


# STUDENT SUPPORT FUNDS POLICY



Policy Review					
Owner	Position	Approved by SMT	Approval date	Review Period	Published on Website Y/N
Donna Short	Vice Principal Quality of Education	Signed: 	23.06.23	Annual Review date 01.06.24	Y

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Version	Recommend to SED Y/N
Emma Cox	Amendments to reflect changes in process and eligibility	04.04.17	-		Y
Emma Cox	Amendments to reflect changes in process and eligibility	19.06.18	14.06.17		N
Jane Warren/Emma Cox	Amendments to reflect changes in process and eligibility	10.06.19	14.06.17		
Sarah Bray				V1	

## Initial Equality Impact Screening

Who has been consulted on this policy & procedure?

Head of MIS

What evidence has been used for this impact screening (e.g. related policies, publications)?

Declaration (please tick one statement and indicate any negative impacts)

- We are satisfied that an initial screening has been carried out on this policy/procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups, provided that all other associated procedures are followed.
- We recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows:
- Age
  - Disability
  - Gender Reassignment
  - Race
  - Religion or belief
  - Sex
  - Sexual orientation
  - Marriage & civil partnership
  - Pregnancy & maternity

Completed by Author: Donna Short Position: VP Q of E Date: 22/5/23

Reviewed by Equality & Diversity Group Date:

We confirm that any recommended amendments have been made

Amended by Author: Position: Date:

Summary of Comments/Recommendations from Equality & Diversity Group Review:

## **1. PURPOSE OF THE POLICY**

1.1 Student support funds are allocated by the Education and Skills Funding Agency (ESFA) to provide additional support to students aged 16 and over, who are experiencing financial difficulty with meeting the costs associated with learning. These funds are allocated through a means tested system. Funds are allocated in 5 categories:

1.1.1 16 - 19 Vulnerable Groups Bursary (ESFA)

1.1.2 16 - 19 Discretionary Bursary (ESFA)

1.1.3 19+ Adult Discretionary Learner Support including Childcare (AEB)

1.1.4 Advanced Learner Loans Bursary (ESFA)

1.1.5 Free Meals (within the 16-19 categories) (ESFA)

1.2 The College aims to support as many eligible students as possible and will prioritise supporting the costs associated with travelling to college, compulsory uniform or equipment costs or other costs compulsory for the achievement of the course.

1.3 Due to the limitations on the total amount of student support funds available, it may be necessary to cap the amount of funding available to each student. This will be reviewed on and on-going basis dependent on the number of eligible students.

## **2. SCOPE**

2.1 The Vulnerable Groups Bursary supports students who are between 16 and 19 and assessed as being in need of financial assistance on either full or part-time funded courses. Young people must satisfy the residency criteria as stated in the document ESFA Funding guidance for young people 2023 to 2024.

2.2 The Discretionary Bursary supports students who are between 16 and 19 and assessed as being in need of financial assistance on either full or part-time funded courses. Young people must satisfy the residency criteria as stated in the document ESFA Funding guidance for young people in 2023 to 2024

2.3 The Adult Discretionary Learner Support Fund supports students who are over 19 and assessed as being in need of financial assistance on a full or part-time course. Students must satisfy the residency criteria as stated in the ESFA funded adult education budget (AEB) funding and performance management rules 2023 - 2024

- 2.4 The Advanced Learner Loans Bursary supports students who are studying a course funded by an Advanced Learner Loan.
- 2.5 Free Meals advice is set by the Education and Skills Funding Agency (ESFA) and cites colleges' requirement to provide free meals to disadvantaged 16 to 18 year old students (or learners aged over 19 who have an Educational, Health and Care Plan in further education (FE) funded institutions.
- 2.6 Funding Agreements have been amended and extended to place a legal duty on further education institutions to comply with requirement to provide free meals. Young people must satisfy the eligibility criteria as stated in the document Free meals in further education funded institutions: guide for the 2023 to 2024 academic year.
- 2.7 Student support funds do not support students who are participating on a waged apprenticeship programme or who are receiving assistance from specified Government schemes. The support funds do not support students participating in Higher Education courses.

