assessment process and enrolment has been completed and approved.

It is advised that students familiarise themselves with the Learner Support Fund Guidance including the conditions for receiving support. This guidance details the evidence required to support an application and assessment. For students who apply for more than one course within an academic year, the original assessment will stand for their duration of that academic year, as long as their circumstances have not changed. Students will be asked to confirm, for each application, whether or not their circumstances have changed.

The information given within the application is used in line with DfE [DfE funding and performance management rules 2025 to 2026](#), SYMCA [SYMCA Funding-and-Performance-Management-Rules-25-26](#), WYCA [WYCA funding and performance management rules 2025 to 2026](#) and DfE [Advanced learner loans funding and performance management rules: 2025 to 2026](#) and Northern College Financial Support Policy 2025/2026.

1. Eligibility

To be eligible for hardship (meals, travel, childcare and ICT) students must.

- 1.1 Be enrolled on a fundable DfE, SYMCA or WYCA programme.
- 1.2 Must be resident in an area fundable by DfE (non-devolved authority area),

SYMCA or WYCA.

1.3 Must be aged 19 or over before 1st September 2025.

1.4 Be in receipt of income assessed state benefits / tax credits (including universal credit) or have a gross income of:

- individual taxable income of less than £34,977.43
- If there is no individual taxable income, a household income where the overall income does not exceed the threshold of £39,000.
- Meet the residency requirements set out in one or more of the following categories below.

1.5 Meet the residency eligibility set out by the relevant funding authority:

1.5.1 Students from South Yorkshire must be a UK national or person with right to abode and have been resident in the UK, British Overseas Territory or Crown Dependencies for the last 3 years.

1.5.2 Students who are resident in West Yorkshire and Non-Devolved areas on the first day of learning will be funded within the 2025/26 academic year.

1.6 Students will **not be** eligible if:

- an international student (for fee purposes)
- a student on a higher education (HE) programme
- enrolled on a course/programme that is not eligible for funding through DfE/SYMCA/WYCA
- a prison-based student or learning whilst released on temporary license

2. Assessment Evidence

2.1 Students who apply for financial support through the Learner Support Fund must provide evidence that they meet the criteria for individual taxable income, or household income if there is no individual taxable income. Students must have a gross personal income of less than £34,977.43

2.2 Students without an individual taxable income, being supported by either a partner, parent or carer, must have a gross household income of less than £39,000.

2.3 The following income **will be included** in the assessment.

- Job Seeker's Allowance (JSA)
- Employment and Support Allowance (ESA)
- Universal Credit (UC)
- State Pension (including guaranteed credit)
- Income Support
- War Pension Scheme
- Forces Compensation Guaranteed Income Payment (GIP)
- National Referral Mechanism (NRM) letter
- Income from paid employment, self-employment and other sources

- Income from other sources, for example, rental property
- 2.4 The following can be used as **evidence** of income within the assessment.
- Online benefit accounts / benefit letters
 - Private Pension Statement
 - Last 3 months wage slips
 - Last 3 months bank statements
 - Self-assessment return
 - Last P60 or employment contact
- 2.5 It is the students' responsibility to provide all supporting documentation. Failure to do so will delay the application and enrolment process. It may also delay the eligibility for residential funding or funding for meal allocation.
- 2.6 Supporting documentation may be scanned and sent digitally but must be an original copy.
- 2.7 Assessments for residential stay via the Residential Access Fund will be completed prior to the course starting and must meet the separate criteria to stay residentially (see section 5). The Residential Access Fund is **NOT** means tested.
- 2.8 Where a student has notified the College that they are applying for residential stay under the Residential Access Fund criteria D (referral from a support partner or external agency) the students must submit a letter as evidence of referral.
- 2.9 Once residential eligibility has been assessed and granted this will stand for the period of the individual course. Students who enrol on further courses will be asked if there have been any changes to their circumstances. If there have been no changes to the students circumstances the student will be asked to sign a declaration to confirm this, if circumstances have changed a new residential assessment will be required.
- 2.10 Once a student has been assessed eligible for travel expenses, they will be required to complete a Travel Costs Claim Form detailing all journeys taken and mode of transport used. This is required each time a student accesses new provision.
- 2.11 Once a student has been assessed eligible for meals support, this will be loaded onto student cards where studying on site or a food card / voucher will be provided for those studying off-site.
- 2.12 Assessment for other course-related costs including emergency hardship payments will be managed via a separate application form that will be provided to students on a needs basis.
- 2.13 All applications are treated as confidential. However, there may be occasions where it is necessary for the Student Services Team to contact staff within College for additional information for processing or monitoring purposes.

