

Loughborough College Group

19+ Adult Discretionary and Advanced Learner Loan Bursary Policy

1. Scope and Purpose

The Bursary policy sets out the financial support available, the eligibility criteria and condition for continuous receipt of support for 19+-year-olds attending a Further Education programme at Loughborough College Group, including Loughborough, Stephenson, Melton and Brooksby Colleges.

Loughborough College Group receive an annual allocation of funding to provide financial support for students who would otherwise find it difficult to attend or complete College programmes with is because of financial considerations. The College promotes these funds in its literature and on its website. This service is available for prospective and current students.

2. Policy/Procedure Statement

Loughborough College Group recognize that the 19+ Adult Bursary has an important role to play in removing barriers for some students accessing and completing further education courses. It is the aim of the College to use funds to make the maximum impact on recruitment, attendance, retention, and achievement.

The funds will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Department for Education (DFE). The Bursary is intended to help with the financial hardship needs of individual young people studying a programme at Loughborough College Group. Awards from the Bursary will be used towards essential course-related costs such as travel, meals at college if eligible, equipment, trips and other costs associated with learning (see Types of Support). Discretionary and Hardship awards will be subject to sufficient funds being available.

3. Impact Assessments

3.1 This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.

3.2 This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

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3.3 This policy has been impact assessed where appropriate for Safeguarding, Health and Safety and Sustainability Factors to ensure that all potential risks are identified and mitigated, and that the policy supports a safe, inclusive, and environmentally responsible learning and working environment.

4. Policy/Procedure

The College receives funding for following types of Adult bursaries for Further Education:

DISCRETIONARY ADULT LEARNER SUPPORT FUND (dALSF)

Designed to help students aged 19 or over (as at 31st August 2025), whose household income is less than £29,000 to meet some of the costs incurred as a result of studying. For assistance with travel (living outside of LE11 for Loughborough Campus or a 3-mile radius of the Stephenson, Brooksby or Melton College campus'), applications will be considered with a household income of £32,000 or under.

The dALSF is available to contribute to educational costs including travel to college, food allowance, additional course costs such as educational trips, kit / uniform, stationery, childcare (student aged 20+). Applicants will be required to apply each academic year.

ADVANCED LEARNER LOAN BURSARY FUND

Designed to help students aged 19 or over (as at 31st August 2025) who are eligible to receive the Advanced Learner Loan and whose household income is less than £29,000 to meet some of the costs incurred as a result of studying such as Travel, Additional Learning Support and Childcare Fees (student aged 20+) as a result of studying subject to available funding. For assistance with travel (living outside of LE11 for Loughborough Campus or a 3-mile radius of the Stephenson, Brooksby or Melton College campus'), applications will be considered with a household income of £32,000 or under.

For all bursaries, applicants will be required to apply each academic year.

Eligibility

Discretionary Adult Learner Support Fund

To be eligible for financial assistance from the Discretionary Adult Learner Support Fund you must be in one or more of the following categories:

- Be a home student aged 19 or over as at 31st August 2024 starting a new programme of study
- be attending a full or part time course funded by the Department for Education
- Have been resident in an EU country for the whole of the last three years
- Be a Refugee whose 'Refugee' status was confirmed in the three years prior to starting the course
- Have an annual household income of less than £29,000 per year before tax (£29,000 - £32,000 for Travel only)
- Be an Asylum Seeker who has legally been in the UK pending consideration of their claim by the Home Office for longer than six months and no decision has been made

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- Be an Asylum Seeker who has been refused asylum but eligible and granted support under Section 4 of the Immigration and Asylum Act 1999

Advanced Learner Loan Bursary

The Advanced Learner Loan Bursary Fund is aimed at helping vulnerable students who are being funded through the Loan for course fees such as those with learning difficulties or disabilities, parents who need help with childcare and ex-military personnel.