### **3. RESPONSIBILITY AND AUTHORITY**

- 3.1 The responsibility for the administration of the fund lies within the iZone Manager and accountability for the return is with Head of MIS
- 3.2 The fund allocation is administered in accordance with current ESFA Funding Guidance and College Policies and Procedures.
- 3.3 All applications will be considered on a first come, first served basis. Eligibility does not guarantee funding. Award decisions will be made in accordance with the policy, principles of need and equity and limited to funds available. A panel comprising representative managers will meet at agreed points within the award cycle to make awarding decisions.
- 3.4 Financial assistance is awarded for this academic year only, subject to the continuing availability of funds and is dependent on the learner's continued study on the assessed programme.

### **4. MONITORING WHILST ON PROGRAMME**

4.1 Scheduled monthly payments will be conditional on the student meeting expected standards:

4.1.1 Attendance or engagement of at least 90% (unless there are exceptional medical or other extenuating circumstances). Positive attendance types are: / = present and L = late.

4.1.2 Behaviour which meets the Respect at College Policy.

4.2 If such standards are not met, the payment(s) will be suspended, unless otherwise agreed by the Head of Student Experience.

## **5. RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS**

Financial Support Information Sheet 2023/24

Application Form for Financial Assistance 2023/24

Appendix 1 – Bursary Support Fund Procedure 2023/2034

Appendix 2 – Adult Discretionary Support Fund Procedure 2023/24

Appendix 3 – Adult Discretionary Support Fund Procedure for Childcare 2023/24

Appendix 4 – Advanced Learner Loan Bursary Fund 2023/24

Appendix 5 – Care To Learn Procedure 2023/4

Appendix 6 – Free Meals Procedure 2022/23

Appendix 7 – Travel Allowance Calculations 234Appendix 8 – Payment 2020/21

**BURSARY SUPPORT FUND PROCEDURE 2023/24****16 - 19 STUDENTS****1. Application and Awarding Process**

- 1.1 Applications will be assessed, in the order in which they are received and processed as outlined in the published Information Sheet provided to students. The application is assessed using the assessment section on the back of the application form and is based on household income and personal circumstances. Assessment of applications will start from 01/07/2023. All applications received by 25<sup>th</sup> September 2023 will be assessed for eligibility. The College cannot guarantee applications received after this date will be assessed.
- 1.2 Funds are available to support transport, equipment, uniform and any other relevant course related costs with which the students may need assistance, as long as eligibility criteria is met. Costs not supported by the bursary include those associated with enrichment activities.
- 1.3 Assistance is assessed on an individual basis.

**2. Vulnerable Groups Bursary Support Funds**Eligibility

- 2.1 These are awarded to:
  - 2.1.1 Children in Care
  - 2.1.2 Care leavers
  - 2.1.3 16-19 students in receipt of Income Support or Universal Credit 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 a partner.
  - 2.1.4 Those 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
- 2.2 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'. 'care leaver' is defined as: 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 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

### Evidence of eligibility

- 2.3 For students 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.
- 2.4 For learners in receipt of UC or IS, a copy of their UC or IS award notice. This must clearly state that the claim is in the learners name/confirm they are entitled to the benefits 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, institutions must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on
- 2.5 For learners receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.
- 2.6 UC claimants should be able to print off details of their award from their online account or provide a screenshot.

## **3. Discretionary Bursary Support Funds**

### Eligibility

- 3.1 These are awarded to:
  - 3.1.1 Learners with household income of less than £50,000
- 3.2 Learners aged 16-19 who can provide evidence of household income below £50,000 will be eligible for a contribution towards their travel whilst using public transport or the full cost of travelling on the College buses YC1, YC2, YC3, YC4, YC5 and YC6. Where a student provides evidence that there is no suitable/feasible bus route enabling them to access the college, the college may in some circumstances provide alternative assistance through a travel allowance but only where the learner cannot use a YC or appropriate public Bus service.

