FE Learner Support Fund 2026-27 Policy

APPROVED BY (SELT) ON (4th June 2026)
EFFECTIVE FROM 1st AUGUST 2026

Applies to:	
Harrogate College	X
Keighley College	X
Leeds City College	X
Leeds Conservatoire	
Leeds Sixth Form College / Pudsey Sixth Form College	X
Luminate Group Services	
University Centre	

CHANGE CONTROL

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1. POLICY STATEMENT

Luminate FE colleges promotes equality, diversity, inclusion and social mobility by using learner support funds to remove financial barriers to learning, which may prevent learners from enrolling, fully participating, completing and progressing from courses. We recognise the positive impact of education on the lives of our learners and promote the full participation in course-related activities and college enrichment programmes.

The Learner Support Fund Team value collaborative and restorative working relationships with colleagues and ask that communications are respectful and polite when contacting the department through any means of communication, including; email, phone, face to face and Google Chat.

2. POLICY AIMS

This policy is subject to funding agencies' existing rules and therefore may change during the year. We reserve the right to change the policy during the year to reflect the changes.

This policy seeks to ensure that:

- Learner funds are distributed in accordance with the regulations and guidelines laid out by funding agencies;

    - 16 to 19 Bursary Fund guide: 2026 to 2027 - GOV.UK
    - West Yorkshire Combined Authority (www.westyorks-ca.gov.uk)
    - Adult Skills Fund in York and North Yorkshire (www.yorknorthyorks-ca.gov.uk)
    - Adult skills fund: funding rules - GOV.UK (www.gov.uk)

- Administration of learner support funds meets the needs of learners and removes barriers to learning;
- Systems are in place to administer, record and monitor funds, ensuring that funds are used for their intended purposes.

3. INTRODUCTION AND OBJECTIVES

Luminate FE colleges receives allocations of funding annually to provide financial support for Further Education learners from the Department for Education (DfE) (16–19-year-olds), West Yorkshire Combined Authority (WYCA) (19+ year olds) and York and North Yorkshire Combined Authority (YNYCA) (19+ year olds). Luminate FE colleges administers the funds received from DfE, WYCA and YNYCA and distributes them to provide financial support in order to overcome barriers, which may prevent beneficiaries from taking part in or continuing in learning and accessing educational opportunities.

This policy covers the following learner support funds, which are available to eligible learners. Learners who apply for any of the funds will be assessed individually and awarded support based on their individual financial needs. Refer to Appendix 1 for details of the Awards.

The policy addresses how the funds will help reduce the challenges learners from disadvantaged communities and those living in associated poverty face, including, but not limited to refugees and asylum seekers, face whilst at college.

3.1. **16-19 year old learners (or up to 25 year old with an EHCP)**

- 16-19 Discretionary Bursary;
- Free College Meals;
- Care to Learn;
- 16-18 Priority Fund.

3.2 **19+ (WYCA and YNYCA) learners**

- 19+ Discretionary Learner Support;
- 20+ Childcare (part of the 19+ Discretionary Learner Support).

3.3 **Advanced Learner Loan learners**

- Advanced Learner Loans learners in receipt of an Advanced Learner Loan;
- 20+ Childcare (part of the Advanced Learner Loans Bursary).

3.3 The purpose of the funds is to:

- Assist eligible learners to take part in or continue in learning. Learners in receipt of funds are encouraged, supported and expected to attend all of their classes;
- Support retention and progression enabling learners to achieve qualifications and progress into further learning, work or apprenticeships.

4. MAIN ELIGIBILITY CRITERIA

4.1. The college uses the funds to provide two forms of course related support to learners:

4.1.1 Luminate FE colleges learner funds will provide support for travel, childcare and meals in accordance with the terms set out in this policy;

4.1.2 There may be support for equipment, uniform, books, professional membership fees, educational, or employability related visits and any other course-related costs available by curriculum departments. Refer to Departmental pages for details of the support available.

4.2 Learners must satisfy **all** of the following criteria for access to Learner Support Funds:

- A “home learner” who meets the residency requirements;
- Meet the age requirements of the fund;
- Be enrolled on an approved Government funded programme (DfE, European Social Fund (ESF), publicly funded, traineeship programme);

- Be on a full-time course and/or substantial part-time course (5 hours per week and above including any mandatory placements);
- Be in receipt of income assessed state benefits (including Universal Credits) and / or have an annual gross income:
    - £35,000 and below (16-19 discretionary fund) for household income;
    - £35,000 and below (19+, WYCA and YNYCA) for household income.
- Household income calculated using Universal Credit statements, will include the amount received from Universal Credit plus any earnings reported by the claimant. Any amounts received due to disabled children, carers or limited capacity for work and work-related activity, will be excluded from the average income calculation.
- Learners who are 16-19 and in a household who are in receipt of Universal Credit or are supported under part VI of the Immigration and Asylum Act 1999, are eligible for meal support. Households in receipt of Income-related Employment and Support Allowance or the guarantee element of Pension Credit may also be entitled to a meal. Other financial support, e.g. Travel, is assessed based on household income of £35,000 and below.

Appeals and exceptional circumstances will be considered individually based on information provided. These must be approved by the Student Funds Finance Manager via email. A response will be given via email within 10 working days.

No exceptional travel payments will be made by the Learner Support Funds Team until a signed assessment has been submitted confirming eligibility. The exceptional travel application must be completed and submitted by a staff member.

4.3. If a learner's study pattern changes, the learner support fund support may change to reflect these changes, for example, if a learner is not studying at least 5 hours per week or is not on an eligible funded course, their meals and travel support may change.

4.4. Individuals must meet the residency requirements and provide requested evidence at enrolment. This informs eligibility to the funds, requirements are set out in one or more of the following categories:

- UK nationals and other persons with a right to abode;
- UK nationals in the European Economic Area (EEA);
- EEA nationals in the UK;
- Other non-UK nationals

4.5. EEA nationals in the UK, with respect to EEA nationals not including Irish nationals, must have obtained either pre-settled or settled status under the EU Settlement Scheme and have lived continuously in the EEA, Gibraltar or UK for at least the previous 3 years on the first day of learning.

4.6. The college can support Asylum Seekers if they are 16-19 and an unaccompanied Asylum Seeker Child (UASC), or if they are 19+ and have lived in the UK for 6 months or longer and have an Aspen card/E-Visa/letter from the home office. Asylum seekers need to fit the usual criteria of minimum number of hours studying and living the minimum distance away from campus of study.

Refugees are supported if they fit the usual criteria for 16-19 or 19+. This includes studying the minimum number of hours, living the minimum distance away from campus of study and receiving income below the eligibility threshold.

4.7. The college reserves the right to apply discretion to ensure that individual learners' needs and personal circumstances are taken into account when decisions are made.

4.8. Curriculum departments will publish a curriculum funds statement outlining support available for kit, equipment, uniform, visits and trips or other course related costs for learners in individual course areas. The curriculum funds have the same eligibility criteria as the main DfE funds. Individual support for learners will be supplemented with departmental resources.

