

# Financial Support Eligibility Guide

## Academic Year 2024/2025

These Funds are made available to learners who have started at the College on a course of Further Education funded by the Education and Skills Funding Agency (ESFA), with costs such as travel to and from college, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example) that are required for their study programme. Learners will only receive support with their actual participation costs.

These Funds are not available to learners on Full Cost, Tailored (Community) Learning, Higher Education, Apprenticeship courses or any other waged training undertaken. They are not available to learners in prison, or a Young Offender's Institution or who have been released on temporary licence, such as day release. Support will not be given if any of the evidence submitted shows that there is not a financial need or Savings and/or any Investments exceed £16,000.

A learner's circumstances must meet the ESFA's Funding Eligibility and Residency criteria. These will be checked by college staff before you start your course.

These funds close to new applicants on the 20<sup>th</sup> May 2025 and existing applicants on the 27<sup>th</sup> May 2025. No further awards will be made after this date.

Other rules and regulations may apply.

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# 16-18 Extended Bursary

Part of the Education & Skills Funding Agency's 16 to 19 Bursary Fund

The 16-18 Extended Bursary is worth up to £1,200.00 per academic year

## Who is eligible for 16-18 Extended Bursary?

- You must be aged between 16 and 18 on 31 August 2024
- You must be enrolled and have started on an ESFA funded course
- You must fall into one of the following criteria:
  - I. In Local Authority Care or a Local Authority Care Leaver
  - II. Living independently and in receipt of Universal Credit in your own right
  - III. In receipt of Disability Living Allowance or Personal Independence Payments and Universal Credit

## 16-18 Extended Bursary learners may receive help with essential course participation costs including, but not exclusively:

- Uniform and equipment considered by your curriculum area essential for your course
- Travel to College or College arranged Work Experience/Industry Placements (other rules apply)
- Cost of appropriate Rail Cards
- Travel to Higher Education open days/interviews
- College Meals (worth a maximum of £4.00 per day)
- Cost of UCAS application fee
- Stationery
- Books
- Trips that are an essential part of the learner's Study Programme
- Examination Resit Fees

You will not receive this Bursary if your participation costs are being fully met from other financial sources (e.g. Foster Carers Allowance, Local Authority Funding, etc.) or it is deemed you have no relevant costs. It cannot be used for extracurricular activities or non-compulsory activities, living costs or Learning Support (e.g. counselling).

# 16-18 Learner Support Fund

Part of the Education & Skills Funding Agency's 16 to 19 Bursary Fund

## Who is eligible for 16-18 Learner Support Fund?

- Learners must be aged between 16 and 18 on 31 August 2024
- Learners must be enrolled and have started on an ESFA funded course
- Learners must live in a household where your parent(s)/guardian(s) are in receipt of one of the benefits listed below and/or whose assessed gross household income is less than £40,000 pa
  - Jobseekers Allowance
  - Income Support
  - Universal Credit – but only where assessed annual net earnings when added to your or your parent(s)/guardian(s) Universal Credit monthly payments meets our threshold shown above
  - Council Tax Support
  - Employment Support Allowance
  - Pension Credit – Guarantee Credit
  - Housing Benefit
  - Working Tax Credit/Child Tax Credit – but only where Total income for the year 2024/2025 when added to your parent(s)/guardian(s) Tax Credit for the Period shown on their most recent HMRC Award Notice meets our threshold shown above.
- Please note, however, support **will not** be given if any of the evidence submitted shows that there is not a financial need or savings and/or any Investments exceed £16,000.

## This fund is available to help with essential course participation costs such as:

- Uniform and equipment, up to a maximum of £150.00
- Travel to College or College arranged Work Experience/Industry Placements, up to a maximum of £60 per week (other rules apply)
- Cost of appropriate Rail Cards
- Travel to a maximum of 2 Higher Education interviews
- Cost of UCAS application fee
- Stationery, up to a maximum of £30.00
- Books
- Trips that are an essential part of the learner's Study Programme
- Examination Resit Fees
- Top-up of Care to Learn Childcare Funding (where essential and costs exceed scheme's weekly maximum rate).