- 3.3 Evidence of household income MUST be submitted with the application to enable an assessment to be made.
- 3.4 Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC.
- 3.5 Institutions make discretionary bursary awards to help students with the cost of travel, to buy essential books, equipment, or specialist clothing (such as protective overalls, for example). These are items the student would otherwise need to pay for to participate.
- 3.6 The bursary fund is not intended to provide learning support – services that institutions give to students, for example, counselling or mentoring – to support extra-curricular activities where these are not essential to the students' study programme or provide living costs support.
- 3.7 Evidence of income:
  - 3.7.1 Copy of parent(s)' and/or partner's P60 or latest monthly payslip or 4 most recent weekly payslips.
  - 3.7.2 Full copy (totalling 6 pages) of the household's Tax Credit Award notice for 2022/23.
  - 3.7.3 Evidence of parent(s)Guardian(s) being in receipt of one of the following benefits on 1<sup>st</sup> July of the academic year:
    - 3.7.3.1 Job Seekers Allowance (JSA)
    - 3.7.3.2 Employment Support Allowance (ESA)
    - 3.7.3.3 Guaranteed Element of State Pension Credit
    - 3.7.3.4 Universal Credit (UC) (3 most recent monthly award statements, the take-home pay figure in addition to the amount of UC after all deductions will be used to assess household income)
    - 3.7.3.5 Personal Independence Payment (PIP)
- 3.8 Evidence of household income, of less than 50,000 in audited accounts for self-employed people, bank statements for child maintenance payments, if this is your only source of income etc.
- 3.9 Bursary Fund applications will not be assessed without the inclusion of correct evidence.
- 3.10 Students will be notified of the outcome of their application in writing following assessment indicating how and when they will receive their award if eligible.

- 3.11 Where a student is awarded support for the cost of equipment, as appropriate Yeovil College can purchase the equipment on the student's behalf. In some circumstances the student may be asked to purchase the equipment and Yeovil College will reimburse the cost to the person who paid on production of a correct receipt. The student will be required to return any equipment if they withdraw/are excluded from college before the end of the course.
- 3.12 Students who are successfully awarded a bursary are able to make further financial requests throughout the year if there are additional costs for their Study Programme, however, the College cannot guarantee any additional awards.



## ADULT DISCRETIONARY SUPPORT FUND PROCEDURE (Excluding Childcare) 2023/24 19+ STUDENTS

### Application and Awarding Process

#### 1. Eligibility

1.1.1 Learners with household income of less than £50,000

1.2 Applications will be assessed, in the order in which they are received and processed as outlined in the published Financial Information Sheet. Assessment of applications will start from 1<sup>st</sup> July 2023.

1.3 These are awarded to:

1.3.1 Learners who are living **in the parental home** and can provide evidence of **personal** income of less than £20,000

1.3.2 Students who are living **independently** or with a spouse/partner and can provide evidence of **household** income of less than (defined as reaching an upper limit of £50,000

1.4 Evidence of student or household income **MUST** be submitted to allow the application to be processed.

1.5 Funds are available to support transport, equipment, uniform, and any other course related costs the students may need assistance, as eligibility criteria is met. Costs not supported by the bursary include those associated with enrichment activities, gym membership etc. Assistance is assessed on an individual basis.

#### 2. Evidence of income

2.1.1 P60 or latest monthly payslip or 4 most recent weekly payslips.

2.1.2 Full copy (totalling 6 pages) of the household's Tax Credit Award notice for 2023/24

2.1.3 Evidence of being in receipt of one of the following benefits on 1<sup>st</sup> July of the previous academic year:

2.1.3.1 Job Seekers Allowance (JSA)

2.1.3.2 Employment Support Allowance (ESA)

2.1.3.3 Guaranteed Element of State Pension Credit

2.1.3.4 Universal Credit (UC)

2.1.3.5 Personal Independence Payment (PIP)

2.2 Evidence of income e.g., audited accounts for self-employed people, bank statements for child maintenance payments (if this is your only source of income).

2.3 Adult Discretionary Support Funds will be awarded to assist students who face genuine financial barriers to staying in education.