3. **Funding Awards: What can students apply for help with?**

- 3.1 The Learner Support Fund is awarded through Government funding, and it is assessed and distributed on the basis of financial hardship as a

contribution. These funds are not an entitlement and should be viewed as a 'contribution only' towards the cost of course related costs including travel. However, in some cases the support awarded may not fully cover the costs incurred by the student.

3.2 The College will provide the following learner support to students with identified needs within specific categories;

- Hardship (meals, travel, course related costs, emergency fund)
- 20+ childcare (please refer to childcare funding procedures)
- 19 Care to Learn top up (please refer to childcare funding procedures)
- IT devices and connectivity

3.3 Please note for students under 20 years of age on the first day of learning applications for childcare support should be made to Care to Learn at www.gov.uk/care-to-learn

4. Application for Learner Support Funds (travel, meals, fees, course related costs, emergency funds)

- 4.1 Assessment for travel and meals will take place as part of the enrolment process or as part of an emergency request.
- 4.2 Assessment of other course-related costs including emergency hardship payments will take place via a separate application form that will be provided to students on a needs led basis.
- 4.3 Learner Support Fund information, is available from Student Support Services or via the Northern College website.
- 4.4 Assistance with the application process will be available on request.
- 4.5 Any student found to have made a false claim for financial support or anyone who disregards the conditions of assistance will have their support suspended and may lose their College place.
- 4.6 All students are responsible for alerting the Work and Pensions Department of College financial support where applicable. The College will confirm with the student whether they are in receipt of financial support from other support agencies. Northern College are unable to confirm if this will affect their eligibility for any state benefits.
- 4.7 Where a student is unwilling to provide evidence of income, no assessment or resulting support can take place.
- 4.8 Students may be invoiced for repayment of any funds allocated to them and will be requested to return any items of equipment if they withdraw from College before completing their course or have made a false claim.
- 4.9 Where students withdraw from their course prior to their application being processed/approved, no support will be awarded.
- 4.10 Students must use the most cost-effective way of travelling to College and provide evidence of travel where appropriate (e.g. bus tickets).
- 4.11 Where able students should use the subsidised College minibus.
- 4.12 Travel will be paid retrospectively after the completion of the course or monthly, whichever is sooner. Travel cost evidence will need to be submitted prior to expenses being paid.

- 4.13 Students will not automatically be entitled to a meal allowance; this will be assessed as part of the enrolment process.

5. Application Residential Access Fund

- 5.1 This element of the Learner Support Fund is not means tested but requires an assessment of eligibility prior to enrolment. Northern College is an adult residential College, supporting people to re-enter learning. Staying residentially enables students to focus on their learning.
- 5.2 The Residential Access Fund (RAF) enables those who need to live away from home whilst studying to access provision or those who cannot access provision locally, to study at the College as a residential student.
- 5.3 When applying for a course students must indicate if they want to apply to stay residentially at the College for the duration of the course.
- 5.4 If a student wishes to be assessed for residential stay once a course has started this will be completed at the discretion of the College in line with available funds and stated eligibility criteria.
- 5.5 Once residential eligibility has been granted this will stand for the entirety of the course. Students who attend further courses and wish to stay residentially will be asked to declare if circumstances have changed in relation to the assessment criteria. This will be documented and signed by the student on a course-by-course basis.

5.6 Residential Assessment Process

- 5.6.1 Evidence of need for residential stay will be assessed by the College during the admissions process and records will be kept within the College Individual Learner Records.
- 5.6.2 To be eligible to stay on a residential basis whilst studying students must meet the required minimum points from the following criteria.
- A. Student could not attend the same course locally (student to confirm via residential assessment that they have looked for a similar course locally).
 - B. Home environment does not support self-study.
 - C. Declaration of a specific learning difficulty or disability and/or health condition that would prevent the individual from studying on a non-residential basis.
 - D. A referral from a support service or partner organisation that demonstrates the need for study on a residential basis.
 - E. Personal circumstances or barriers that would prevent the individual from studying on a non-residential basis.
- 5.6.3 All guidance for residential assessment within each criterion is within Annex 2, this guidance will be used by staff to assess students in all applications for residential stay.