This fund cannot be used for extracurricular activities or non-compulsory activities, living costs or Learning Support (e.g. counselling).

# Free College Meals

Part of the Education & Skills Funding Agency's 16 to 19 Bursary Fund

## Who is eligible for Free College Meals?

- Learners must be aged between 16 and 18 on 31 August 2024
- Learners must be enrolled and have started on an ESFA funded course
- Learners must be in receipt of, or living with parent(s) who are in receipt of, at least one of the following benefits or types of support:
  - Income Support
  - Pension Credit – Guarantee Credit
  - Income-Based Jobseekers Allowance
  - Income-Related Employment and Support Allowance (ESA)
  - Child Tax Credit (provided you 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 someone stops qualifying for Working Tax Credit
  - Universal Credit with net earnings not exceeding the equivalent of £7,400 per year (self-employed parent(s) must also provide a copy of their company registration form or tax return for 2023/2024).
  - Support under part VI of the Immigration and Asylum Act 1999

**Eligible learners will receive an allowance of a maximum of £4.00 for each timetabled day of attendance at college (other rules apply).**

If you attend either Lincoln College (Monks Road Campus) or Newark College (including Newark ASI) you can access your allowance via your student ID card.

You can use your Meal Allowance at any time throughout the day whilst our catering facilities are open e.g.:

- to purchase a breakfast, or
- to purchase a main meal at lunchtime, or
- to purchase a sandwich, Meal Deal, or nutritional snack.

If they are attending a site where they cannot access your allowance via your student ID card you will be notified in your award email/letter how your allowance can be accessed.

Eligible learners attending work experience/placement or trip, can receive a payment of £4.00 per day on production of a completed placement form.

# 16-18 Learner Support Fund Meals Support Scheme

Part of the Education & Skills Funding Agency's 16 to 19 Bursary Fund

## Who is eligible for the 16-18 Learner Support Fund Meal Support Scheme?

- Learners must be aged between 16 and 18 on 31 August 2024
- Learners must be enrolled and have started on an ESFA funded course
- Learners must meet the eligibility criteria for the 16-18 Learner Support Fund as shown in Page 4 of this Guide.

**Eligible learners will receive an allowance of a maximum of £4.00 for each timetabled day of attendance at college (other rules apply).**

If you attend either Lincoln College (Monks Road Campus) or Newark College (including Newark ASI) you can access your allowance via your student ID card.

You can use your Meal Allowance at any time throughout the day whilst our catering facilities are open e.g.:

- to purchase a breakfast, or
- to purchase a main meal at lunchtime, or
- to purchase a sandwich, Meal Deal or nutritional snack.

If they are attending a site where they cannot access your allowance via your student ID card you will be notified in your award email/letter how your allowance can be accessed.

## Travel Support Eligibility for Learners Aged 16-18 on 31/08/2024

To receive travel support, learners must meet the eligibility criteria for the 16-18 Learner Support Fund and the additional criteria below:

- Learners must live more than 1.5 miles away from the College site attended. Support is worth up to a maximum of £60 per week.
- Travel will be calculated at the lowest reasonable cost (daily or weekly) based on the learner's timetable at college.
- Support will be calculated using the shortest suggested route, including walking, on Google Maps.
- Support will only be provided from the half-term your application is assessed as successful, subject to funding being available.
- Awards made are based on the cost of travel at the beginning of the Academic Year.
- Mileage will be paid at a rate of 25p per mile. Learners can only claim for one return journey.
- Awards for learners aged 16 or 17 who travel to college by Train will be based on them having purchased a [16-17 Saver Rail Card](#). The 16-17 Saver Rail Card costs £30 and offers a reduction of 50% off all rail travel.
- Awards for learners aged 18 or above who travel to college by Train and whose return ticket costs a minimum of £12.00 per day will be based on them having purchased a [18-25 Rail Card](#). This costs £30 and gives 1/3rd of some rail fares.
- Awards for learners who travel to college by [Stagecoach](#) will be based on the cost of a Young Persons ticket.
- Learners who have paid for the Lincolnshire County Council (LCC) Post 16 Transport Pass must provide us with proof of payment and the TRA and PAY numbers which LCC issue to successful applicants.  
Learners living [within the red line as shown on this map](#) who are unable to pay for all or part of the LCC pass must:
  - I. [apply for the LCC Post 16 Transport Pass](#)
  - II. provide us with the TRA and PAY numbers which LCC issue to successful applicants.