Curriculum departments should use Learner Support Fund eligibility as an indicator when assessing learner support needs.

4.9. In addition to the college administered funds, learners can apply for Care to Learn (childcare costs for under 20 year olds) and the Priority Fund (support including travel, meal and essential course equipment support up to a total value of £1,200 per year to learners aged 16, 17 or 18 at the start of the course who are a child looked after by the Local Authority, or are Care Leavers, or are in receipt of Universal Credit, Income Support or Employment Support Allowance and Personal Independence Allowance in their own right).

5. TERMS AND IMPLEMENTATION

5.1. Luminate FE colleges strives to achieve the most effective use of DfE, WYCA and YNYCA funding to support the maximum number of eligible learners. Learners with an annual gross income of:

- £35,000 and below (16-19 year olds Discretionary fund) household income;
- Learners who are 16-19 and in a household who is in receipt of Universal Credit or are supported under part VI of the Immigration and Asylum Act 1999, are eligible for meal support. Households in receipt of Income-related Employment and Support Allowance or the guarantee element of Pension Credit may also be entitled to a meal. Other financial support, e.g. Travel, is assessed based on household income of £35,000 and below.
- £35,000 and below (19+, AEB, WYCA, YNYCA) household income;

It is important for the member of staff assessing the learner's fund application to distinguish between learners whose households are in receipt of Universal Credit or supported under part VI of the Immigration and Asylum Act 1999 or whose income is from other sources. Free College Meals are for learners who meet the government criteria. Discretionary meal support is for learners who are not eligible for the government free college meals, but are eligible for the Discretionary fund within the Learner Support Fund. Refer to Appendix 1.1. for details of the income evidence required for Free College Meal entitlement.

5.2. Where a learner is aged 18 or over on 31 August 2026 and is not dependent on another adult in their household, awards may be made on a discretionary basis. Due to the limited nature of the fund, payments are not guaranteed but applications are welcomed. This fund provides help for learners from low income households. Applications are income assessed, based on the supporting evidence submitted with the application. Refer to Appendix 1.2 for details of

income levels and documents which are acceptable as proof of income and household circumstances.

5.3. Where a learner is aged 19 or over, they will be assessed on their household income. Refer to Appendix 1.3 for details of income thresholds for Advanced Learner Loan learners.

5.4. Applications are accepted on the online application system. In exceptional circumstances paper applications can be submitted. For learners who struggle with English language, literacy or digital skills support is provided through campus business support teams.

5.5. The guiding principle for distributing the funds is to provide support in the form of goods or services including travel passes, food from college catering outlets and childcare. These are the factors identified as barriers to learning by learners. In some exceptional circumstances, such as a safeguarding risk, and at the college's discretion, learners may be paid by BACS payment (money direct to learners' bank account). There is a maximum limit to such payments. Refer to Appendix 1 for details.

5.6 The effective use of the funds will be monitored and evaluated through:

- Internal audit – annual;
- ESFA audit and annual returns;
- DfE audit and annual returns;
- WYCA audit and annual returns;
- YNYCA audit and annual returns;
- Learner focus groups and feedback;
- Learner survey;
- Effectiveness of forecasting and budgeting monitored in performance review;
- Feedback from and consultation with staff;
- Annual review of this policy

5.7. An emergency fund will be made available to provide financial support to learners who need short term help or face crises such as providing a learner with travel support to get home. In these exceptional cases the fund use will be recorded on learner records, however depending on circumstances, a full application may not be deemed necessary or appropriate.

5.8. The college will ensure effective management and systems of financial control are in place, funds are used for intended purposes and compliance with the DfE, WYCA and YNYCA guidelines.

5.9 A learner will only be awarded learner support funds if they have provided a completed signed application form and the required evidence that proves their eligibility for the relevant fund. Support will be provided from the date a fully completed application form and supporting evidence as required is received by the Learner Funds Support team.

5.10. Eligibility for learner support does not give learners an automatic entitlement to receive it. Learners will be made aware that funding is limited. Measures are in place to support the inclusion of learners starting at different points in the year.

5.11. The college will promote learner support funds using a range of methods including via school liaison activities, college website, marketing material and internal communication with learners. The college will make learner support funds information accessible for learners to clarify the eligibility criteria and the application processes to enable learners to fulfil their responsibility regarding the collection, completion and return of application forms with the appropriate required evidence and documentation.

5.12. Learners will be advised of the outcome of their application **within 12 working days**. The college will reserve the right to recover funds (where appropriate) including equipment and travel passes from any learner who withdraws from college or those who made a false application. Learners are expected, encouraged and supported to attend 100% of all their classes. This includes english and maths classes, work placement and any timetabled events. The college will monitor learner engagement to learning and may make changes to the amount of financial support to ensure it is used effectively, however, the college will apply discretion to promote retention and accommodate learners' individual needs. Bursary funding should not be stopped if the learner is engaged, partially engaged in learning or is likely to reengage in learning. Coaching tutors should make a recommendation to the Learner Funds team about individual learners. Financial support will be stopped if the learner is withdrawn from college.

If a learner is reinstated following a withdrawal, travel support will only be re-started in exceptional circumstances and must be approved by the Learner Support Fund Finance Manager before issuing.

5.13. Eligibility for funds is determined by assessment of income against criteria outlined in the application procedure (refer to Appendix 1 for full details). College staff are trained to make assessments and sign the application form to indicate that evidence has been seen. Copies of evidence must be retained by the college for six years. The DfE, WYCA and NYCA will carry out checks on learner eligibility, so it is vital that all assessments are correct and the evidence of income is correctly recorded.

Each application to the Learner Support Fund will be individually assessed. All assessors must complete the Learner Support Fund training each year before carrying out assessments.

5.14. The college will work with internal and external professionals to identify and support learners who are eligible for the Priority Fund and Care to Learn, maximising uptake of these. Looked after Children are eligible for travel, meal support and essential kit and equipment. Individual assessments will be carried out to assess a learner's individual needs for the Priority Fund, and the correct support will be provided as goods or services where possible, minimum payments will be made under exceptional circumstances.

5.15. Appeals

All awards are made in accordance with the terms of this policy. If a learner thinks a mistake has been made with the award decision with the award decision, the process to appeal this is:

- Learners should discuss their application with their department's administrative staff and / or their coaching or personal tutor to understand why their application was unsuccessful.

- If a learner feels an unfair decision has been made, they should state their reasons in writing to the Student Funds Finance Manager, who will review the application within 10 working days.

- The final stage of appeal is in writing to the Head of Student Engagement who will make a final decision.

5.16. Complaints

If a learner disagrees with an appeal or is unhappy with the Learner Support Fund policy they can raise a formal complaint by emailing quality@luminate.ac.uk with details of their complaint. Details of the complaints process can be found at; Leeds City College Compliments and Complaints

5.17. Informing Department for Work and Pensions (DWP)

It is the learner's responsibility to tell the Department for Work and Pensions (if applicable) about any learner support they are receiving. Leeds City College are unable to confirm if this will affect their eligibility for any state benefits.

5.18. Administration Expenditure

In accordance with the WYCA, YNYCA and DfE funding rules, Luminate Education Group will not claim more than 5% of its total Learner Support final claim as administration expenditure.

5.19. Verification of Learner Support Fund applications and assessments

Applications made to the learner support fund are subject to review. Supporting documentation provided will be validated inline with the type of support applied for as set out in this policy.

6. RESPONSIBILITY

The responsibility for this policy rests with the Head of Student Engagement and the Student Funds Finance Manager is responsible for its implementation. Refer to Appendix 2 for details of the Policy Decision Making Framework.

7. RELATED DOCUMENTS

This policy should be read with reference to the following documents available of the staff intranet Student Life (google.com) or from the Learner Support Funds team:

- Learner Support Fund Frequently Asked Questions (FAQ);
- Learner Support Fund Processes.
- Learner Support Fund application form.
- Learner Support Fund Handbook.

8. WHO WILL NEED TO KNOW ABOUT THIS POLICY

The following stakeholders need to know about this policy:

- Learners, parents and carers, local authority, government agencies: Information for learners and the general public about the Learner Support Funds will be provided on the college website, prospectus, learner intranet, leaflets, posters and during admissions process;
- Heads of department, coaching tutors, curriculum administrators, Student Life teams, MIS and finance managers, Directors and Executive Leadership Team: All documents are available on the staff intranet (departmental pages). Staff briefings will be held at key points of the year including training sessions. Annual consultation on policy.

9. REVIEW

The Learner Support Funds 2026-27 Policy will be reviewed annually, and the next review date is May 2027. A new policy will be published annually.

10. APPENDICES

APPENDIX 1

Appendix 1.1. 16-19 Discretionary Bursary, 16-18 Priority Fund and Free College Meals eligibility

16-19 Discretionary Bursary

To be eligible for the 16-19 Discretionary Bursary, learners must:

- be aged 16 or over but under 19 at 31 August 2026;
- aged 19 or over if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP) upto age 25;
- be a 19+ continuer, this must be the same programme they started before they turned 19, as long as their eligibility continues and their institution considers they need the support to continue their participation;
- on a course funded directly by DfE or by DfE via a local authority;
- on a course funded or co-financed by the European Social Fund;
- on a course otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the DfE list of qualifications approved for funding 14 to 19;
- meet the residency criteria in DfE funding regulations for post-16 provision. This document also specifies the evidence institutions must see and retain for audit to confirm eligibility for post-16 funding.

When making decisions about awarding 16-19 Discretionary Bursary, we will take into account the availability of other financial support for learners. Awards can be made to learners in the following circumstances:

- Learners in receipt of income assessed state benefits, or named on the evidence as a dependent of a person receiving such benefits;
- Learners living in a household with a gross annual income of £35,000 or below;
- Learners, who do not have their own income, must demonstrate how they are being financially supported. If they are living in a household, they are expected to provide evidence of the household income;
- If a learner appears to be living on nil income, it is unlikely that they will be able to sustain themselves on the course. It is important that they seek advice about how they will support their day to day living costs while studying. It is beyond the scope of the fund to support learners' living costs. When choosing to study, the individual needs to consider if they have made reasonable provision for their living costs, either through entitlement to benefits, employment or support from the household they are part of.

For discretionary support for 16-19 year olds, the following documents are acceptable:

- Latest 3 months worth Universal Credit Notice for the current financial year (Full letter with all pages);
- Wage slips (minimum of 3 monthly/12 weekly payslips showing gross amount) dated within the last 3 months;
- Proof of recent tax return if self-employed;
- Other evidence may be requested to establish proof of income and household circumstances.

- A few learners may find themselves facing financial difficulties due to incurring extra participation costs, for example, because they need to pay for additional travel to their placement. These learners may only need support for a short period of time. Additional support may be available to these learners during their time on an industry placement. The eligibility for this support is the same as the eligibility for the 16-19 discretionary fund.

- Learners can apply for support on industry placements at any point during the year.

- In exceptional circumstances we may be able to offer support for meals/travel with a supporting statement from a professional staff member (Pastoral Staff, Designated Safeguarding Officer, Financial Welfare Team).

16-19 Priority Fund

Learners who meet the criteria, and who have a financial need, can apply for the Priority Fund bursary for vulnerable groups. The defined groups reflect that these learner are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate.

Learners should be awarded the amount of support they need to participate based on an assessment of the actual costs they have and must not be automatically awarded £1,200 worth of support.

To be eligible for the Priority Fund, learners must fall under any of the following categories:

- In care
- Care leavers

- Receiving Income Support (IS), or Universal Credit (UC) 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
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

The 16 to 19 Bursary Fund defines 'in care' as children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.

A 'care leaver' is defined as:

1. a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
2. a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

Only learners who meet this definition are eligible if they have a financial need.

For Priority Fund support, the learners must provide proof of their eligibility:

- For learners who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.

- For learners in receipt of UC or IS, a copy of their UC or IS claim/award notice. This must clearly state that the claim is in the learner's name/confirm they are entitled to the benefit in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For learners in receipt of UC, you must also see evidence that the learner receives the benefit for because they are independent or that they have a dependant, for example, a tenancy agreement in the learner's name, utility bills, child benefit evidence, child's birth certificate or evidence that the learner is homeless and unable to provide tenancy/ utility bills in own name.

- For learners receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP and evidence of receipt of DLA or PIP

All learners must have their need for support assessed individually, to determine the type and amount of support they need, but vulnerable groups of learners are not subject to a household income assessment and institutions should not consider foster carers income though must consider what costs may be covered by the local authority

Free College Meals

To be eligible to receive free college meals, the learner must meet the age, course and residency eligibility criteria for 16-19 bursary fund and their household must also receive Universal Credit.

A learner is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to the institution where they are enrolled.

Please note that it is vital that assessors correctly record learners who are from a household receiving Universal Credit or are supported under part IV of the Immigration and Asylum Act 1999. Free College Meals are for learners whose household received Universal Credit or are supported under part IV of the Immigration and Asylum Act 1999. Households in receipt of Income-related Employment and Support Allowance or the guarantee element of Pension Credit may also be entitled to a meal. Discretionary meal support is for learners who are now eligible for meal support since starting college.

If a learner spends above the government daily amount (currently £2.66 per day), they will be able to use the discretionary fund to top up to the 16-19 discretionary daily amount.

Costs not eligible for Discretionary support or Priority Fund support

The Discretionary Fund and Priority Fund **cannot** be used to;

- provide learning support services that institutions give to learners such as:
    - counselling
    - mentoring
    - extra tutoring

- support such as servicing laptops and tablets.

- support extra-curricular activities where these are not essential to the learner's study programme goals and course objectives.

- support the costs of foreign or overseas field trips where the content can be found within England at a much cheaper cost, or field trips that are not an essential part of a learner's study programme goals or course objectives - learning activities and experiences must be clearly mapped to show the link between the activity and the learner's study programme goals or course objectives.

- support general household incomes or general living costs (for example, rent, bills, wi-fi and so on). This is out of scope, and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.

- replace the local authority's statutory transport duty to learners aged 16 to 19. Each local authority publishes an annual transport statement to set out their arrangements to facilitate participation in education or training for learners aged 16 to 19.

All awards in the table below apply to eligible learners aged 16-19:

Award	Details
1.Travel Passes	• Eligible learners will be issued with the most cost-effective travel pass available. In the vast majority of cases for 16-19 year olds this will be an electronic annual West Yorkshire travel ticket. For learners at Keighley and Harrogate College this may be an electronic Transdev travel ticket. • For eligible learners who are 16-19 years old on 31st August 2026 and living in an area of West Yorkshire covered by West Yorkshire Metro learners will be supported with a bus pass. To qualify for help with travel costs, a learner must continue to live 1.5 miles or over from their campus of their study. The learner's home address is used and **the shortest walking routes calculated on Google Maps**. • For eligible learners who are 16-19 years old on 31st August 2026 and living outside the travel area covered by West Yorkshire Metro, a contribution of the cost equivalent to the cost of an annual U19 MYAcademicYear bus pass (£363.80) will be made towards Metro travel. If a learner requires Metro travel for the bus or a train pass then the learner's curriculum department will meet the additional cost over and above the cost of an annual U19 MYAcademicYear bus pass (£363.80). **Exceptional Travel** • Exceptions to this will be considered on a case by case basis; for example, if a learner is a looked after child or care leaver or has safeguarding, health or other personal issues, e.g. childcare. A medical letter or another relevant supporting letter and a statement from a tutorial staff member must be provided in support of the application when the assessment is completed. • For eligible learners who are 16-19 years old on 31st August 2026 and living outside the travel area covered by West Yorkshire Metro, a contribution of the cost equivalent to the cost of an annual U19 MYAcademicYear bus pass (£363.80) will be made towards exceptional travel and will need to be applied for. • If exceptional travel payments are needed due to exceptional circumstances, including safeguarding, medical or other personal issues, support upto £125 per half term (£750 per year) is available. • In order to consider exceptional circumstances, a medical letter or another relevant supporting letter and a statement from a tutorial 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. Exceptional travel payments are capped at £125 per half term (£750 per year). • Petrol and parking costs will be considered in exceptional circumstances and will pay the current HMRC approved mileage rate (currently 55p per mile). • Receipts must be submitted after the first Exceptional travel payment is made and before further payments are made. • A learner will be provided with an electronic ticket to ensure the best value for money and efficiency in using travel support. However one of the following will be available if learners have specific reasons for not using an electronic ticket, if a learner loses

	more than two paper passes, we reserve the right to charge the learner for a further replacement; • First paper pass; • Arriva travel card; • Exceptional Travel – In exceptional circumstances (safeguarding, health or other) • Exceptions to this will also be considered where the course is not offered at a local college. • A suitable monthly pass will be available to learners in September if there is a delay in having their LSF application fully assessed. Any passes given to non-eligible learners will be recharged to Curriculum departments. • Learners aged 16-18 must carry age ID with them when using a travel pass. • Learners aged 19+ must always carry their student ID card with them when using a travel pass provided by college.
2.Meals and subsistence	• Eligible learners can access meals at college food service outlets using the cashless meal card. If there is no food service outlet on a campus, meal support will still be offered via local arrangements. • Only learners who attend two sessions or more spanning a meal break per day or who attend college 5 hours or more per day are eligible for food. • A cashless meal card is provided to spend up to £5.00 for each day the learner is required to attend college during term time. This can be used to purchase breakfast and lunch. • Food service outlets will provide a meal deal to the value of £4.00. Learners may choose from other food items; however these must have nutritional value and the meal card cannot be used for sweets, chocolate, snacks and any drinks. Water is made available. • Supermarket vouchers are available for learners on work placement including supported internships to an equivalent of £3.00 for each day. These must be requested by tutors at least **two weeks** prior to the start of the placement to allow for administration and issue. Refer to the 'Issuing Vouchers Procedure' for details of the process for issuing and recording the issue of vouchers. • Unused vouchers will be cancelled after two weeks of issue.
3. Priority Fund (16-19 year olds only)	• The Priority Fund may be available for Learners aged 16 or over but under 19 at 31 August 2026 who are a child looked after by the Local Authority, or a Care Leaver, or are in receipt of Income Support or Employment Support Allowance and Personal Independence Allowance in their own right. • For learners who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.

	• For learners in receipt of UC or IS, a copy of their UC or IS claim/award notice. This must clearly state that the claim is in the learner's name/confirm they are entitled to the benefit in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For learners in receipt of UC, you must also see a document such as a tenancy agreement in the learner's name, a child benefit receipt, children's birth certificates, utility bills and so on. • For learners receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP and evidence of receipt of DLA or PIP. • Learners aged 16, 17 or 18 at the start of the course who are a child looked after by the Local Authority, or are Care Leavers, or are in receipt of Universal Credit, Income Support or Employment Support Allowance and Personal Independence Allowance in their own right) may receive support worth upto £1,200 pa. Learners should be awarded the correct support in the form of goods and services where possible, for example; meal card, travel pass and essential kit and equipment for completing their course. Minimum payments will be made under exceptional circumstances. The value of the support awarded from Priority Fund should be a maximum of £1,200. Any further support maybe given from the 16-19 Discretionary Bursary at the discretion of the Student Funds Finance Manager. • Although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, their application may be rejected because they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. Institutions can refuse a learner's application on this basis. Similarly, learners should only receive the amount they actually need to participate and not automatically receive £1,200 if they do not need the full amount. Individual assessments will be carried out to assess a learner's actual requirements. • The college must ensure learners are eligible for the bursary for defined vulnerable groups in each year they require support. • The college will seek to identify and encourage applications to the Priority Fund by all eligible learners. • The Care Experience Team, designated Care experience leads, coaching tutors, curriculum admin teams, the welfare and learner funds team will collaborate to identify eligible learners and maximise uptake of the Priority Fund.
4. Emergency Fund	• The Emergency Fund is short term and in place to assist learners experiencing a sudden, unexpected and emergency situation, which may impact on their studies. This is also to promote the safeguarding and welfare of young people and vulnerable adults. • Refer to the Learner Support Fund - Emergency Fund Procedure 2026/27 for detailed information.
5. Hardship Fund	• Luminate FE colleges Hardship Fund is in place to assist learners who are experiencing exceptional hardship or a domestic emergency. The funds are limited and awards are made within the constraints of the budget available. • Hardship Funds are assessed by the Welfare Officers. Learners must be accessing all the benefits they are entitled to before a hardship payment will be considered;

	• For young parents receiving Care to Learn Funding the college can award additional funding. • Refer to the Learner Support Fund - Hardship Fund Procedure 2026/27 for detailed information.
6. Childcare – Care to learn	• Learners who are under 20 years of age are provided with assistance to apply for the Care to Learn Scheme to cover childcare costs. • The college will seek to identify and encourage applications to the Care to Learn Scheme by all eligible learners. • The college Financial Welfare Team will promote Care to Learn funds, maximise the uptake and monitor learners in receipt of the fund. • If the Care to Learn Funding does not cover all reasonable childcare costs additional funds can be applied for from the Discretionary Fund.
7. Equipment, kit and visits	• Whilst funding is available, eligible learners can be supported with essential personal uniforms, protective clothing, individual educational or employability related visits, co-curricular activities and any other relevant essential course-related costs. We cannot support extra curriculum activities. • These costs are covered directly by curriculum departments for all learners according to the curriculum funding statement. This statement includes a list of items which are course requirements. This information will be made available to learners to ensure transparency of processes as well as clarity of communication and expectations. • Departments will distribute equipment and kit in a timely manner to ensure no learner is disadvantaged or prevented from participating fully in the course. • Where appropriate departments may part fund items or loan items to learners.

APPENDIX 1.2. 19+ Discretionary Learner Support Fund

When making decisions about awarding 19+ Discretionary Learner Support Fund, we will take into account the availability of other financial support for learners.

As at May 2026 awards can be made to learners in the following circumstances:

- Individual's resident in areas of England outside of devolved authority areas undertaking DfE funded ASF;
- Continuing learners who are resident in devolved authority areas, who have not completed their learning by 31 July 2026, but started their learning before the authorities' devolution date with providers who have an Education and Skills Funding agreement (grant) only;
- Continuing learners who are resident in DfE and devolved authority areas, who have not completed their 16 to 24 traineeship by 31 July 2026 but started their learning before this date and have an Education and Skills Funding agreement or contract;

- Continuing learners resident in Barnsley, Doncaster, Rotherham and Sheffield or West Yorkshire devolved authority areas, who have not completed their learning by 31 July 2026;
- Learners resident in England, including those resident in a devolved authority area, undertaking a 19 to 24 traineeship programme;
- Learners must be on an Access to HE course for the first time and do not already have a level 3 or above qualification;
- Learners in receipt of income assessed state benefits, or named on the evidence as a dependent of a person receiving such benefits;
- Learners with a household gross annual income of £35,000 or below;
- Learners, who do not have their own income, must demonstrate how they are being financially supported;
- If a learner appears to be living on nil income, it is unlikely that they will be able to sustain themselves on the course. It is important that they seek advice about how they will support their day to day living costs while studying. It is beyond the scope of the fund to support learners' living costs. When choosing to study, the individual needs to consider if they have made reasonable provision for their living costs, either through entitlement to benefits, employment or support from the household they are part of.

The following are acceptable proof of income and household circumstances for assessing applications for financial support:

- 3 most recent months worth Universal Credit Notice for the current financial year (Full letter with all pages);
- Wage slips (showing gross amount for a minimum of 3 monthly/12 weekly payslips) dated within the last 3 months;
- Proof of recent tax return if self-employed;
- Other evidence may be requested to establish proof of income and household circumstances.

Learners on a course funded by Adult Community Learning (ACL) are not able to receive Learner Support Fund whilst on this course. If a learner starts an ACL funded course, this may impact on the Learner Support Fund they are currently receiving, including the potential withdrawal of meals and travel support.

In exceptional circumstances we may be able to offer support for meals/travel with a supporting statement from a professional staff member (Pastoral Staff, Designated Safeguarding Officer, Financial Welfare Team).

All awards in the table below apply to eligible learners aged 19+:

Award	Details
1.Travel Passes	• Travel support to college may be available to a learner from the Flexible Support Fund (FSF) at their Job Centre, if they are receiving Universal Credit. Learners are encouraged to speak to their Work Coach before requesting travel support from Luminate Education Group. • Eligible learners will be issued with the most cost-effective travel pass available. In the vast majority of cases this will be an electronic annual First bus M ticket or equivalent travel pass. For learners at Keighley and Harrogate College this may be an electronic Transdev travel ticket. • For eligible learners, who are 19 years old or over on 31st August 2026 and living in an area of West Yorkshire covered by First Bus, Arriva, Trans Dev or Metro, support with travel passes is available. A learner must continue to live 1.5 miles away or more

from their campus of study, ***the shortest walking route as worked out on Google Maps***, to qualify for travel support.

- For eligible learners who are 19 years old or older on 31st August 2026 and living outside the travel area covered by West Yorkshire Metro, a contribution of the cost equivalent to the cost of an annual First MTicket bus pass will be made towards Metro travel. If a learner requires Metro travel for the train pass then the learner's curriculum department will meet the additional cost over and above the cost of an annual First MTicket bus pass. Metro bus travel will only be given in exceptional circumstances where a learner cannot use First bus.

Exceptional travel

- Exceptions to the above will be considered on a case by case basis; for example, if a learner has safeguarding, health or other personal issues, e.g. childcare. In order to consider exceptional circumstances, a medical letter or another relevant supporting letter and a statement from a tutorial staff member must be provided in support of the application when the assessment is completed.

- For eligible learners who are 19 years or older on 31st August 2026 and living outside the travel area covered by West Yorkshire Metro, a contribution of the cost equivalent to the cost of an annual First MTicket bus pass will be made towards exceptional travel and will need to be applied for.

- No exceptional travel payments will be made unless a signed assessment has been submitted confirming eligibility with the supporting documents. Exceptional travel payments are capped at £125 per half term (£750 per year).

- Payment for exceptional travel is by BACS up to a maximum of £750 (£125 per half term) and is at the discretion of the Student Funds Finance Manager.

- Petrol and parking costs will be considered in exceptional circumstances and will pay the current HMRC approved mileage rate (currently 55p per mile).

- Receipts must be submitted after the first Exceptional travel payment is made and before further payments are made.

- Exceptions to this will also be considered where the course is not offered at a local college

- A learner will be provided with electronic tickets to ensure best value for money and efficiency in using travel support. However, one of the following will be available if learners have specific reasons for not using an electronic ticket, if a learner loses more than two paper passes we reserve the right to charge the learner for a further replacement;

- First paper pass;
- Arriva travel card;
- West Yorkshire Metro paper pass;

	• Exceptional Travel – In exceptional circumstances (safeguarding, health or other personal issues) travel payments may be awarded based on the number of days the learner is in college. • A suitable monthly pass will be available to learners in September if there is a delay in having their LSF application fully assessed. Any passes given to non-eligible learners will be recharged to Curriculum departments. • Learners must always carry their student ID card with them when using a travel pass provided by college.
2. Meals and subsistence	• Eligible learners can access meals at college food service outlets using the cashless meal card. If there is no food service outlet on a campus, meal support will still be offered via local arrangements. • Only learners who attend two sessions or more spanning a meal break per day or who attend college 5 hours or more per day are eligible for food. • A cashless meal card is provided to spend up to £4.00 for each day the learner is required to attend college during term time. • Food service outlets will provide a meal deal to the value of £4.00. Learners may choose from other food items, however these must have nutritional value and the meal card cannot be used for sweets, chocolate, snacks and any drinks. Water is made available. • Supermarket vouchers are available for learners on work placement including supported internships to an equivalent of £3.00 for each day. These must be requested by tutors at least **two weeks** prior to the start of the placement to allow for administration and issue. Refer to the 'Issuing Vouchers Procedure' for details of the process for issuing and recording the issue of vouchers. • Unused vouchers will be cancelled after two weeks of issue.
3. Equipment, kit and visits	• Whilst funding is available, eligible learners will be supported with essential course related books, kit, equipment, uniforms, protective clothing, educational or employability related visits, co-curricular activities and any other relevant course-related costs (where costs are not included in the funding rate); • Departments will distribute equipment and kit in a timely manner to ensure no learner is disadvantaged or prevented from participating fully in the course. • Where appropriate departments may part fund items or loan items to learners.
4.Emergency Fund	• The Emergency Fund is short term and in place to assist learners experiencing a sudden, unexpected and emergency situation, which may impact on their studies. This is also to promote the safeguarding and welfare of young people and vulnerable adults. • Refer to the Learner Support Fund - Emergency Fund Procedure 2026/27 for detailed information.

5.Hardship Fund	• Luminate FE colleges Hardship Fund is in place to assist learners who are experiencing exceptional hardship or a domestic emergency. The funds are limited, and awards are made within the constraints of the budget available. • Hardship Funds are assessed by the Welfare Officers. Learners must be accessing all the benefits they are entitled to before a hardship payment will be considered; • Refer to the Learner Support Fund - Hardship Fund Procedure 2026/27 for detailed information.
7. Childcare – Care to Learn	• Learners who are under 20 years of age on 31 August 2026 are provided with assistance to apply for the Care to Learn Scheme to cover childcare costs. • The college will seek to identify and encourage applications to the Care to Learn Scheme by all eligible learners. • The college Financial Welfare Team will promote Care to Learn funds, maximize the uptake and monitor learners in receipt of the fund. • If the Care to Learn Funding does not cover all reasonable childcare costs additional funds can be applied for from the Discretionary Fund.
8. Childcare – Age 20+	• Learners who are over 20 years of age can apply for assistance with childcare costs for their timetabled classes on a term-time only basis using the childcare application form. Learners must complete a childcare funding application form and provide copies of their income evidence and birth certificate (s) with their application form. A childcare quote form can be either submitted with the childcare application form or submitted after provisional offering of childcare funding has been made. • Luminate FE colleges will work with childcare providers who are OFSTED registered and sign our service level agreement to support learners with their childcare arrangements, and funding. It is preferred the learner uses a Council run nursery. • Learners must use the free early education entitlement (FEEE) for childcare in the first instance. • Learners must be aware of any contracts they are agreeing directly with the childcare provider and these are not the responsibility of college. • There is limited funding available, therefore learners must apply early. Not all eligible learners will be awarded support with childcare. • To maximise the number of learners helped with childcare, college will support learners for a total of three years. Learners requiring childcare for longer than three years must be able to demonstrate they are progressing in their studies at college and is at the discretion from the Student Funds Finance Manager. • Learners must also provide evidence of the child/children through a birth certificate or details of the child/children on a Child Tax Credit Award notice. • The maximum contribution of £7,000 may be received per learner for childcare costs. A higher contribution maybe received at the discretion of the Student Funds Finance Manager.

	• Payments to childcare providers are capped at £64.10 (including VAT) per child for a full day and £32.05 (including VAT) per child for half a day. • Payments for school wrap around care are capped at £5 (including VAT) per child for before school care and £10 (including VAT) per child for after school care. The college will not support the cost of children's out of school lessons, e.g. music lessons, extra tuition lessons. • Detailed childcare support processes are set out. Childcare is high-cost support and requires contractual arrangements to be in place between childcare providers and the college. • Learners must not assume childcare will be awarded, and any costs incurred are the responsibility of the learner unless there is written agreement from the Learner Funds team that payment will be made. • Some childcare funding will be retained for learners enrolling during the academic year. • Refer to the childcare processes 2026/27 for detailed information including priorities for childcare support, maximum amount per learner. There are restrictions on the fund, and each case is assessed individually. • Exceptions to the eligibility criteria will be considered on a case-by-case basis according to individual circumstances.
9. Fees	In exceptional cases, if a learner is not eligible for a government or ASF fee waiver (learners living in West Yorkshire (funded by WYCA) with an income of less than the living wage of £26,800 annual gross salary or learners not living in West Yorkshire (funded by DfE) with an income of less than the minimum wage of £26,800 annual gross salary) or has no or little income, the Learner Support Fund (LSF) will consider supporting eligible learners with fees. Examples of exceptional cases would include the following groups: • Asylum seekers; • A learner with no independent income in a low income household; • A learner with no recourse to other funds. Learners must submit their 'Assistance with Fees' application form to their Head of Department who will sign to agree learner fee requests where appropriate. Signed application forms with income evidence must be sent to the Learner Funds team who will record the information on the Assistance with Fees google sheet. Only Level 2 courses and below are eligible.
10. Digital Support	• We recognise the issue of financially disadvantaged households and are committed to removing barriers to learning and digital marginalisation. • Learners can apply for support accessing the internet through the loan of a digital device. • These will be supplied via the department but funded through the discretionary fund, they are to be used to complete their course. • The department must keep a list of which equipment has been loaned to which learner.

	• The learner must sign an agreement agreeing to the loan and the return of the digital device at the end of the year.

APPENDIX 1.3. Learners with an Advanced Learner Loan

Financial support is available to **Advanced Learner Loan learners** provided they are:

- A "home learner" who meets the residency requirements;
- Meet the age requirement of the fund (19 years old or older on 31 August 2026);
- Be enrolled on an approved Government funded programme (DfE, European Social Fund (ESF), publicly funded, traineeship programme);
- Be on a full-time course and or substantial part-time course (5 hours and above including any mandatory placements);
- Be in receipt of income assessed state benefits (including Universal Credits) or have an annual gross household income of below £35,000;
- The loan has been approved and is showing as confirmed on ProSolutions.

In exceptional circumstances we may be able to offer support for meals/travel with a supporting statement from a professional staff member (Pastoral Staff, Designated Safeguarding Officer, Financial Welfare Team).

All awards in the table below apply to eligible learners with an Advance Learner Loan.