- 5.6.4 All relevant evidence is scored against a scoring matrix which allows the assessor to award points based on relevancy of supporting reason for residential stay. The minimum required for residential stay is 5 points or over.
- 5.6.5 Where evidence is found against each criterion this will be put in the evidence pack.
- 5.6.6 All assessments will be carried out once the initial indication has been made by the student on the application form.
- 5.6.7 Assessments will be carried out prior to the start of the course by a member of College staff under the management of the Head of Student Support Services.
- 5.6.8 Students will be unable to stay residentially unless they have completed the assessment and provided all necessary assessment criteria information.
- 5.6.9 The Residential Access Fund will only be used to fund residential stay on the associated nights of the course.
- 5.6.10 Once residential eligibility has been assessed and granted this will stand for the period of the course. Students who enroll on further courses will be asked if there are any changes to circumstances, which will instigate a further full assessment if changes **are** noted. Students will be asked to sign a declaration where changes are **not** noted.

6. Application Process Childcare

- 6.1 Applications for 20 + Childcare can be made once a student has received notification that they have a place on a course.
- 6.2 Where a student is aged 20 or under on the first day of their academic course they should apply to Care to Learn at www.gov.uk/care-to-learn
- 6.3 Guidance on how eligible students can access support Childcare for costs whilst studying can be found at Appendix (3).

7. Application for ICT Devices and Connectivity

- 7.1 Northern College recognise the issue of financially disadvantaged households and are committed to removing barriers to learning and digital marginalisation. An assessment of student need will be completed to ensure devices are appropriately loaned.
- 7.2 Students accessing online courses and who can prove that they do not have internet access at home or a suitable device to work on outside of College hours will be provided a suitable device or internet access.
- 7.3 The College will always be mindful of value for money when purchasing suitable devices.
- 7.4 All students will be asked to sign a user agreement form for use of Northern College ICT devices. This will include the following.
 - Students will confirm that they will return the device when their learning aim is complete or if they leave before completing their course.
 - That they will return the device in the same condition in which they received it.
 - An understanding that any outstanding items will be charged for if not returned.

- 7.5 All devices will be loaned via the Digital Learning Hub via the student card to ensure clear records are maintained of loans and returns.
- 7.6 Students will be required to sign a laptop user agreement declaration at point of collection.
- 7.7 Where a student fails to return a device, the student will be informed that an invoice for payment of no returned College property and the ICT equipment will be disabled.
- 7.8 All devices will be disabled if not returned at the end of the course.

8. Payment of Travel and Emergency Funds

- 8.1 Payments (for travel) are subject to attendance, receipt of travel evidence (bus tickets etc.) and will be awarded in line with timetabled sessions for the enrolled programme. Travel claims will be capped at £1,000 per academic year. Students will be paid at the end of each course or monthly if on a course longer than a month.
- 8.2 To support travel costs students must fill a travel form in and where transport is by bus/train/tram receipts must be submitted before a claim can be paid.
- 8.3 For students travelling by car, payment for mileage will be calculated using the shortest route. Mileage will be calculated at 45p per mile.
- 8.4 Students are required to complete a travel claim form for each course they attend. This can be handed in at reception.
- 8.5 Students will be paid in line with the attendance policy and as such any absences (including authorised) will be seen as a negative mark which will impact on financial support payments.
- 8.6 Students will only be paid whilst on programme. Any student who withdraws will not be able claim any payments past the withdrawal date.
- 8.7 The College reserves the right to review and adjust payments to meet students' needs and the availability of funds. Payments may therefore increase or decrease according to availability and distribution of funds. Where there is a significant change to circumstances (personal or otherwise) during the academic year an application for re-assessment may be required.
- 8.8 Students must have their own bank account, and bank details will be retained for payment processing. All payments will be made directly into the student's bank account unless made to a service provider, i.e. meal allowance, a childcare provider or a bus pass. Payment will be made by BACS unless exceptional circumstances are agreed.
- 8.9 Student payments cannot be made into accounts on the student's behalf other than where Power of Attorney is in place. Student finance payments cannot be made into a Credit Union account.
- 8.10 Alternative payment arrangements will be made for those students with asylum seeker status on an individualised basis.
- 8.11 Learner support may be withdrawn should students be subject to disciplinary procedures. Where a student is in receipt of payments these will be stopped from the withdrawal date if a student leaves the course or the date of exclusion if excluded from the course.