**Notification of payment amounts to be received are provisional and are based on learners maintaining an attendance level of 100% (including Tutorials, Maths, English and Work Experience/Industrial Placement). Payments will be withdrawn or reduced where learners fail to do this.**

## 16-18 Additional Travel Support (Pilot)

This support is made available through the Lincoln College Hardship Fund. Applications to this fund must be submitted before 30<sup>th</sup> September, 2024.

### Who is eligible for 16-18 Additional Travel Support (Pilot)?

- Learners who are aged between 16 and 18 on 31 August 2024
- Learners whose gross household income has been assessed as between £40,000 and £60,000 per year and who have enrolled and started on an ESFA funded course at Newark College, including Newark ASI or whose postcode begins with LN7, LN8 or DN21 and who attend a further education course at Lincoln College (Monks Road, Christ Hospital Terrace, Rand Farm or Caistor Equestrian Centre).
- Learners must live more than 2.5 miles away from the College site attended. Support is worth up to a maximum of £16.00 per week.
- Travel will be calculated at the lowest reasonable cost (daily or weekly) based on the learner's timetable at college.
- Support will be calculated using the shortest suggested route, including walking on Google Maps.
- Awards made are based on the cost of travel at the beginning of the Academic Year.
- Mileage will be paid at a rate of 25p per mile. Learners can only claim for one return journey.
- Awards for learners aged 16 or 17 who travel to college by Train will be based on them having purchased a [16-17 Saver Rail Card](#). The 16-17 Saver Rail Card costs £30 and offers a reduction of 50% off all rail travel.
- Learners aged 18 or above may be able to get reduced rail fares by purchasing a [18-25 Rail Card](#). This costs £30 and gives 1/3rd of some rail fares.
- Awards for learners who travel to college by [Stagecoach](#) will be based on the cost of a Young Persons ticket.

**Notification of payment amounts to be received are provisional and are based on learners maintaining an attendance level of 100% (including Tutorials, Maths, English and Work Experience/Industrial Placement). Payments will be withdrawn or reduced where learners fail to do this.**



# 16-19 Childcare Support (Care to Learn)

The Care to Learn scheme can help young parents with the cost of childcare while they study.

## Who is eligible for the 16-19 Childcare Support (Care to Learn)?

- You must be aged under 20 at the start of your course
- You must be enrolled and have started on an ESFA funded course
- You're the main carer for your child
- You live in England
- You're either a British Citizen or have a legal right to live and study in England

## To qualify, your childcare provider must be registered with Ofsted. They can be:

- A Childminder
- A Preschool Playgroup
- A Day Nursery
- An Out of School Club

## Care to Learn can help with the cost of:

- Childcare fees up to £180.00 per child per week
- Deposit and registration fees
- Childcare taster sessions for up to 5 days
- A retainer to keep your childcare place over the summer holidays.

# 19+ Learner Support Fund

Part of either:

- I. The Education Skills Funding Agency's 19+ Adult Skills Fund (ASF), or
- II. The Education Skills Funding Agency's 19+ Advanced Learner Loan Bursary (ALL)

## Who is eligible for 19+ Learner Support Fund?

- Learners must be aged 19 or over on 31 August 2024
  - Learners must be enrolled and have started on an ASF or ALL funded course
  - To receive support your circumstances must meet one of the eligibility criteria shown below:
1. You are in receipt of at least one of the benefits shown below:
    - Jobseekers Allowance
    - Income Support
    - Universal Credit – but only where assessed annual net earnings when added to your Universal Credit monthly payments is below £40,000 per year
    - Council Tax Support
    - Employment Support Allowance
    - Pension Credit – Guarantee Credit
    - Housing Benefit
    - Working Tax Credit/Child Tax Credit – but only where Total Income for the year 2024/2025 when added to your Tax Credit for the Period shown on your most recent HMRC Award Notice is below £40,000 per year
  2. You live with your parents, do not receive benefits, and your gross income is less than £10,000 per year.
  3. You live independently as a single person, do not receive benefits and your gross income is less than £20,000 per year.
  4. You live with a partner but without any dependent children, do not receive benefits and your gross household income is less than £30,000 per year.
  5. You live independently or with a partner and have dependent children for whom you claim child benefit, do not receive any other benefits and your gross household income is less than £40,000 per year.