2.4 Adult Discretionary Support Funds will be awarded based on individual assessment and are awarded on a sliding scale percentage of contribution, depending on the household income.

2.5 Adult Discretionary Support Fund applications will not be assessed without the inclusion of the correct evidence. Applications must also have a signature for the student/parent/partner/spouse declaration section.

2.6 Where a student applying for Adult Discretionary Support Fund requests travel allowance, this will be calculated based on the number of days attending and the length of their course (Appendix 7). The rates indicated are based on the distance in miles between the student's home and the college, and not to-and-from journeys.

2.7 Where a student is awarded support for the cost of equipment, as appropriate Yeovil College can purchase the equipment on the student's behalf. In some circumstances the student may be asked to purchase the equipment and Yeovil College will reimburse the cost to the person who paid on production of a correct receipt. The student will be required to return any equipment if they withdraw/are excluded from college before the end of the course.

2.8 Students who are successfully awarded an Adult Discretionary Support Fund Award are able to make further financial requests throughout the year if there are additional costs for their programme of study, however, the College cannot guarantee any additional awards.

2.9 Students will be notified of the outcome of their application in writing following assessment indicating how and when they will receive their award if eligible.

2.10 Funds will be awarded in ten monthly payments paid on the dates listed in Appendix 8 and will be conditional on the student meeting expected standards:

2.10.1 Attendance of at least 90% (unless there are exceptional medical or other extenuating circumstances).

2.10.2 Behaviour which meets the Respect at College Policy.



## ADULT DISCRETIONARY SUPPORT FUND PROCEDURE for CHILDCARE 2023/43 19+ STUDENTS

### Application and Awarding Process

#### 1. Eligibility

1.1.1 Aged 19+ and not in receipt of an Advanced Learner Loan

1.1.2 Learners with household income of less than £50,000

1.2 Applications will be assessed, in the order in which they are received and processed.

#### 2. Adult Discretionary Support Funds for Childcare

2.1 These are awarded to:

2.1.1 Those students who have successfully qualified for the Adult Discretionary Support Fund.

2.2 Evidence of student or household income already submitted with a bursary application can be used for childcare assessment.

2.3 Other evidence required:

2.3.1 Child-minder's/Pre-School/Nursery Name and Ofsted number.

2.3.2 Child-minder's/Pre-School/Nursery fees list/hourly rate.

2.4 Financial assistance for childcare is from a finite pot and will be a contribution towards costs and paid out in amounts based on the number of applications received for 2023/234 and proportional to childcare requirements.

2.5 Payment is only made for childcare sessions booked during timetabled lessons, however, travel time to and from childcare providers is accepted and included.

2.6 The student will receive confirmation of their eligibility for a contribution to Childcare following their enrolment. They will be notified of the amount of childcare contribution by the end of the first term.

2.7 Learners will be required to submit an invoice for payment to be made directly to the child-care provider.

2.8 The college will liaise directly with the student.

2.9 Funds will be awarded in monthly payments paid on the dates listed in Appendix 8 and will be conditional on the student meeting expected standards:

2.9.1 Attendance of at least 90% (unless there are exceptional medical or other extenuating circumstances).

2.9.2 Behaviour which meets the Student Code Of Conduct Policy.

## ADVANCED LEARNER LOANS BURSARY

### 1. Application and Awarding Process

#### 1.1 Eligibility

1.2 Applications will be assessed following enrolment, in the order in which they are received and processed as outlined in the published Information Sheet. The application is assessed using the Assessment section on the back of the application form and is based on confirmation of an approved loan from SLC, household income and personal circumstances.

1.3 Priority applicants for the Advanced Learner Loan Bursary Fund are students who may be disadvantaged or vulnerable as a result of:

1.3.1 Having a learning difficulty and/or disability.

1.3.2 Having a medical condition.

1.3.3 Being ex-military personnel.

1.3.4 Being a parent with childcare responsibilities who needs additional help with childcare costs.

1.3.5 An emergency short-term financial need (a student may be at risk of withdrawing from learning without emergency support).