- 8.12 Where there are exceptional circumstance, students' travel payments may be made if the student has identified hardship concerns – this will be at the discretion of the College.
- 8.13 For South Yorkshire students tickets can be purchased at the most cost effect source using planning tools such as:
[Tickets and Passes - Travel South Yorkshire](#)
[TravelMaster's 18-22 Discount Card - Travel South Yorkshire](#)
[Student bus, tram and train tickets - Travel South Yorkshire](#)
[Tickets and Passes 18-21 - Travel South Yorkshire](#)
- 8.14 For West Yorkshire students' tickets can be purchased at the most cost effect source using planning tools such as:
[Metro - 19-25s and Students](#)
[m-card](#)
[m-card - 19-25](#)
- 8.15 For emergency funds students may apply for a maximum limit of £250.
- 8.16 Where students are in receipt of emergency funding they will be required to provide evidence of monies spent by means of receipts or bills.
- 8.17 In exceptional circumstances emergency cash payments may be made, this must be approved by a member of the Executive Leadership Team.

9. Responsibility

- 9.1 The Executive Leadership Team is responsible for the approval of this guidance and its review.
- 9.2 Northern College work is aligned to the Equality Act 2010 which prohibits unfair treatment, eliminating discrimination and advances opportunity of all its students. Within this context the College aims to remove financial disadvantages and take steps to meet the needs of those students who are most financially vulnerable.
- 9.3 It is the responsibility of the College to ensure a fair and transparent process for administration and distribution of student financial support reflecting the principles of equality, diversity and inclusion.
- 9.4 The College is responsible for ensuring that all application data is stored confidentially and retained for a period of seven years and is subject to Northern College Financial Regulations.
- 9.5 All information given within application is subject to UK GDPR and Data Protection regulations. Personal information and any supporting evidence will be used by the Financial Support Service for College/audit purposes. Information Can be found at [Privacy Notices - Northern College](#) in the student section.

10. Monitoring, Review and Dissemination

- 10.1 The policy and administration procedures will be reviewed at least annually in line with:
- DfE and all devolved authorities' guidelines and audit requirements
 - Annual budget, mid-year funding forecast and financial outturn
 - College strategic priorities and curriculum plan
 - Student feedback
- 10.2 The College will ensure that accurate records are retained to evidence

students' financial eligibility, including application and enrolment alongside individual allocations and payments.

10.3 Information on financial support will be disseminated via the following:

- Student enrolment and induction sessions
- Staff induction and training events
- Open days and IAG, interviews and enrolment
- The College website/social media

11. Appeals and complaints

11.1 If a student wishes to appeal against a declined application this must be made in writing within 10 working days of date of decline.

11.2 Appeals can only be made based on either a change in circumstances or household income changes.

11.3 Appeals can only be made against the 'process'.

11.4 The Assistant Principal Student Experience and Head of Finance are responsible for the consideration of complaints and appeals with regards to financial support.

11.5 All appeals should be made via email for the attention of the Head of Finance using the following email address advice@northern.ac.uk.

11.6 Appeals will be considered by the Head of Finance and approved by a member of ELT. Where an appeal is upheld, the student will be notified in writing and there will be no further recourse.

11.7 All appeals will consider presented evidence from the student in relation to their financial circumstances with any relevant information from the Student Support Services and other key staff within Northern College.

11.8 All appeal decisions are final.

11.9 If a student wishes to complain about the Learner Support Policy or process, they can raise a formal complaint by emailing advice@northern.ac.uk

11.10 Complaints should be made in writing in the first instance in line with Northern College complaints procedures.

Appendix 1. Awards and Offers

Award	Offer
Residential Access Fund at College (RAF)	- Students will be able to stay for the duration of their course. - Residential accommodation through the RAF will only be provided for the nights when the student is resident. - Students will receive accommodation which meets their needs for example, access rooms for those with physical disabilities.
Award	Offer
Meal allowance	- Only students who attend College for at least 5 hours or more per day spanning a meal break are eligible for a meal allowance. - For students studying on site, a meal allowance will be loaded onto their student ID card and eligible students can access the College food service outlet. - Meal allowance for breakfast is £3.50, lunch is £4.85 and evening dinner is £7.50 - For students studying off-site at a centre approved by the College, a supermarket voucher up to the value of £5.00 will be provided. These must be requested by tutors at least two weeks prior to the start of the course to allow for administration and issue. - Residential students will not be automatically entitled to meal allowance. Students must meet the eligibility for hardship in the first instance. - Non-residential students will only be entitled to a lunch offer subject to meeting hardship criteria.
Award	Offer
Travel	- The students home address will be used to calculate the shortest route utilising Google Maps / AA Route Planner as a measuring tool for all milage claims if travelling via own transport. If traveling by car, mileage will be paid at 45pence per mile. - All travel will be payable on receipt of travel tickets if using public transport. - Payment for exceptional travel circumstances will be considered on an individual basis, for example, if a learner has safeguarding, health or other personal issues, e.g. childcare emergencies. In order to consider exceptional circumstances, a medical letter or another relevant supporting letter and a statement from a staff member must be provided in support of the application when the assessment is completed.