Subject to available funding, if eligible, applications will be considered only for assistance with Travel, 'Childcare Fees' and 'Additional Learning Support (ALS)'

You will not receive funding if:

- You do not meet any of the above criteria
- You are fully funded by the Advanced Learner Loan
- In some cases if you are fully funded by the Department for Education (ie: paid no tuition fees)
- You have outstanding debts to the college
- You are already receiving financial assistance through alternative funds (ie New Deal, Charitable Trusts, Free Government Childcare Hours, etc)
- Your household income is above £29,000 per year before tax (£29,000 - £32,000 for Travel only)
- You are in prison or a young offender institution or have been released on temporary licence (ROTL), for example on day release
- You are studying a Higher Education course, waged Apprenticeship or provision with learning aims that are identified as wholly funded from other sources

The College reserves the right to withdraw Adult Learner Support Fund awards if:

- Your attendance falls below 95%
- Your behaviour is unsatisfactory
- You withdraw or are withdrawn from your course(s)

HOW DO I APPLY?

- If you are eligible - complete and submit the application form
- Ensure ALL sections are completed in FULL and submitted with ALL relevant evidence
- Incomplete applications will not be processed
- Failure to provide the correct documentation will cause a delay in the processing of your application
- Photocopies of evidence are acceptable. Original documents will be returned as soon as possible

If you have any queries with regard to the funds and application form, please contact the Bursary Fund Team at your chosen campus by email:

- **Loughborough College:** studentfinance@loucoll.ac.uk
- **Stephenson College:** bursary@smbgroup.ac.uk

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- Brooksby College: bursary@smbgroup.ac.uk

Statement of Principles:

- The bursary should be applied fairly and consistently.
- The budget for the Bursary Fund is fixed. Students who may be eligible for support are not automatically entitled to it
- Funds are aimed at those most in need of financial assistance
- Funds are limited so you should apply as soon as possible
- Funding cannot be guaranteed in cases of over-demand
- All bursary amounts awarded are at the discretion of the College
- Funds are only available to assist with costs relating to your course or attendance at college
- Due to the limited funds available, Travel, Stationery, Food and Additional Course Costs will be given priority
- For Travel, funding will be awarded where a student lives outside a three-mile radius the college site or within but with personal compelling reasons (evidence must be provided)
- You must supply all necessary evidence with your application. Your application will not be assessed without it. Failure to submit the correct evidence will delay your application being processed
- If you enroll on your course and your application for financial assistance is unsuccessful, you will be responsible for paying your course fees in full
- If you are successful and then withdraw or are withdrawn from your course(s), you will be required to re-pay all or some of the money awarded and also any outstanding fees to Loughborough, Stephenson's and Bursary Colleges.
- If you receive an award that will pay only part of your fees, you will be responsible for paying the remaining balance.
- The bursary payment is subject to attendance, punctuality and behaviour. Attendance should normally be at a minimum of 95%. The College's reserve the right to withdraw Bursary Fund allocations if:
 - Your attendance falls below 95%
 - Your behaviour is unsatisfactory
 - You withdraw or are withdrawn from your course(s)

Extenuating circumstances that are affecting attendance will, however, be considered.

- If you are applying for help with Tuition Fees, you must submit your application form to the Bursary Fund Team and obtain an award notification letter before enrolling on the course. When you are enrol, you are responsible for the fees until an award is made.
- Funding is available per academic year. If you are on a two-year course, you will need to make a new application each year
- You must inform the Bursary Fund Team in writing, of any change to your personal or family circumstances
- You may be committing a criminal offence if you omit to disclose any information that may affect your application
- Awards from the Bursary Fund are made on a loan basis. If you successfully complete your course, the loan may be converted to a non-repayable grant
- If you leave your course early, the College will ask you to return any money or equipment that have been given to you from the Bursary Fund

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- The process must be easily understood and accessible to young people. The Student Bursary and Hardship Fund will be publicised via the Student Financial Support section of the College's website
- The process should identify eligible students in a timely fashion.
- There is a commitment to ensuring bursary funds allocated to the College are fully distributed to support as many students as possible. However, budgets are provided by the DFE, the College can only make payment if there are sufficient funds.
- It is the students' responsibility to tell the Department for Work and Pensions about any financial support being received from Loughborough College Group as dALSF payments may affect your eligibility to some benefits.