1.3.6 Having a loan approved by SLC – verification will be required.

1.4 To meet its responsibilities under the Equality Act 2010, the College will prioritise support for learners with disabilities who make timely applications to the Advanced Learner Loan Bursary Fund.

1.5 The Advanced Learner loan bursary can be assessed against household income

1.5.1 Students who are living **in the parental home** and can provide evidence of household income less than £20,000

1.5.2 Students who are living **independently** or with a spouse/partner and can provide evidence of **household** income less than £50,000

1.6 Evidence of student or household income **MUST** be submitted to allow the application to be processed.

#### 1.7 Evidence of Income

- 1.7.1 P60 or latest monthly payslip or 4 most recent weekly payslips.
- 1.7.2 Full copy (totalling 6 pages) of the household's Tax Credit Award notice for 2023/24
- 1.7.3 Evidence of being in receipt of one of the following benefits on 1<sup>st</sup> July of the previous academic year.

- 1.7.3.1 Job Seekers Allowance (JSA)

- 1.7.3.2 Employment Support Allowance (ESA)

- 1.7.3.3 Guaranteed Element of State Pension Credit

- 1.7.3.4 Universal Credit (UC) (3 most recent monthly award statements, the take-home pay figure in addition to the amount of UC after all deductions will be used to assess household income)

- 1.7.3.5 Personal Independence Payment (PIP)

1.8 Evidence of income e.g. audited accounts for self-employed people, bank statements or child maintenance payments (if this is your only source of income).

1.9 Students who are in receipt of other state funding to support their study will not be eligible for Advanced Learner Loan Bursary Fund support.

1.10 Where Early Years Funding is available, the Advanced Learner Loan Bursary Fund will only meet additional costs required for the student to attend timetabled classes. Exceptional circumstances will be considered if funds are available.

## 2. Eligibility for Funding for Advanced Learner Loans Childcare

2.1 These are awarded to:

- 2.1.1 Those students who have successfully qualified for the Advanced Learner Loan bursary allowance. The percentage awarded rules the percentage of childcare allowance payable.

2.2 Evidence of student or household income already submitted with the bursary application can be used for childcare assessment.

2.3 Other evidence required:

- 2.3.1 Child-minder's/Pre-School/Nursery Name and Ofsted number.

- 2.3.2 Child-minder's/Pre-School/Nursery fees list/hourly rate.

2.4 Payment is only made for childcare sessions booked during timetabled lessons, however, travel time to and from childcare providers is accepted and included.

2.5 The student will receive confirmation of their eligibility for a contribution to Childcare following their enrolment. They will be notified of the amount of childcare contribution by the end of the first term.

2.6 The college will liaise directly with the student.

2.7 Funds will be awarded in nine monthly payments paid on the dates listed in Appendix 8 (excluding September) and will be conditional on the student meeting expected standards:

2.7.1 Attendance of at least 90% (unless there are exceptional medical or other extenuating circumstances).

2.7.2 Behaviour which meets the Respect at College Policy.



## 1. CARE TO LEARN PROCEDURE 2023/24

1.1 The Care to Learn Scheme can help with childcare costs for students who are studying and under the age of 20. Students must be aged under 20 at the start of their course. The scheme is available for publicly funded courses in England.

1.2 Students can receive up to £160 per child per week (if you live outside London), and can help with childcare, including deposit and registration fees, a childcare taster session for up to 5 days, keeping your childcare place over the summer holidays and taking your child to their childcare provider.

## 2. Eligibility

2.1 Successful recipients must be a parent under 20 at the start of their course, the main carer for their child, residing in England either as a British citizen or a national of a European Economic Area country.

2.2 Care to Learn is only available for publicly funded courses in England. This includes courses that take place in colleges and learning providers, including Foundation Learning.

2.3 To qualify, your childcare provider must be registered with Ofsted and can be a childminder, preschool, playgroup, day nursery or out of school club.