	• No exceptional travel payments will be made unless a signed assessment has been submitted confirming eligibility with the supporting documents • Cost of travelling to university interviews and open days up to a maximum of 3 visits. • Cost relating to employer visits/ activity as part of the course up to a maximum of 3 visits.
Award	Offer
Hardship - Emergency Fund	• The Emergency Fund is in place to provide students experiencing a sudden, unexpected and emergency situation, which may impact on their studies. This is up to the value of £250. Evidence of the use of funds must be provided by the student. • All emergency funds must be approved by the Assistant Principal Student Experience or a member of ELT.

Award	Offer
Hardship - for students on accredited courses	• UCAS application costs • Books (as recommended by the tutor) - up to the value of £100. • Examination fees including resits • Kit/equipment which <u>are not</u> fundable via the curriculum - up to the value of £25. • Tuition fees for courses up to level 2 if not eligible for tuition fee remission • Accreditation fees, professional membership fees and any fees or charges due to external bodies • Resources to support studies (as recommended by the tutor). • Educational or employability related visits / trips not fully funded by the College as part of the course.

If you require further information or support, please contact Student Support Services on: 01226 776000 or email advice@northern.ac.uk

Appendix 2. Residential Guidance for Staff

Criteria		Relevant evidence - this is not an exhaustive list and where evidence is found against each criterion this will be put in the evidence pack. This assessment will be looking at factors in the round. Evidence source for points score: 0 = no evidence, 1 = self-declaration, 2 = self-declaration, 3 = 3rd party evidence The threshold for staying residentially is 5 points or over.	
A	I could not attend the same course locally. <i>(The maximum points that can be awarded from criteria A = 2)</i>	Students should provide an explanation of why they cannot attend the same course locally. Reasons to support residential stay may include:	
		• Course is not available (<i>staff to check relevant websites and note on assessment form</i>)	1 point
		• Course is available but feel more comfortable in an adult only environment	1 point
		• Course is available but fearful / anxious of being in busy, crowded college spaces	2 points
		• Course is available but content does not fully meet educational pathway requirements	1 point
		• Mode / model of delivery is not available elsewhere, for example, intensive or weekend delivery.	1 point
B	My home environment does not support self-study.	Student to provide an explanation of why home environment does not support self-study. Reasons to support residential stay may include:	
		• Lives in supported accommodation with multiple other people, shares living spaces and has no viable study space / desk (<i>provide specific details</i>)	2 points
		• Lives with family members, shares bedroom with siblings and has no viable study space / desk (<i>provide specific details</i>)	1 point
		• Lives in bedsit with no viable study space / desk (<i>provide specific details</i>)	1 point
		• Is residing in temporary accommodation, e.g. sofa surfing	1 point
		• Has dependent(s) with SEND needs (<i>provide specific details of need</i>)	2 points
		• Has caring responsibilities, e.g. parents, siblings and other family members (<i>provide specific details of responsibilities</i>)	1 point
C	I have a specific learning difficulty or disability and / or health condition that would prevent	Student to outline LLDD/Health condition(s) and how residential stay will support their needs. Staff to establish if LLDD / health condition is formally diagnosed. Reasons to support residential stay may include:	
		• Generalised anxiety which may include using public transport / being in busy public spaces	2 points
		• Sensory processing sensitivity	2 points
		• Issues with time management / organisation / concentration	2 points