The Bursary Fund Panel will:

- Take positive action to ensure that all full and part time home students can apply for financial support, thus widening participation and providing learning opportunities for under-represented groups
- Ensure that no applicant to the Bursary Fund receives less favorable treatment which cannot be justified in relation to individual financial / personal circumstances
- Ensure that all Bursary Fund literature, marketing and publicity material are free from stereotypes, discriminatory assumptions, images and language
- Monitor and review the effectiveness of the support on a regular basis

Confidentiality:

Applications are only seen by staff involved in the delivery of the Bursary Fund. From time to time, it may be necessary for additional supporting information to be sought from other College staff for a decision to be made

Data Protection:

The Loughborough College Group collects data about all students for various administrative, academic, health and safety, contractual and other public interest reasons. You are aware that your data is shared only with those agencies specifically involved with funding or accrediting your qualification, concerned with collection of fees or with ensuring your wellbeing and vital interests. Since the College's cannot operate effectively without processing information about you, at enrolment you will be asked to sign to confirm your agreement to this. If you do not do this, we will be unable to enroll you on your programme of study and may withdraw any offer of a place already made. Please be aware that the Colleges will only share your information where legally allowed or required in line with current Data Protection legislation. For circumstances outside of this legislation, we will seek your written consent separately before sharing your information

Pandemic Disclaimer:

Where a pandemic is declared, the Bursary will not be paid as the sole aim of this Bursary Fund is to provide financial support to help students at the College overcome specific financial barriers to participation so that they can remain in and attend in person their education and at this college.

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Impact Assessments

- i. This policy/procedure has been assessed for its impact on equal opportunities and will be informed by the aim to eliminate all forms of discrimination in all strands of the equal opportunities' legislation.
- ii. This policy/procedure has been assessed for potential risk on data subjects due to the processing of personally identifiable information. All processing has been reviewed and is in line with all current Data protection laws and appropriate safeguards implemented to ensure that the policy has privacy by design as its underlying approach.

Procedure

- i. Students who have been accepted onto an DFE funded course for the next academic year be sent information and an application form to apply for bursary funding. This can also be found on the College website onto a DFE funded course in August of each year and can also be found on the Financial Support section of the College's website
- ii. To apply for the bursary funds applicants will need to do the following:
 - Complete and submit the relevant application form:
 - Discretionary Adult Learner Support Fund (for students aged 19 and over)
 - Ensure ALL sections are completed in FULL and submitted with ALL relevant evidence
 - Incomplete applications will either be returned or any missing information will be requested
 - Failure to provide the correct documentation will cause a delay in the processing of your application
 - Photocopies of evidence are acceptable. Original documents will be returned as soon as possible
 - Ensure you (the student) have signed the form on the back page
- iii. There is a limited amount of funding available and it is the College's priority to use these funds to help as many students as possible. Fully completed forms submitted with all supporting evidence, will normally be processed within 28 days of receipt, but at peak times this may take longer. You may be contacted to discuss your particular needs. It is important that you provide evidence of all household income. If any evidence is missing no assessment will be made therefore causing a delay to your application
- iv. If your application is successful, you will receive an award notification letter or email, which will indicate how your award will be paid. Wherever possible, payments are made via internal transfers within the College.

No guarantee can be given that you will be successful in your application for financial assistance. If you are unsuccessful, you will be notified in writing and the reasons why will be included in the letter or email you receive. You will then be responsible for all the costs associated with your chosen course(s).