Please note, however, support **will not** be given if any of the evidence submitted shows that there is not a financial need or savings and/or any Investments exceed £16,000.

**This fund is available to help with course related costs including, but not exclusively:**

- Uniform and equipment considered by your curriculum area essential for your course, up to a maximum of £150.00
- Travel to College or College arranged Work Experience/Industry Placements, up to a maximum of £60 per week (other rules apply)
- Cost of appropriate Rail Cards
- Travel to a maximum of 2 Higher Education interviews
- Cost of UCAS application fee
- Stationery, up to a maximum of £30.00
- Books
- Trips that are an essential part of the learner's Study Programme
- Examination Resit Fees

If you are enrolled as a 19+ Continuer, or if you are aged 19-24 and in receipt of a 2024/2025 Education, Health and Care Plan (EHCP) you will, if eligible, receive support through the ESFA's 16-19 Bursary Fund.

## **Learners Enrolled on Level 3 or Above Further Education Funded Qualifications**

**If you are studying a level 3 or above Further Education course you will not be able to receive support unless:**

1. You are a 19+ continuer (on the same course, at the same level as you started in the academic year you turned 19), or
2. You are aged between 19 and 24 and are subject to a 2024/2025 Education Health Care Plan, or
3. You have made a successful application for the 19+ Advanced Learner Loan and are using your loan to pay all or part of your course fee, or
4. You are aged 19-23 and are enrolled on an eligible Full Level 3 qualification and are studying your first Full Level 3 qualification, or
5. You are aged 19 or over and undertaking a course funded through the Free Courses for Jobs offer and you meet the additional eligibility criteria to receive fee remission.

**Should it be found at a later date that you do not meet any of the criteria above you will be required to repay any support you have received unless you make a successful application for an Advanced Learner Loan.**

## Travel Support Eligibility for Learners Aged 19+ on 31/08/2024

To receive travel support, learners must meet the eligibility criteria for the 19+ Learner Support Fund and the additional criteria below:

- You must live more than 1.5 miles away from the College site you attend. Support is worth up to a maximum of £60 per week.
- Travel will be calculated at the lowest reasonable cost (daily or weekly) based on your timetable at college.
- Support will be calculated using the shortest suggested route, including walking on Google Maps.
- Support will only be provided from the half-term in which you applied to the Learner Support Fund, subject to funding being available.
- Awards made are based on the cost of travel at the beginning of the Academic Year.
- Mileage will be paid at a rate of 25p per mile. You can only claim for one return journey.
- Awards for learners aged under 20 who travel to college by [Stagecoach](#) will be based on the cost of a Young Persons ticket.
- If you are aged under 20 and travel to college by [Stagecoach](#) you may be able to get a reduced fare by purchasing a Young Persons ticket.
- If you are aged 18 or above you may be able to get reduced rail fares by purchasing a [18-25 Rail Card](#). This costs £30 and gives 1/3rd of some rail fares

**Notification of payment amounts to be received are provisional and are based on learners maintaining an attendance level of 100% (including Tutorials, Maths, English and Work Experience/Industrial Placement). Payments will be withdrawn or reduced where learners fail to do this.**

# 20+ Childcare Support

Part of either:

- I. The Education Skills Funding Agency's 19+ Adult Skills Fund (ASF), or
- II. The Education Skills Funding Agency's 19+ Advanced Learner Loan Bursary (ALL)

## Who is eligible for 20+ Childcare Support Fund?

- Learners must be aged over 20 on the day you start your course
- Learners must be enrolled and have started on an ASF or ALL funded course
- To receive support your circumstances must meet one of the eligibility criteria shown below:
  - Income Support
  - Universal Credit— but only where assessed annual net earnings when added to your Universal Credit monthly payments does not exceed £40,000 per year (other calculations and rules apply)
  - Working Tax Credit/Child Tax Credit, but only where Total Income added to your Tax Credit award for the period shown on your Final or Amended Tax Credit Award Notice for 2024/2025 is less than £40,000 per year.
- Please note, however, support **will not** be given if any of the evidence submitted shows that there is not a financial need or savings and/or any Investments exceed £16,000.