	me from studying on a non-residential basis.	• Emotional / physical exhaustion	2 points
		• Cognitive overload / feeling unable to cope	2 points
		• Uses mobility aids / challenges with mobility	2 points
		• Managing daily medical needs, e.g. injections, stoma bags and dressings (<i>not to include simply consuming medication</i>)	2 points
		• Has own carer / advocate / person of responsibility acting on their behalf	2 points
D	I have a referral from a support service or partner organisation that demonstrates the need for me to study on a residential basis.	Student will be sent a template for them to pass to their support service / partner organisation, who will be asked to confirm residential stay is beneficial. Type of support service / partner organisation able to refer for residential stay includes:	
		• Drug / alcohol recovery	3 points
		• Mental health recovery	3 points
		• Employability support	3 points
		• Probation / criminal justice support	3 points
		• Refuge	3 points
		• Domestic abuse / sexual violence	3 points
		• Asylum / refugee support	3 points
		• Carers support	3 points
• Housing support	3 points		
E	I have personal circumstances or barriers that would prevent me from studying on a non-residential basis.	Student to provide an explanation of personal circumstances or barriers. Reasons to support residential stay may include:	
		• Journey requires 2 or more components of travel on public transport and takes longer than 1 hour (<i>include post code and modes of transport</i>)	2 points
		• Transport has been arranged via support service/partner organisation and is part of a group visit	2 points
		• Uses own mobility transports due to disability and / or holds a blue badge	2 points
		• Has no access to the internet	1 point
		• Has no access to devices to complete work other than phone	1 point
		• Experiences social isolation	2 points
		• Personal safety issues linked to sexual assault, violent assault, hate crime, anxiety, Domestic Abuse/ PTSD	2 or 3 points
		• Is a student for whom English is a second language and would wish to use an immersive environment for the development of English skills through extra curricula activities	2 points

Appendix 3 - Financial Support Procedures 2025-2026

20 + Childcare (Full and Part time Students)

Northern College is committed to supporting students to access learning where hardship is a barrier to education. These procedures should be read in conjunction with the Learner Support Policy 2025/2026. The purpose of this procedure is to provide guidance on how eligible students can access support Childcare for costs whilst studying.

Please note for a student under 20 years of age on the first day of their academic course they should apply to Care to Learn at www.gov.uk/care-to-learn

Applications for childcare can be submitted prior to enrolment to the course. Payments will be made once the application has been approved and enrolment is completed. Applications should be made in conjunction with Learner Support Fund applications.

1. Eligibility

To be eligible students must;

- 1.1 Be aged 20 + on the first day of learning.
- 1.2 Be the primary carer or have parental responsibility for the child or children being claimed for.
- 1.3 Have an individual taxable income of £34,977.43 or below. If there is no individual taxable income, a household income where the overall income doesn't exceed the threshold of £39,000.
- 1.4 Meet residency requirements as outlined in the Learner Support Policy 2025/26.
- 1.5 Be enrolled on an DfE, SYCA or WYCA funded programme of study.

2. Evidence required

Students will be expected to produce;

- 2.1 Evidence of the child/children birth certificate/s.
- 2.2 Evidence of Tax Credit Award Notice. This information will be copied and retained with the application. The information provided in the Tax Credit Award should provide up to date evidence of personal circumstances, including income and details of child/children.
- 2.3 Where provisional Tax Credit documentation or a tax Credit review letter is submitted as evidence, students will be also expected to provide three most recent bank statements (to show ongoing tax Credit payments).
- 2.4 Evidence of state benefits.
- 2.5 An asylum seeker must provide supporting evidence such as a Home Office letter and ARC (Application Registration Card).

- 2.6 Evidence may be submitted electronically, by post or in person. The type of evidence submitted will be documented by the college however any copies provided will be destroyed in line with GB GDPR.

3. Application process

- 3.1 A Childcare Support Application Form must be completed and approved to meet the cost of childcare provision along with any required evidence.
- 3.2 Students must provide a completed 'Childcare Quote Form' from their childcare provider alongside the childcare application form.
- 3.3 The childcare provider must be Ofsted registered.
- 3.4 Section 2 of the Childcare Support Application Form must be completed by the childcare provider to ensure support payments can be made in line with terms and conditions. This must include the Ofsted registration number. Applications will not be approved until this is completed and verified.
- 3.5 Childcare support is not guaranteed and, until approval of application, childcare payments are the responsibility of the parent or guardian. Students are advised to submit timely applications to ensure childcare payments can be made in line with provider contracts.
- 3.6 Northern College will contact the childcare provider with the College Childcare Agreement and full payment schedule.
- 3.7 The College has the right to withdraw payment from the provider should the provider lose registration, be deemed inadequate.
- 3.8 All applications and supporting evidence will be treated as confidential. However, it may be necessary for Student Support Services to contact other College staff and/or childcare providers for additional information to allow for an application to be processed.
- 3.9 If a childcare application is declined all associated childcare costs must be met by the student.