Reconsideration:

1. If you are dissatisfied with the outcome of your bursary application, you may request a reconsideration by emailing:

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Loughborough College: studentfinance@loucoll.ac.uk

Brooksby College: bursary@smbgroup.ac.uk

Stephenson College: bursary@smbgroup.ac.uk

within 5 working days of receiving your decision. You must provide clear reasons and any supporting evidence for your request. The Learner Services Manager will review your application again and provide a written outcome with reasons.

2. If, after this reconsideration, you remain unhappy with how your bursary application has been managed, you may follow the College's Complaints Procedure.

5. Location and Access to the Policy

This document can be found on:

- The Loughborough College Group's Website
- The Loughborough College Group's SharePoint

6. Linked Policies and Procedures

Adult Skills Fund – See sections 'Hardship' and 'Childcare'

[Adult skills fund: funding and performance management rules 2025 to 2026 - GOV.UK](#)

1. Change log

Date	Version	Details of change	Review / Revision by	
			Name	Title

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2. Appendix

Appendix 1 – Table and Flowchart for Advanced Learner Loan Bursary

LOUGHBOROUGH COLLEGE GROUP ADVANCED LEARNER LOAN BURSARY FUND 2025/26

ELIGIBILITY

- For home students aged 19+ or over as at 31st August 2025, in receipt of the Advanced Learner Loan, with an annual household income, or be a dependent of someone with a household income of less than £29,000 per year before tax (for travel only annual household income of £29,000 - £32,000 before tax)
- Students requiring additional learning support do not need to fulfil the household income element of the eligibility criteria

Advanced Learner Loan Bursary Fund

for all students eligible and in receipt of the Advanced Learner Loan

Subject to available funding, if eligible, students will be considered for assistance with:

- Travel
- Childcare
- Food Allowance

DEADLINE
for on time applications is
12TH SEPTEMBER 2025

ADDITIONAL LEARNING SUPPORT

For student requiring additional learning support following assessment by the Learner Support team

STATIONERY ALLOWANCE

£15 maximum contribution - to be used in the onsite Stationery Shop only

FOOD ALLOWANCE

£5 per timetabled day allowance uploaded to your ID card to be used in onsite eatery's only

DISCLAIMER: This information is true and accurate at the time of printing and subject to change following funding allocations and guidelines being received

ADVANCED LEARNER LOAN BURSARY 2025/26

DEADLINE
for on time applications is
12TH SEPTEMBER 2025

Are you aged 19+ and eligible for a government Advanced Learner Loan?	Lives in LE11 for Loughborough campus or within a 3-mile radius for other campus' and household income less than £29,000	Lives outside either LE11 for Loughborough campus or 3-mile radius for other campus' and household income less than £29,000	Lives in LE11 and household income less than £29,000	Lives outside either LE11 for Loughborough campus or 3-mile radius for other campus' and household income £29,000 - £32,000
Travel Fare Subsidy (£585 max) Paid monthly from September to April	✓	✓	X	X
Stationery (£15 max)	✓	X	✓	X
Food Allowance (£5 per timetabled day)	✓	X	✓	X
Additional Learning Support (subject to an Assessment of Needs)	✓	✓	✓	✓
Childcare (subject to T&Cs)	✓	X	✓	X

