

## **FINANCIAL SUPPORT:** **TERMS AND CONDITIONS 2020-21**

- Please ensure that you read and agree to the terms and conditions as contained in this document prior to submitting your application. The **submission of your application is deemed as acceptance** of the terms and conditions as found in this agreement.
- Bursary/Financial Support awards will be *'in kind'* support in the first instance.
- If you are applying for support with a monthly bus pass (*only applicable for students aged 16-18*) then **please ensure that you have your Scholars' PhotoCard** (*obtained from Metro i.e. the bus station*) **with you** when submitting your application. Please ensure your Scholars' PhotoCard is not set to expire at least until the end of your course (*July 2021 or beyond*) unless you are turning 19 years of age at some point during the year (*as Scholars' PhotoCards are not available for students who are aged 19 and over as per Metro, so they are issued up until your 19<sup>th</sup> birthday*). We emphasise this point because at the start of the academic year (*September 2020*) we come across many students that have bus passes expiring in the middle of September (*e.g. 19<sup>th</sup> of September*) which as a result will not allow us to record a monthly bus pass on the card as your card expires in a few weeks. Therefore, please ensure you apply for a new card which will expire the day before your 19<sup>th</sup> birthday.
- Monthly bus passes (*for 16-18*) will be dependent upon **attendance and behaviour** which will be monitored throughout the year.
- Support awarded overall will be dependent upon **attendance and behaviour** which will be monitored throughout the year, e.g. on a monthly basis. If your attendance falls **below the college minimum standard of 90%** then your support will be stopped and reviewed with involvement from your tutor and/or progress coach and **any agreed funds may alter and reflect your attendance/behaviour**. This means your payments will be reduced if your attendance falls below the college standard of 90%. For example, if your attendance is 80% then you will receive 80% of the funds allocated that month i.e. if you were awarded £100.00 for the month then you only receive £80.00 of your allocated £100.00. Your payments may also be suspended if your behaviour does not meet the college standard.
- Support offered is entirely at the college's discretion and **completion of the financial support application does not guarantee support**.
- Support offered is dependent upon on remaining funds.
- It is your responsibility to ensure that your application is clear on the number of days you are attending college per week as requested on the front of the application.
- If you have any placement days as part of your course, **please ensure that you complete a "Placement Days Form"**, (*found on the College Financial Support web page and also in person from the Financial Support Office*) and submit it to the Financial Support Team once your tutor has completed it. If you fail to do this then, unfortunately, support may not be offered for any placement days that form part of your course.

- Support for additional days (whether it is for a placement or additional classes) can only be awarded by the Financial Support Team and not by your tutor.
- Failure to attend or complete your programme of study may mean you have to repay a proportion of support received.
- If you previously received support but withdrew from your course at Kirklees College then you may not be offered further support if you are now on a new course.
- Any support offered may not be reassessed to accommodate a change in your personal circumstances e.g. a geographical location change unless there are exceptional circumstances.
- If valid bank details are not provided then you **will not receive any funding** as a result. It is your responsibility to ensure that your bank account is not closed and that you submit the correct details for your nominated account (*this must be your account (i.e. the student) and not your parent's account as we can only transfer funds to the student and not to any other family member or friend*).
- If you are a student that is applicable for an **Advance Learner Loan** through Student Finance England (SFE) then we can only provide support once your Advance Learner Loan has been **approved**. If your loan has not been approved, then you will not be eligible for support through the Bursary scheme and your support may only begin on the date your Advance Learner Loan application is approved.
- **You do not receive money for simply attending college like the old EMA/ALG scheme.** We only assist with course related expenses (this is your Bursary/Financial Support) i.e. money awarded is for compulsory costs that you are spending on your course (e.g. money for travel/books etc.) which is your Bursary/Financial Support.
- You must state your expenses/course costs on the front of your application. **If you have not written what you need support with then we are unable to assist you.** You will not necessarily receive support for everything you ask for but everything you ask for will be taken in to consideration.
- You agree to use the funds for the purpose for which they have been awarded.
- All **communication** detailing your Bursary/Financial Support award (*i.e. the result of your application*) will be **sent to your college email account** (*which is your enrolment number followed by @kirkleescollege.ac.uk*), e.g. 1234567@kirkleescollege.ac.uk. Please ask your tutor how to access your college email account if you have any difficulty.
- You must enclose the required documents as requested on the Bursary/Financial Support application, otherwise your application will be rejected.
- You are deemed to have certified that **you understand and agree to the terms and conditions in this document by submitting your application** to the Financial Support Team. If you do not understand the terms and conditions, please ask a member of the Financial Support Team to explain them to you.