

## Terms and Condition's of Learner Support Funding

### Childcare

- Childcare funding is for course timetabled periods only (i.e. not academic holidays, half term breaks). Learners eligible for government funded childcare sessions must apply for and utilise these for their course timetabled days. We will however agree funding for wrap around childcare requirements that exceed these.
- You will not receive funding for unauthorised absences. If you cannot attend your course due to sickness or your child's sickness, you must contact Student Services by 9.00am, per each day of absence. This will ensure that your reason for absence is recorded. Failure to do this is deemed as unauthorised absence. Contacting your tutor direct or sending a message via another learner is not acceptable and your funding will be affected.
- Childcare funding will cease with immediate effect if you withdraw from course OR your attendance falls below 95%.
- You must provide the required notice (usually 1 month) to the childcare provider in lieu of your course end date (as detailed on your learning agreement) or withdrawal. Charges incurred due to failure to give notice are your responsibility.
- Childcare providers **must** submit invoices to us on a **monthly** basis. The invoice must show a breakdown of the session dates attended and the cost per session. This should be within 28 days of the end of the billing period. Failure to submit monthly invoices may result in refusal of payment. Invoices can be emailed to [finance@bacoll.ac.uk](mailto:finance@bacoll.ac.uk) or posted to Student Funding & Transport, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, Co Durham, DL14 6JZ.
- Invoices are paid in arrears as payment is subject to your attendance. We cannot make childcare payments in advance. Unauthorised absences will be deducted from the value of the invoice. The remaining balance will therefore be your responsibility. Childcare providers should liaise with the learner directly with regards to this.
- Any subsequent changes to childcare needs must first be authorised by Student Funding and Transport. Learners should do this at their earliest opportunity to ensure funding is still available.

### Transport

- Eligible learners can travel free on any Arriva North East bus required to get to and from campus and work placement, Monday to Friday, 0630 to 2200, during term time only and on scheduled days only. We will authorise your Campus I.D. card with Arriva travel permissions if your funding application is successful. