

WAKEFIELD COLLEGE

Financial Support Administration of Funds Policy

Review Cycle:	Every 3 years
Next Review Date	June 2024
Person Responsible	Executive Director / Head of Student Experience
Approving Body	Executive Team

1. Aims

- 1.1 To provide Funds to students who are financially inhibited to enable them to reach their learning goals.
- 1.2 To support the enrolment, retention and achievement of students.
- 1.3 To administer the Funds in accordance with EFA, SFA and HEFCE guidelines while operating the Funds flexibly to best support students' individual financial needs and support the College mission statement.
- 1.4 To operate within College Financial Regulations and guidelines.

2. Scope

- 2.1 16-18 Bursary Fund.
- 2.2 Free College Lunches
- 2.3 19+ Learner Support Fund
- 2.4 Advanced Learner Loans Bursary Fund
- 2.5 Crisis Fund
- 2.6 Access to Learning Fund/HE Bursaries – Andrew Cawtheray

3. Implementation

- 3.1 The College will provide effective and efficient support to administer the Funds.
- 3.2 The College will provide advice to students regarding their eligibility for Funds.
- 3.3 Clear criteria will be established for the distribution of the Funds and made known to all students.
- 3.4 Clear and responsive processes will be implemented to ensure that timely decisions are made and communicated to students.
- 3.5 Overall responsibility for Funds will be taken by the Executive Director and Head of Student Experience, advised by the College Student Advisors and supported by a member of the College Finance team.

Review Cycle	Every 3 years
Next Review Date	June 2024
Person Responsible	Executive Director / Head of Student Experience
Approving Body	Executive Team

3.6 The College will, wherever possible, seek to supplement Funds with a Discretionary Fund, primarily for the benefit of students ineligible for the Funds.

4. INFORMATION STRATEGY

4.1 A range of information systems will be used to disseminate information as widely as possible. These include the College prospectus, course and financial support leaflets, posters and the College Intranet.

4.2 Advice will be available at College campuses via drop-in sessions, appointments, e-mail, and telephone.

4.3 Information will be made available to students:

- Pre-entry
- On entry and during induction
- On programme
- On exit for progression

4.4 The College will provide information to students in alternative formats if requested.

5. MONITORING

5.1 The Financial Support Panel will report to the College Access and Equality Committee, which is a committee of the academic board.

5.2 Annual reports will be provided, examples of which might include:

- Monitoring take-up of the Funds by age, gender, ethnicity, programme area and programme level.
- Monitor retention and achievement of students receiving the Funds.

5.3 Annual surveys will be undertaken to monitor student satisfaction with the services provided and action plans initiated to improve targets set.

5.4 Funding guidelines and regulations will be reviewed annually and procedures and administration set up to respond to changes and improve service delivery.

4.5 Targets will be reviewed and set annually as part of the College Quality Assurance and planning frameworks.

Review Cycle	Every 3 years
Next Review Date	June 2024
Person Responsible	Executive Director / Head of Student Experience
Approving Body	Executive Team