Award	Details
1. Travel Passes	• Eligible learners will be issued with the most cost-effective travel pass available. In the vast majority of cases this will be an electronic annual First bus M ticket or equivalent travel pass. For learners at Keighley and Harrogate College this may be an electronic Transdev travel ticket. • For eligible learners, who are 19 years old or over on 31st August 2026 and living in an area of West Yorkshire covered by First Bus, Arriva, Trans Dev or Metro, support with travel passes is available. A learner must continue to live 1.5 miles away or more from their campus of study, ***the shortest walking route as worked out on Google Maps***, to qualify for travel support. • For eligible learners who are 19 years old or older on 31st August 2026 and living outside the travel area covered by West Yorkshire Metro, a contribution of the cost equivalent to the cost of an annual First MTicket bus pass will be made towards Metro travel. If a learner requires Metro travel for the train pass then the learner's curriculum department will meet the additional cost over and above the cost of an annual First MTicket bus pass. Metro bus travel will only be given in exceptional circumstances where a learner can not use First bus. **Exceptional travel** • Exceptions to the above will be considered on a case by case basis; for example, if a learner has safeguarding, health or other personal issues, e.g. childcare. In order to consider exceptional circumstances, a medical letter or another relevant

	supporting letter and a statement from a tutorial staff member must be provided in support of the application when the assessment is completed. • For eligible learners who are 19 years or older on 31st August 2026 and living outside the travel area covered by West Yorkshire Metro, a contribution of the cost equivalent to the cost of an annual First MTicket bus pass will be made towards exceptional travel and will need to be applied for. • No exceptional travel payments will be made unless a signed assessment has been submitted confirming eligibility with the supporting documents. Exceptional travel payments are capped at £125 per half term (£750 per year). • Payment for exceptional travel is by BACS up to a maximum of £750 (£125 per half term) and is at the discretion of the Student Funds Finance Manager. • Petrol and parking costs will be considered in exceptional circumstances and will pay the current HMRC approved mileage rate (currently 55p per mile). • Receipts must be submitted after the first Exceptional travel payment is made and before further payments are made. • Exceptions to this will also be considered where the course is not offered at a local college • A learner will be provided with electronic tickets to ensure best value for money and efficiency in using travel support. However, one of the following will be available if learners have specific reasons for not using an electronic ticket, if a learner loses more than two paper passes we reserve the right to charge the learner for a further replacement; • First paper pass; • Arriva travel card; • West Yorkshire Metro paper pass; • Exceptional Travel – In exceptional circumstances (safeguarding, health or other personal issues) travel payments may be awarded based on the number of days the learner is in college. • A suitable monthly pass will be available to learners in September if there is a delay in having their LSF application fully assessed. Any passes given to non-eligible learners will be recharged to Curriculum departments. • Learners must always carry their student ID card with them when using a travel pass provided by college.
2.Meals and subsistence	• Eligible learners can access meals at college food service outlets using the cashless meal card. If there is no food service outlet on a campus, meal support will still be offered via local arrangements. • Only learners who attend two sessions or more spanning a meal break per day or who attend college 5 hours or more per day are eligible for food. • A cashless meal card is provided to spend up to £4.00 for each day the learner is required to attend college during term time.

	• Food service outlets will provide a meal deal to the value of £4.00. Learners may choose from other food items, however these must have nutritional value and the meal card can not be used for sweets, chocolate, snacks and any drinks. Water is made available. • Supermarket vouchers are available for learners on work placement including supported internships to an equivalent of £3.00 for each day. These must be requested by tutors at least **two weeks** prior to the start of the placement to allow for administration and issue. Refer to the 'Issuing Vouchers Procedure' for details of the process for issuing and recording the issue of vouchers. • Unused vouchers will be cancelled after two weeks of issue.
3.Equipment, kit and visits	• Whilst funding is available, eligible learners will be supported with course related books, kit, equipment, uniforms, protective clothing, educational or employability related visits, co-curricular activities and any other relevant course- related costs (where costs are not included in the funding rate); • Departments will distribute equipment and kit in a timely manner to ensure no learner is disadvantaged or prevented from participating fully in the course. • Where appropriate departments may part fund items or loan items to learners.
4.Emergency Fund	• The Emergency Fund is short term and in place to assist learners experiencing a sudden, unexpected and emergency situation, which may impact on their studies. This is also to promote the safeguarding and welfare of young people and vulnerable adults. • Refer to the Learner Support Fund - Emergency Fund Procedure 2026/27 for detailed information.
5.Hardship Fund+	• Luminate FE colleges Hardship Fund is in place to assist learners who are experiencing exceptional hardship or a domestic emergency. The funds are limited and awards are made within the constraints of the budget available. • Hardship Funds are assessed by the Welfare Officers. Learners must be accessing all the benefits they are entitled to before a hardship payment will be considered; • Refer to the Learner Support Fund - Hardship Fund Procedure 2026/27 for detailed information.
6.Childcare – Care to Learn	• Learners who are under 20 years of age are provided with assistance to apply for the Care to Learn Scheme to cover childcare costs. • The college will seek to identify and encourage applications to the Care to Learn Scheme by all eligible learners. • The Welfare Team will promote Care to Learn funds, maximise the uptake and monitor learners in receipt of the fund.

7.Childcare – Advanced Learner Loan	• Learners who are over 20 years of age can apply for assistance with childcare costs for their timetabled classes on a term-time only basis using the childcare application form. Learners must complete a childcare funding application form and provide copies of their income evidence and birth certificate (s) with their application form. A childcare quote form can be either submitted with the childcare application form or submitted after provisional offering of childcare funding has been made. • Luminate FE colleges will work with childcare providers who are OFSTED registered and sign our service level agreement to support learners with their childcare arrangements, and funding. It is preferred the learner uses a Council run nursery. • Learners must use the free early education entitlement (FEEE) for childcare in the first instance. • Learners must be aware of any contracts they are agreeing directly with the childcare provider and these are not the responsibility of college. • To maximise the number of learners helped with childcare, college will support learners for a total of three years. Learners requiring childcare for longer than three years must be able to demonstrate they are progressing in their studies at college and is at the discretion from the Student Funds Finance Manager. • There is limited funding available, therefore learners must apply early. Not all eligible learners will be awarded support with childcare. • Learners must also provide evidence of the child/children through a birth certificate or details of the child/children on a Child Tax Credit Award notice. • The maximum contribution of £7,000 may be received per learner for childcare costs. A higher contribution maybe received at the discretion of the Student Funds Finance Manager. • Payments to childcare providers are capped at £64.10 (including VAT) per child for a full day and £32.05 (including VAT) per child for half a day. • Payments for school wrap around care are capped at £5 (including VAT) per child for before school care and £10 (including VAT) per child for after school care. The college will not support the cost of children's out of school lessons, e.g. music lessons, extra tuition lessons. • Detailed childcare support processes are set out. Childcare is high cost support and requires contractual arrangements to be in place between childcare providers and the college. • Learners must not assume childcare will be awarded, and any costs incurred are the responsibility of the learner unless there is written agreement from the Learner Funds team that payment will be made. • Some childcare funding will be retained for learners enrolling during the academic year.