4. What the College will pay for

- 4.1 Where students are eligible to receive Government 2/3 or 4 year Funded Childcare Hours, Free Early Years Entitlement (FEEE) must be used in first instance.
- 4.2 Students who receive the approved childcare funding are expected to attend 100%. Childcare may be suspended if attendance falls below 95%.
- 4.3 Assistance may be granted towards the cost of childcare for eligible students with dependent children up to 15 years of age (16 for children with a disability).
- 4.4 Childcare support is for timetabled sessions only plus one-hour travel to and from Northern College as appropriate.
- 4.5 All childcare payments will be paid directly to the childcare provider in line with the payment schedule.
- 4.6 The maximum childcare costs payable per student will be £80.00 per day per child. Where the childcare costs exceed the maximum amount awarded it will be the responsibility of the student to meet these additional costs which must be paid directly to the childcare provider.

- 4.7 The College will fund childcare during identified pre-determined Independent Study Weeks (on long course programmes) for what would be timetabled sessions plus one-hour travel to and from Northern College as appropriate.
- 4.8 College will fund payments to childcare provider in cases of sickness of parent or child. Students must inform Northern College on first day of sickness.
- 4.9 Absences will be reviewed after 1 week and a decision will be made by Head of Finance whether to continue childcare funding. Students who do not make the College aware of sickness absence (in line with the Attendance Policy) may be liable for childcare payments.

5. What the College will not pay for

- 5.1 The contract for childcare is the full responsibility of the student and any outstanding costs relating to non-attendance, withdrawal from programme or extra hours will be met by the student.
- 5.2 Payments for childcare support provided by a family member or friend.
- 5.3 Childcare funds will not be available in between courses, where a student enrolls on a number of short courses.
- 5.4 Trips, extra meals, parties, or other additional activities provided by the childcare setting.
- 5.5 Childcare support for private/home study.
- 5.6 Childcare fees where a student has missed College for a holiday or to visit family members.

6. Appeals and complaints

- 6.1 Appeals can only be made against the 'process'.
- 6.2 All appeals should be made in writing to the Head of Finance. Appeals should be submitted in writing via email to advice@northern.ac.uk or via post to Student Support Services, Northern College, Wentworth Castle, Stainborough, Barnsley, S75 3ET.
- 6.3 Appeals will be considered by the Head of Finance and approved by a member of the Executive Leadership Team. Where an appeal is upheld the student will be notified in writing and there will be no further recourse.
- 6.4 All appeals will take into account evidence presented from the student in relation to their financial circumstances with any relevant information from the Student Support Services and other key staff within Northern College.
- 6.5 All appeal decisions are final.
- 6.6 Complaints should be made in writing in the first instance in line with Northern College complaints procedure.

If you require further information or support, please contact Student Support Services on: 01226 776000 or email advice@northern.ac.uk

Appendix 4 - Travel Cost Claim Form - 2025/26

Travel Costs Claim Form - 2025/26

Eligibility to claim travel costs

- You must be unemployed and in receipt of state benefits **or**,
- You must have an individual gross annual income below £34,977.43 (or household income of less than £39,000 where there is no individual income).

Conditions of payment

- Public travel cost claims must be accompanied by receipts evidencing each journey. **No payments will be made without these.**
- Those travelling by car will be paid 0.45p per mile calculated using the shortest journey between the individual's home and college.
- Students will be paid at the end of each course or monthly if on a course longer than a month.
- Payments will be made directly into the student's bank account only.
- Students must adhere to the student code of conduct whilst on their course.

Travel claims are capped at £1000 per academic year.

Student to Complete

Course Title:			
Full Name:		NC Reference:	
Address:			
Postcode:			
Email:			

Mode of Travel (tick all that apply and provide the relevant details)

Bus	☐	How many individual bus journeys did you take?	☐	Cost of each journey	
Train	☐	How many individual train journeys did you take?	☐	Cost of each journey	
Tram	☐	How many individual tram journeys did you take?	☐	Cost of each journey	
Car	☐	Mileage paid at 45p per mile. Please provide car registration			
Do you hold a Disabled Mobility Bus Pass? Yes ☐ No ☐					
Are you receiving travel funds from any other agencies to attend College? Yes ☐ No ☐					

Bank Details			
Bank Name:		Account Name:	
Sort Code:		Account Number:	
Agreement			
I wish to apply for reimbursement of travel costs, and I have read the conditions of payment and understand that I need to meet these for payment of travel costs to be made. (Tick to confirm)			☐
Student Signature:		Date (dd/mm/yy):	

Please return your form, along with all required receipts, to Student Services at Northern College.