**To qualify, your childcare provider must be registered with Ofsted. They can be:**

- A Childminder
- A Preschool Playgroup
- A Day Nursery
- An Out of School Club e.g. Breakfast or After School Club

If you are in receipt of, or become eligible for Government funded hours, these hours must be used first. The 20+ Childcare Fund will only support additional hours beyond the Government funded hours based on your timetabled provision.

You cannot receive support from this fund if you receive either the Childcare Element of Tax Credits or the Childcare Element of Universal Credit.

The 20+ Childcare Fund, after deductions (e.g. 15 or 30 government funded hours per week), can contribute a maximum award per academic year of £8600.00 (£200 per week) regardless of number of children claimed for and/or childcare providers used.

If you are aged 20-24 and in receipt of an Education, Health and Care Plan (EHCP) you will, if eligible, receive support through the ESFA's 16-19 Bursary Fund.

# How We Assess Gross Household Income:

## Learners aged 16-18 on the 31/08/2024:

- who live with both parents/legal guardians, will be assessed on the combined gross household income and/or benefit(s) received of both adults
- who live with a lone parent/legal guardian, will be assessed on the gross household income and/or benefit(s) received of that adult
- who live with a parent/legal guardian and a step parent/guardian or a partner will be assessed on the combined gross household income and/or benefit(s) received of both adults
- who live with an adult who is not their legal guardian (e.g. other family member(s) or other adult(s)), will be assessed on the gross household income and/or benefit(s) received of that adult(s) if that adult(s) is claiming Child Benefit for them.
- if a learner's living costs are being paid by a parent/legal guardian, then the student is considered dependent of that parent/guardian and will be assessed as shown above.
- if a learner is living independently and meets their living costs in full through work and/or receipt of a benefit in their own right, then they may be assessed on their (the learner's) gross income and/or benefit(s) received. You (the learner) will need to provide evidence to confirm you are financially supporting yourself (a tenancy agreement in your name, and a utility bill/council tax bill in your name).
- Other rules may apply and the above may be subject to change or amendment without notice.
- Where a learner lives with somebody other than the situations outlined above, their application will be considered on a case-by-case basis.

## Learners aged 19+ on the 31/08/2024:

- who live with a parent(s)/guardian(s), will be assessed on their (the learner's) gross income and/or benefit(s) received
- who live independently, in halls or a shared house, will be assessed on their (the learner's) gross income and/or benefit(s) received
- who live with a partner will be assessed on the combined gross household income and/or benefit(s) received for both adults
- Other rules may apply and the above may be subject to change or amendment without notice.
- Where a learner lives with somebody other than the situations outlined above, their application will be considered on a case-by-case basis.

## Unsuccessful Applications:

- Unsuccessful applicants will be emailed and advised of the reason for this decision.
- Applicants may appeal this decision by writing to the Financial Support Team Specialist, Student Services, Lincoln College, Monks Road, Lincoln, LN2 5HQ. Applicants will receive a written reply to their appeal within 10 working days.

## Complaints Procedure:

- Applicants who are unhappy with any aspect of the administration of their application or the service received can let the college know in writing through the [Customer Complaints and Grievance Procedure – Further Education and Training](#).

The content of this leaflet is not exhaustive and is for guidance purposes only and may be subject to change at any time.

These Funds are not available to learners on Full Cost courses, Higher Education courses, Apprenticeships or any waged training undertaken. Other rules and regulations may apply, including residency criteria. As funding is limited support cannot be guaranteed.

Version 2 - 26<sup>th</sup> June, 2024