

# Residential Support Scheme

Guidance for Colleges 2008/09

# Guidance for Colleges

The Residential Support Scheme (the Scheme) is intended to support students 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 students 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. In addition, the student 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 student's first Level 2 or first Level 3. However, support for repeat qualifications will be provided in a small number of cases where:

- the student is aged 16–18 and seeking to study a second Level 2 which is vocational, when their first Level 2 was not
- the student 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 2008/09 scales are shown in Table 1.

**Table 1: Scales used to assess income 2008/09.**

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

Students 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 Learner Support Fund). Indeed, it is possible that students 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. Students at these colleges should apply for residential support to the college's learner support manager. These colleges are listed at Annex A. A glossary of terms is supplied at Annex B.

There were amendments to learner eligibility for the Scheme in 2007/08. Students who were eligible in 2006/07 and in receipt of Residential Support Programme funding will not be disadvantaged by the changes and will remain eligible. For example, students who were receiving support under legacy rules at Level 4 and who have not yet completed their course will continue to receive support (up to a maximum of three years) providing they remain eligible within the previous criteria for the programme.

Student information and an application pack are available at [www.direct.gov.uk/moneytolearn](http://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 students apply?

Students must have an unconditional offer of a college place before applying to the Scheme. Some students 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 student's home LSC Area Partnership Team that a similar course is not available locally. When this confirmation is received the institution should complete the declaration on the form (including the contact details of the home LSC team) and forward it for assessment to the address shown.

The LSC's Helpline Assessment and Payment Body (HAPB) will inform both the college and the student of the outcome of the application. Students 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.

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 student has already paid the rent, colleges may refund the student's costs (not outside the period agreed in the award) but should again retain proof of payment.

The LSC's HAPB will monitor the attendance at college of the students receiving residential support from the Scheme, and will ask the college to confirm that the student 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 students with residential costs. If the student 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 Learner 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
	Norwich School of Art and Design
	Oaklands College
	Otley College
	Writtle College
London	Capel Manor College
	University of the Arts
North East	Cleveland College of Art and Design
	East Durham and Houghall Community College
	Northumberland College
North West	Myerscough College
	Reaseheath College
	University of Central Lancashire
	University of Cumbria
South East	Berkshire College of Agriculture
	Chichester College, Brinsby Campus
	Easton College
	Guildford College, Merrist Wood Campus
	Hadlow College

## Specialist pilot colleges

Students applying to the eight specialist colleges below should forward the completed application form to the Learner 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 (Duchy College), Cornwall College	Warwickshire College
Guildford College, Merrist Wood Campus	

Region	College
South East (continued)	Oxford and Cherwell Valley College
	Plumpton College
	Sparsholt College
	Thames Valley University
	University College for the Creative Arts
	University of Portsmouth
South West	Arts Institute at Bournemouth
	Bicton College of Agriculture
	Cannington Centre for Land Based Studies (Duchy College), Cornwall College
	Hartpury College
	Kingston Mauward College
	Plymouth College of Art and Design
	Wiltshire College
West Midlands	Herefordshire College of the Art
	Herefordshire College of Technology
	Pershore College (Warwick College)
	Rodbaston College
	Walford and North Shropshire College
	Warwickshire College
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 student'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 student'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  
Nottingham  
NG15 0DJ

Tel: 0845 602 2260  
Fax: 0845 603 3360  
Minicom: 0845 605 5560  
Email: [dcsf@prolog.uk.com](mailto:dcsf@prolog.uk.com)

Publication Reference: LSC-P-NAT-080003