	• Refer to the childcare processes 2026/27 for detailed information including priorities for childcare support, maximum amount per learner. There are restrictions on the fund, and each case is assessed individually. • Exceptions to the eligibility criteria will be considered on a case by case basis according to individual circumstances.
8. Digital Support	• We recognise the issue of financially disadvantaged households and are committed to removing barriers to learning and digital marginalisation. • Learners can apply for support accessing the internet through the loan of a digital device. • These will be supplied via the department but funded through the discretionary fund, they are to be used to complete their course. • The department must keep a list of which equipment has been loaned to which learner. • The learner must sign an agreement agreeing to the loan and the return of the digital device at the end of the year.

APPENDIX 2 - Policy Decision Making Framework

Staff Members	Responsibilities
Curriculum schools **School administration/services teams or coaching tutors, pastoral teams**	Advise learners how to access the online application form, complete it and submit it. Identify children looked after and care leavers, raise their awareness of Priority Fund and encourage them to apply. In exceptional circumstances, paper forms can be issued and must be checked to ensure the form has been fully completed and signed by the learner. Check the income evidence and complete the assessment. Scan in income evidence and save for six years. Scan in signed papers forms and send to LSF team to input onto ProSolution. Save evidence in evidence folder. Provide access to sanitary protection Issue 20+ childcare application forms. Check completed forms, childcare quote forms and income evidence, then tick the check boxes and sign and date the front of the application form. Scan childcare applications and supporting documents to childcarefunding@leedscitycollege.ac.uk or advise the learner to scan in the documents and email to the childcare funding email address. Refer complex cases / appeals to the Student Funds Finance Manager. Issue travel passes and meal cards. Relevant recording of information.
Heads / Deputy Heads of Department	Determine the equipment and uniform requirements for all learners on each course. Identify suppliers and agree purchase arrangements with the college finance team. Develop processes for ordering equipment and uniform on behalf of all learners.

	Arrange any supplier presence during enrolment / induction. Submit departmental claims, including copies of invoices to LSF for reimbursement as advised. Sign to agree assistance with fees for eligible learners who are not eligible for fee waivers.
Coaching Tutors/Pastoral Staff	Direct learners to the online application form. Identify children looked after and care leavers, raise their awareness of Priority Fund and encourage them to apply. Agree the exceptional circumstances for paper applications. With paper forms, check the form has been fully completed and signed by the learner. Check income evidence and complete the assessment. Scan in signed papers forms and send to LSF team to input onto ProSolution. Save evidence in evidence folder. Review travel plans where necessary. Promote take up of the funds. Provide information and advice. Refer complex cases/appeals to the Student Funds Finance Manager. Deliver tutorial activities around financial capability and advise learners how to open bank accounts. Review progress and inform learners and Learner Support Funds team if discontinuing support or if the learner's attendance falls below the expected level. Relevant recording on ProMonitor.

Student Funds Coordinator / Student Funds Officer	Administration of the funds. Oversee the recording awards and payments made on ProSolution learner record. Provide information for reports for budget holder and funding bodies. Oversee exceptional travel and Priority Fund payments and claims. Ensure any benefits for withdrawn learners are cancelled where appropriate. Oversee the raising of goods receipt orders for travel passes and meal vouchers and oversee the distribution of supplies.
Finance Team	Make BACS and faster payments on the instruction of the Learner Support Funds team. Process all third-party childcare suppliers. Business partner service. Approve procurement / approved supplier arrangements. Establish payment arrangements with suppliers of equipment and uniform.
Front Of House/ Reception Teams	Maintain a small emergency fund for each campus or centre including travel passes. Issue to learners according to the Emergency Funds Procedure. Record fund use on the Emergency Funds Sheet. Answer queries and advise learners on the application process and submission of supporting documents for learner funds.
Welfare Co-ordinator/Advisers	Knowledge of the criteria and application process for funds to advise learners, curriculum and school services staff on processes. Identify children looked after and care leavers, raise their awareness of Priority Fund and encourage them to apply. Relevant recording on ProMonitor.

	Assess learners for hardship support and recommend additional financial support where appropriate.
Welfare Co-ordinator	Co-ordinate enrolment, induction and learner finance information and advice. Sign post to specialist help and support.
Student Funds Finance Manager	Approve emergency hardship float replenishment and monitor emergency hardship awards. Recommend exceptional awards that exceed specified limits. Manage appeals process. Respond to complex queries and appeal letters. Ensure service standards are achieved. Implement the Learner Support Fund's Marketing and Communication plan and ensure maximum uptake of learner funds. Raise awareness of Priority Fund and develop strong links with the Care Experience Team, designated Care Experience Leads, the Welfare team, coaching tutors and curriculum admin teams to ensure all eligible Priority Fund learners access the Priority Funds. Monitor the day to day funds and produce monthly and reports at P4, P8 and P12. Approve goods receipt orders for travel passes and meal vouchers Provide information for forecasts. Monitor levels of spending and learner characteristics on each fund. Carrying out the childcare assessments and approve childcare agreements. Approve requests for cost of kit and equipment transfers to curriculum areas. Plan and deliver training through the year for all staff involved in Learner Support Fund activities. Approve requests for hardship payments/support.

Head of Student Engagement	Manage the fund budget. Approve the fund forecasts, ensure maximum spending on each fund. Provide reports to governors, sign off funding body returns. Preparing performance review and business planning reports. Final decision making for appeals. Learner Support Fund Policy owner.
Director of Student Life	Maintain oversight of effective use of the funds to promote social mobility and ensure financial barriers to participation in learning are overcome.

APPENDIX 2 – College cost of main travel passes – this is correct as at October 2026 and may changes during the year

Travel Pass	**Cost**
All term M ticket for First Bus	£436.10 per year
Arriva travel bus pass	£810.00 per year
Under 19 West Yorkshire Academic bus pass	£363.80 per year
Under 26 or Student West Yorkshire Bus Monthly pass	£63.24 per month
Under 26 or Student West Yorkshire bus and Train pass	£97.41 per month
Transdev – Gold bus pass	£620.00 per year

11. GLOSSARY OF TERMS AND DEFINITIONS

Glossary of Terms and Definitions

WORD/ACRONYM	**MEANING**
AEB	Adult Education Budget
ASF	Adult Skills Fund
DELT	Executive Level Team
DfE	Department for Education
EHCP	Education, Health and Care Plan
ESA	Employment and Support Allowance
ESF	European Social Fund
ESFA	Education and Skills Funding Agency
FAQ	Frequently asked questions
FEEE	Free early education entitlement
LSF	Learner Support Fund
SFA	Skills Funding Agency
UC	Universal Credit
WYCA	West Yorkshire Combined Authority
YNYCA	York and North Yorkshire Combined Authority