2.4 Students on an apprenticeship or higher education programme are not eligible for Care to Learn.

## 3. Assessment and Awarding Process:

3.1 Students must apply direct to Care to Learn. The College can provide assistance in completing the Care to Learn form. It is the students' responsibility to ensure their Care to Learn application is complete and sent off.

## 4. Monitoring while on programme:

4.1 Childcare payments go directly to your childcare provider. Before they can be paid the college will confirm if a student is attending their course, as requested by the Learner Support Agency.

4.2 Travel payments go direct to college – the college will reimburse the student via BACS payment.

4.3 Payments will end when:

4.3.1 A student stops attending their course.

4.3.2 A student reaches the end of their course.

4.3.3 A student's child stops attending childcare.

**FREE MEALS 2023/2416 - 19 STUDENTS****1. Application and Awarding Process**

1.1 Applications will be assessed, in the order in which they are received. The application is assessed using the Application for Financial Assistance Form and is based on household income and personal circumstances. Assessment of applications will start from 1<sup>st</sup> July 2023. All applications received will be assessed for eligibility. The College cannot guarantee applications received after this date will be assessed.

**2. Eligibility**

2.1 The value of the free meals for 2023/24 is set at £2.53 (from government advice and may be subject to change without notice). However, the College will top up these payments to £4.00.

2.2 Students must be aged between 16 and 18 on 31<sup>st</sup> August 2023 or aged 19 and continuing a study programme started in a previous academic year to be eligible for a free meal in the 2023 to 2024 academic year. Students who turn 19 during their study programme will remain eligible for a free meal until the end of the academic year in which they turn 19 or to the end of their study programme, whichever is sooner.

2.3 Students aged between 19 and 24 who are subject to an Education Health and Care Plan (EHCP) and ESF students aged between 16 and 18 on 31<sup>st</sup> August 2020 are also entitled to a free meal while attending their provision if they meet the eligibility criteria.

2.4 The following groups of students are not eligible for a free meal:

2.4.1 Students aged between 14 and 16 (these students are already covered by different provision).

2.4.2 Students aged 19 or over at the start of their study programme, unless they have an EHCP or are a 19-year-old continuer.

2.4.3 Apprentices, including those with an LDA or EHCP.

2.5 Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

2.5.1 Income-based Jobseekers Allowance (JSA).

2.5.2 Income-related Employment and Support Allowance (ESA).

- 2.5.3 Support under part VI of the Immigration and Asylum Act 1999.
- 2.5.4 Guaranteed element of State Pension Credit.
- 2.5.5 Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC.
- 2.5.6 Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit.
- 2.5.7 Universal Credit (UC) with net earnings not exceeding the equivalent of £7,400 pa.

2.6 Students will be notified of the outcome of their application in writing following assessment indicating how and when they will receive their award if eligible.

### 3. Provision of Free Meals

3.1 The College will make provision for free meals to eligible students (i.e. those who are in receipt of the qualifying benefits and who make a successful application for free meals) for each day that the student attends their study programme. Off-site provision will be catered for should students be on work placement outside the college environment.

## TRAVEL ALLOWANCE CALCULATIONS 2023/24

### ADULT DISCRETIONARY SUPPORT FUNDS

Mileage is calculated from the students home stated address to Yeovil College using postcodes and AA Route Planner for standardisation. Where a student provides evidence that there is no suitable/feasible bus route enabling them to access the college, the college may in some circumstances provide alternative assistance through a travel allowance but only where the learner cannot use a YC or appropriate public Bus service.

### PAYMENT DATES

Payment Dates for the Year:	Dates to Calculate Attendance:
Friday 29 September 2023	4 September – 29 September
Friday 27 October 2023	2 October – 27 October
Friday 24 November 2023	30 October – 24 November
Friday 15 December 2023	27 November – 15 December
Friday 26 January 2023	1 January – 26 January
Friday 23 February 2023	29 January – 23 February
Friday 29 March 2023	26 February – 29 March
Friday 26 April 2023	1 April – 26 April
Friday 31 May 2023	29 April – 31 May
Friday 21 June 2023	3 June – 21 June