College Staff to Complete			
Course Start Date: __/__/____ Course End Date: __/__/____ Number of Sessions:			
Short Course (less than 20 weeks) ☐		Long Course (20 weeks or more) ☐	
Residential Student ☐	Non-Residential Student ☐		
Bus ☐	All receipts provided? Yes ☐ No ☐	Total cost for reimbursement	
Train ☐	All receipts provided? Yes ☐ No ☐	Total cost for reimbursement	
Tram ☐	All receipts provided? Yes ☐ No ☐	Total cost for reimbursement	
Car ☐	Total mileage for return journey	Total cost of mileage	
Total Travel Costs to be reimbursed			
Application approved: Yes ☐ No ☐ If no, reason declined:.....			
Funding Area: SYMCA (118): ☐ WYCA (119): ☐ Non-Devolved (105) ☐			
Staff member to confirm they have checked eligibility via enrolment details (<i>please tick</i>): ☐			
Staff Name:			
Staff Signature:		Date (dd/mm/yy):	

Appendix 5 - Application for Course Related Costs 2025/26



Learner Support Fund - Hardship Application for Course Related Costs 2025/26 (For students on accredited courses only)

Student Name: NC Reference:

Hardship – Course Related Costs

If you are on an accredited course and have been assessed as being eligible for travel and meal support, you may also be able to access financial support for other costs associated with your learning whilst at College. Please tick which costs you are seeking financial support for.

Please tick	Financial support for:
☐	UCAS applications costs (paid directly to UCAS)
☐	Books, as recommended by the tutor - up to the value of £100 (receipts required)
☐	Examination fees including resits
☐	Kit / equipment which are not fundable via curriculum - up to the value of £25 (receipts required)
☐	Tuition fees for courses up to level 2 if not eligible for tuition fee remission
☐	Accreditation fees, professional membership fees and any fees / charges due to external bodies (receipts required)
☐	Resources to support studies, as recommended by the tutor (receipts required)
☐	Educational or employability related visit / trip, arranged by the College but not fully funded as part of the course.
☐	Emergency Hardship (receipts required)

Assessment of Need - please provide details in support of your application

Conditions of receiving Course Related Costs

Financial support is subject to attendance and this will be checked prior to any funds being awarded.

Emergency Hardship is aimed at supporting immediate and exceptional events that are impacting on a student's ability to engage with learning. Payments awarded will need to be evidenced by receipts.

Financial support will only be made by bank transfer in to the students own named account.

Financial support may be withdrawn should students be subject to disciplinary procedures.

The College reserves the right to review and adjust financial support based on funds available.

It is the responsibility of the student to contact the Department of Work and Pensions (DWP) for advice on how this may affect any benefits received.

Declaration

I declare that all information and any evidence I have supplied as part of my enrolment, which includes the financial support assessment, is correct and complete to the best of my knowledge and belief. I understand that it is my responsibility to inform the College of any changes to my circumstances that may affect my application.

Student Signature:		Date (dd/mm/yy):	
Bank Name:		Account Name:	
Sort Code:		Account Number:	

College Staff to Complete	
Please tick	Financial support for:
	UCAS applications costs (paid directly to UCAS)
	Books, as recommended by the tutor - up to the value of £100 (receipts required)
	Examination fees including resits
	Kit / equipment which are not fundable via curriculum - up to the value of £25 (receipts required)
	Tuition fees for courses up to level 2 if not eligible for tuition fee remission
	Accreditation fees, professional membership fees and any fees / charges due to external bodies (receipts required)
	Resources to support studies, as recommended by the tutor (receipts required)
	Educational or employability related visit / trip, arranged by the College but not fully funded as part of the course.
	Emergency Hardship (receipts required)
Emergency Hardship payment authorised	
ELT Staff Name:	
ELT Staff Signature:	
Date:	
Staff Member Processing Form	
Application approved: Yes ☐ No ☐	
Reason for decision:	
Funding Area: SYMCA (118): ☐ WYCA (119): ☐ Non-Devolved (105): ☐	
Staff member to confirm they have checked eligibility via enrolment details (please tick): ☐	
Staff Name:	
Staff Signature:	
Date processed : __ / __ / __ Date student informed of decision: __ / __ / __	

