



## **SCHOLARSHIP POLICY FOR STUDENTS**

### **1. Introduction**

- 1.1 Dō University recognizes that Student Scholarships play an important role in removing barriers that prevent some students from accessing and completing their higher education. The group's goal is to use the funds to maximize the impact on recruitment, attendance, retention, and academic performance.
- 1.2 The fund will be distributed consistently and transparently, in accordance with the guidelines of the Education and Skills Funding Agency (ESFA). The scholarship is intended to assist individuals experiencing financial hardship while pursuing a university program.
- 1.3 Scholarship awards will be used to cover essential course-related costs such as travel, meals at college if eligible, equipment, travel and other costs associated with learning (see section 6, Types of Support).
- 1.4 Discretionary and hardship grants will be subject to the availability of sufficient funds.
- 1.5 At Dō University, the scholarship is known as the Learning Support Scholarship.

### **2. Scope and purpose**

- 2.1 The scope of this policy includes all scholarship funds administered by the group.
- 2.2 The purpose of this transparent and consistent policy of scholarship funds for all eligible students in accordance with related guidance (e.g., the 16-19 Scholarship Guide issued by the ESFA) is to ensure proper administration of scholarship funds for all eligible students in accordance with related guidance (e.g., the 16-19 Scholarship Guide issued by the ESFA).

### **3. Beginning**

3.1 Payment of the scholarship is subject to attendance, punctuality, and good behavior. Attendance is generally required at least 90%. However, extenuating circumstances affecting attendance will be taken into account.

3.2 The scholarship must be applied fairly and consistently.

3.3 The process must be easily understandable and accessible to young people. The Learning Support Grant will be advertised directly to students through various channels and promoted directly to various staff members who can help them access it.

3.4 The process must identify eligible students in a timely manner.

3.5 There is a commitment to ensuring that scholarship funds allocated to the College are fully distributed to support as many students as possible; however, budgets are provided by external agencies and therefore the College can only make payments if there are sufficient funds.



#### 4. General eligibility

4.1 To be eligible to apply for the Learning Support Grant, students must be:

- Enrolled in a course within the University Group.
- Your place on the course must be funded by the Education and Skills Funding Agency (ESFA)
- Cost recovery courses are not eligible to apply.
- Students who are undergoing an apprenticeship or any paid training are not eligible to apply.
- Students must be 16 years of age or older by August 31, 2023.
- They must be "local" students, that is, they must have been "habitually resident" in the British Isles.
- Accompanied asylum-seeking children (under 18 years of age with an adult relative or partner): Provided the asylum seeker has not had their asylum application rejected, institutions may provide in-kind student support such as books, equipment or a travel pass.  
Unaccompanied minors seeking asylum do not receive assistance economic of the Ministry of the Interior and are the responsibility of the authority local. They are treated as minors under guardianship and are eligible for a scholarship for vulnerable groups (host groups) if they have economic needs.
- Live in a household with an income of less than £36,000 per year or fall into one of the categories listed in the Vulnerable Grants section.
- Maintain satisfactory attendance and progress in the criterion professional teaching and support staff who work with them.

4.2 Family income between £26,000 50% and £36,000 will receive contribution to any type support, and the income Family members earning less than £26,000 will receive a 100% contribution to eligible support, as described herein. This is subject to sufficient funding.



## **5. Elements of the Learning Support Grant**

### **5.1 Scholarship for vulnerable people**

**5.1.1 Vulnerable People's Bursaries** of up to £1200 per year are available for students aged 16-18 (at the start of the academic year) who:

- In care
- People who leave care
- They receive Income Support or Universal Credit because they financially support themselves or they financially support themselves and someone who depends on them and lives with them, such as a child or partner.
- Receive Incapacity for Daily Living Allowance or Personal Independence Payments in your own right, as well as Employment and Support Allowance or Universal Credit in your own right.

**5.1.2 Scholarships** worth up to £1200 are available for vulnerable individuals and are designed to help students overcome individual financial barriers to participation that they face.



5.1.3 No student will be automatically awarded a fixed amount of funding without an assessment of their level of need and therefore applicants will be required to provide evidence to support their claim for transport, meals or equipment up to a value of £1200.

5.1.4 Scholarships for vulnerable people will not cover the costs of purchasing electronic devices such as laptops or tablets.

5.2 16-18 Discretionary Scholarships (awarded to students with an income family of £36,000 or less)

5.2.1 It may be awarded to any student aged 16-18 (at the start of the academic year) who faces genuine financial barriers to continuing their education and training to help with costs such as transport, school meals and other course-related costs.

5.2.2 16-18 Discretionary scholarships will only be awarded if a complete application with supporting evidence is submitted and will only be awarded to cover genuine financial barriers to further study and will be subject to financial limits.

5.2.3 Students whose family income exceeds £36,000 can still apply for hardship support, but must demonstrate that they need financial support due to exceptional circumstances.

5.3 Discretionary scholarships for those aged 19 and over (awarded to students with a household income of £36,000 or less)

5.3.1 Provides support to students aged 19 or over at the start of the academic year when the student receives funding through the ESFA or Adult Education Budget (higher education, cost recovery and apprenticeships are not eligible).

5.3.2 Scholarships will be awarded subject to a successful application and only to students who face genuine financial barriers to completing their course, with priority given to co-funded students who are unable to pay their tuition fees or exam fees.



5.3.3 Students whose family income exceeds £36,000 can still apply for hardship support, but must demonstrate that they need financial support due to exceptional circumstances.

5.3.4 This fund can also be used to cover childcare costs if an Ofsted-registered provider is used. Childcare support is only available to students with a household income of £36,000 or less, aged 20 or over, and funded from the ESFA Adult Education budget or the Advanced Loan Grant.