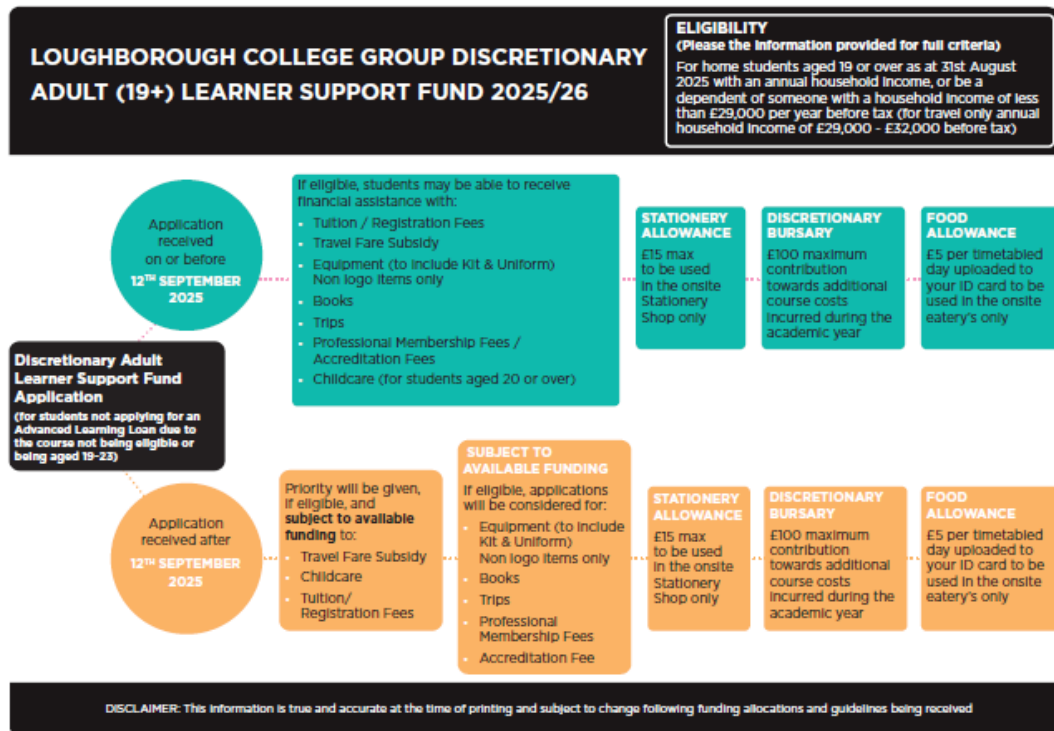
All applications to the Advanced Learner Loan Bursary are subject to Terms & Conditions including minimum of 95% attendance required - please contact the college for more details

Depending on the campus you are studying at, allocations of the bursary may differ.

Full Terms & Conditions are available on the website at: www.loughcoll.ac.uk

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Appendix 2 – Table and Flowchart for 19+ Adult Learner Support Fund



DISCRETIONARY ADULT LEARNER SUPPORT FUND

DEADLINE
 for on time applications is
12TH SEPTEMBER 2025

Are you aged 19+ and not eligible for a government Advanced Learner Loan? Could you be eligible?	Lives outside either LEI for Loughborough campus or 3-mile radius for other campus' and household income less than £29,000	Lives outside either LEI for Loughborough campus or 3-mile radius for other campus' and household income £29,000 - £32,000	Lives in LEI for Loughborough campus or within a 3-mile radius for other campus' and household income less than £29,000
50% Tuition Fee Subsidy (up to £1,000)	✓	✗	✓
Travel Fare Subsidy (£585 max) Paid in monthly installments from September to May	✓	✓	✗
Equipment / Kit / Uniform (non logo items only) (up to £250)	✓	✗	✓
Professional Membership Fees / Accreditation Fees (up to £100)	✓	✗	✓
Childcare (for students aged 20 or over) (subject to T&Cs)	✓	✗	✓
Stationery (£15 max)	✓	✗	✓
Discretionary Bursary (£100 max)	✓	✗	✓
Food Allowance (£5 Per Timetabled Day)	✓	✗	✓
Free Student Meals	Subject to separate terms & conditions	Subject to separate terms & conditions	Subject to separate terms & conditions

All applications to the Discretionary Learner Support Fund are subject to Terms & Conditions including minimum of 95% attendance required. Please contact the college for more details. Depending on the campus you are studying at, allocations of the bursary may differ.

Full Terms & Conditions are available on the website at: www.loucoll.ac.uk

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