

Learner Support Programme

Residential Support Scheme: Guidance for Colleges

April 2009

Of interest to stakeholders involved in
delivering the Residential Support Scheme

Guidance for Colleges

The Residential Support Scheme (the Scheme) is intended to support learners who need to live away from home in order to study because their course is not available within reasonable daily travelling distance of home.

The Scheme is available for learners aged 16 and over who are offered a place on a full-time course funded by the Learning and Skills Council (LSC) at Level 2 or Level 3 qualification. In addition, the learner must:

- be ordinarily resident in England
- plan to attend a course with a minimum duration of 10 weeks, and at least 15 hours attendance a week
- be living in term-time lodgings that are no further than 15 miles from the college campus.

In the vast majority of cases, support should either be for the learner's first Level 2 or first Level 3 qualification. However, support for repeat qualifications will be provided in a small number of cases where:

- the learner is aged 16–18 and seeking to study a second Level 2 which is vocational, when their first Level 2 was not.
- the learner is seeking to study a second Level 3 as preparation for entry into higher education, and the Level 3 course has an existing Level 3 qualification as an entry requirement.

In some exceptional circumstances support will be provided at Level 1.

The Scheme will provide up to £3,458 (£4,079 in the London area) towards residential living costs. Support is payable for a maximum period of three years and is awarded on a proportionate basis. The amounts available are income-assessed and the scales for the 2009/10 academic year are shown in Table 1.

Table 1: Scales based on income-assessment for tax year 2008-09.

Gross income level	Outside London	Inside London
up to £21,000	£3,458	£4,079
£21,001 and up to £25,704	£2,305	£2,685
£25,705 and up to £30,993	£1,152	£1,355
over £30,994	Nil	Nil

Learners in receipt of financial support through the Scheme are not precluded from applying for other forms of Learner Support (for example Education Maintenance Allowance, Adult Learning Grant, Care to Learn or Discretionary Support Funds). Indeed, it is possible that learners living in term-time accommodation will need additional forms of Learner Support in order to remain in learning.

A small number of colleges in England are **not** part of the Scheme, and operate their own bursary schemes for residential support. Learners at these colleges should apply for residential support to the college's Student Support Manager. These colleges are listed at Annex A. A glossary of terms is supplied at Annex B.

Further information and an application pack are available at www.direct.gov.uk/moneytolearn, or by calling Prolog on 0845 602 2260. Applications will be handled in the order in which they are received.

How do learners apply?

Learners must have an unconditional offer of a college place before applying to the Scheme. Some learners will need help from the college with the application form but, when it is completed, it should be returned to the college in the first instance together with a certified copy of their rental or tenancy agreement, a copy of which should be retained for audit purposes.

The role of the college is then to seek confirmation from the learner's home LSC Area Partnership Team that a similar course is not available locally. When this confirmation is received the college should complete the declaration on the form (including the contact details of the home LSC team) and return the form to the learner. Once all parts of the application have been completed (including Parts C or D and the RSS Benefits Information Form if applicable) it should be returned to the Learner Support Service in the pre-paid envelope provided.

The Learner Support Service (LSS) will inform both the college and the learner of the outcome of the application. Learners can apply to the Scheme after their course has started but awards will only be backdated to the beginning of the term in which the application was made. The final deadline for receipt of applications for 2009/10 is 31 August 2010.

Payments are then sent to colleges at the beginning of each term for the college in turn to pay the landlord or agency directly. Colleges must retain proof of payment. If the learner has already paid the rent, colleges may refund the learner's costs (not outside the period agreed in the award) but should again retain proof of payment.

The LSS will monitor the attendance at college of the learners receiving residential support from the Scheme, and will ask the college to confirm that the learner is making satisfactory progress and conforming with their Learning Agreement should attendance appear unsatisfactory.

Annex A: Colleges Not Participating in the Residential Support Scheme

The colleges in this list operate their own schemes to support learners with residential costs. If the learner is going to one of the colleges in this list, and they need support with the costs of term-time accommodation, they should contact the college's Student Support Manager.

Residential bursary colleges

The colleges listed in Table A1 administer their own bursary schemes.

Table A1: Colleges administering their own bursary schemes

Region	College
East Midlands	Brooksby Melton College
	Castle College, Nottingham
	De Montfort University
	Derby College
	Moulton College
	Nottingham Trent University
	University of Lincoln
East of England	College of West Anglia
	Easton College
	Oaklands College
	Otley College
	Writtle College
London	Capel Manor College
	University of the Arts - London
North East	Cleveland College of Art and Design
	East Durham College
	Northumberland College
North West	Myerscough College
	Reaseheath College
	University of Central Lancashire
	University of Cumbria
South East	Berkshire College of Agriculture
	Chichester College, Brinsbury Campus
	Guildford College, Merrist Wood Campus
	Hadlow College

Specialist pilot colleges

Learners applying to the eight specialist colleges below should forward the completed application form to the Student Support Manager at the college they wish to study at.

Bicton College of Agriculture	Oaklands College
Castle College, Nottingham	Brooksby Melton College
Leeds College of Music	Warwickshire College, Moreton Morrell Centre
Cornwall College (Duchy College)	
Guildford College, Merrist Wood Campus	

Region	College
South East (Continued)	Oxford and Cherwell Valley College
	Plumpton College
	Sparsholt College, Hampshire
	Thames Valley University
	University College for the Creative Arts
	University of Portsmouth
South West	Arts Institute at Bournemouth
	Bicton College of Agriculture
	Bridgwater College
	Cornwall College (Duchy College)
	Hartpury College
	Kingston Maurward College
	Plymouth College of Art and Design
Wiltshire College	
West Midlands	Herefordshire College of Arts
	Herefordshire College of Technology
	Pershore College (Warwickshire College)
	South Staffordshire College, Rodbaston Campus
	Walford and North Shropshire College
Warwickshire College, Moreton Morrell Centre	
Yorkshire and the Humber	Askham Bryan College
	Bishop Burton College
	Leeds College of Art and Design
	Leeds College of Music
	Northern School of Contemporary Dance

Annex B: Definition of Terms

Table B1: Definition of terms

Inside London	Colleges in London Boroughs
Home LSC	The LSC Area Partnership Team that is local to the learner's home address
Full Level 2	Five GCSEs at grades A*–C or an NVQ at Level 2 or its equivalent
Full Level 3	Two A-levels or an NVQ Level 3 or its equivalent
Reasonable daily travelling distance	A daily return journey which takes under two hours by public transport, or a distance of under 15 miles from the learner's home to the college
Similar provision	Where courses have the same learning aim reference number as held on the Learning Aim Database; and the content of the course fulfils the awarding body's criteria
Ordinarily resident	Settled in the UK and resident in England for the three years preceding the relevant date. 'Settled' means having either indefinite leave to enter or remain (ILE/R) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK

Further copies of this application pack can be obtained from:

Promotional Logistics
 P O Box 5050
 Sherwood Park
 Annesley
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Tel: 0845 602 2260

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