5.4 Advanced Student Loan Bursary Funds (awarded to students with a household income of £36,000 or less who have successfully funded their course through a student loan)advanced)

5.4.1 The Advanced Learner Loan Bursary will only be available to students who are funded by an Advanced Learning Loan for their course and confirmation of this funding will be required to allocate the Advanced Learner Loan Bursary.



5.4.2 Students who face genuine financial barriers to completing their Advanced Loan-funded course may apply to help pay for their exam fees or other course-related costs, but, as funds are limited, all awards will be subject to financial limits.

5.4.3 Students whose family income exceeds £36,000 can still apply for hardship support, but must demonstrate that they need financial support due to exceptional circumstances.

5.4.4 This fund can also be used to cover childcare costs if an Ofsted-registered provider is used. Childcare support is only available to students with a household income of £36,000 or less, aged 20 or over, and funded from the ESFA Adult Education budget or the Advanced Loan Grant.

## 5.5 Support for childcare

5.5.1 The Learning Support Grant will only reimburse the daily nursery fee (pre-arranged with the Student Finance team) for attendance at an Ofsted-approved nursery on the days the student attends their scheduled course. If you are eligible for Free Early Childhood and Childcare funding, this must be used to fund the days students are required to attend university; therefore, students should only apply for the nursery fee in addition to the free place.

5.5.2 Applications must include confirmation from the Ofsted-approved childcare provider regarding the daily rate to be charged. Student Support Grant funds will only reimburse the agreed daily rate; any other fees or charges made by the Ofsted-approved childcare provider will not be covered by this fund.

5.5.3 Childcare payments will not be considered if the student does not attend their course. The student must pay the childcare cost in advance to the chosen provider. Once the scholarship application is approved, receipts or invoices must be submitted to the Scholarships team, who will reconcile them with their attendance, and payment will be made via BACS to the student or directly to the childcare provider, as appropriate.



## **6. Types of support**

### **6.1 Free university meals**

All 16- to 18-year-olds and 19- to 24-year-olds with an Education, Health and Care Plan who meet the eligibility criteria for free university meals, as set by the ESFA, will receive a daily allowance of £4.35 for each day they attend university. This allowance will be added to their student card, which can be used at designated student accommodations within the group.

### **6.2 Uniform, Kit, Equipment and Books**

Students may request support for uniforms, equipment, materials, and books as part of their application. If this support is granted, it will be paid directly to the department (if requested through the curriculum area) or directly to the student once receipts are submitted to the Student Finance Team.





### 6.3 University trips or work placements

6.3.1 Travel support will be based on actual travel costs and, where possible, on student discount schemes available through local transportation providers.

6.3.2 Travel support will not be provided to anyone living within a 2-mile radius of the university campuses on which they are studying.

6.3.3 Travel payments will be made semiannually and are contingent on attendance at school. Students with attendance below 87% will not automatically receive travel payments and must request extenuating circumstances through their teaching or support teams, who will then confirm their attendance at school.

6.3.4 In exceptional circumstances, where students are experiencing significant difficulties and have attendance below 87%, weekly payments may be made to support students in improving their attendance.

### 6.4 Educational visits and trips

Students may apply for additional financial assistance for travel and educational visits essential to their course progress. This will be assessed on a case-by-case basis, and scholarships may cover the full cost of the trip or contribute to its cost.

### 6.5 Course and exam costs

6.5.1 In exceptional circumstances, for students aged 19 and over participating in an ESFA-funded program, we may be able to assist with the cost of course or exam fees. Once the Learning Support Grant has been awarded and their eligibility confirmed, students must submit a claim to the Student Funding Team, detailing their exceptional circumstances.

6.5.2 All appeals due to exceptional circumstances will be reviewed by the Director of Student Experience.



## 6.6 Deprivation

6.6.1 If there are exceptional circumstances that require additional hardship support, a request can be made through the Student Finance Team, detailing your circumstances.

6.6.2 All appeals due to exceptional circumstances will be reviewed by the Director of Student Experience.

## 6.7 Electronic devices

If the University is required to return to remote teaching and learning, it will also use the grant funds to purchase laptops to loan to funded students so they can study remotely.



## **7. Procedures**

7.1 Students must complete the full application through the Learning Support Grants portal and provide all supporting documentation. All applications will require supporting documentation, which is detailed in the application process. Three months of supporting financial information will be required to confirm family income and assess scholarship eligibility. Applications without financial information will not be reviewed.

7.2 Applications will be assessed by the Student Finance Team and each application will be subject to a two-stage process to confirm eligibility for the award.

7.3 Bank details must be provided as requested after all Learning Support Grants are awarded, as all payments will be made via BACS.

7.4 Bank details must correspond to the student's personal bank account.

We are not responsible for the entry of incorrect bank details. If payments are made to incorrect accounts, further payments will not be processed, as we will not be able to recover them.

7.5 All communications regarding the scholarship will be sent via the email address provided in the application.

## **8. Appeals**

8.1 A student may appeal the decision to reject their application for support or the amount of the scholarship. They may submit an appeal in writing, by email, to the Director of Student Experience for review. The applicant will be asked to explain their reasons for disagreeing with the decision and why it is unfair. They must also provide evidence to support their claim and confirm that the scholarship is intended for educational expenses.

8.2 A request for additional funds must be made in writing, via email, to the Director of Student Experience detailing the reasons why additional funds are required, how this will support course completion, and any other extenuating circumstances.



8.3 Any appeal will be reviewed within 10 business days and the outcome will be shared with the student.

8.4 The decision made by the Director of Student Experience, following an appeal, is final.

Policy Review Area	Students and clients
Senior Manager/Owner	Director of Student Experience
Approval level	Group Leadership Team
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