

Student Support Funding Appeals Procedure

Date approved: July 2016
Approved by: AMT
Review date: April 2017
Responsible Manager (s): Director of Customer Engagement
Executive Lead: Vice-Principal Finance and Planning

Applicable to students: **Yes/No**
Accessible to students: **Yes/No**
Accessible to general public:
(including clients) **Yes/No**

Consultation

Consultation undertaken with: **Date:**

- SMT
 - AMT
 - CCMT
 - Students
- April 2016
April 2016
NA

Contents

1. Scope and purpose
2. Procedure statement
3. Appeals procedure
4. Accountability
5. Student involvement
6. Linked policies
7. Linked procedures
8. Equality Assessment

1. Scope and purpose

The College's financial support funding is provided by the Education Funding Agency (EFA) and the Skills Funding Agency (SFA) to support students on low incomes to meet some of the costs associated with learning.

Funds are managed by the College and are allocated on a first come, first served basis via an application and assessment process. Students must meet the specified eligibility criteria in order to be considered for any assistance.

Financial support is intended to remove barriers, support participation, attendance and achievement.

The purpose of this procedure is to support students who believe they have a grievance concerning a payment or non-payment of a specific student support fund.

An appeal is a request that a decision should be reviewed because it is believed that an injustice has occurred.

2. Procedure statement

The College is committed to ensuring that every student is given the opportunity to appeal against a support funding decision if they feel they have reasonable justification to do so.

3. Appeals procedure

Stage 1

If students wish to appeal against a decision of payment, non-payment or eligibility of their student support funding they should discuss this initially with a member of the Careers Team.

Stage 2

If students are not satisfied with the outcome of the discussions at Stage 1 they should appeal in writing to the Partnerships and Careers Manager within fifteen days of the decision on payment being made providing any supporting evidence.

Stage 3

The Partnerships and Careers Manager will notify the student of the outcome normally within seven days.

Stage 4

If students are not satisfied with the outcome of stage 3 they should appeal in writing to the Vice Principal Finance and Planning within seven days of the decision.

Stage 5

The Vice Principal Finance and Planning will notify the student of the final decision normally within seven days.

Student support funding is subject to an attendance profile of 90% and above and appropriate conduct and behaviour throughout the academic year. The College reserve the right to suspend any support without notice if expectations are not met.

4. Accountability

The Director of Customer Engagement is responsible for ensuring this policy is adopted and kept current.

5. Student involvement

Student and customer involvement is implicit in the policy.

6. Linked policies

Admissions policy
16-18 Financial Support policy
19+ Financial Support policy
Advanced Learner Loan policy
Compliments, Complaints and Feedback policy
Student Attendance policy
Student Behaviour policy
Financial policies and procedures

7. Linked procedures

Student Support Funds procedure
Compliments, Complaints and Feedback procedure
Student Misconduct procedure
Financial policies and procedures

8. Equality impact assessment (attached)

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and Safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
<p>Title of Activity: Student Support Funding Appeals Policy</p> <p>Author and Date: Andy Iredale, May 2016</p>	<p><input type="checkbox"/> New or <input checked="" type="checkbox"/> Revision</p> <p>Expected Implementation Date: June 2016</p> <p>What is the review date? June 2017</p>
<p>Equality and Diversity.</p> <p>Which of the characteristics maybe impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?</p>	<p>Enable to students to have positive attendance records and achieve well through financial support.</p>
<p>Safeguarding:</p> <p>Are there any aspects of this proposal which could cause a student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Health and Safety:</p> <p>Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Sustainability:</p> <p>Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>Evidence:</p> <p>What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?</p>	<p>Financial support to contribute to positive attendance this to be monitored through attendance recording by Student Administration.</p>
<p>Is this policy of a high/medium or low risk? :</p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low</p>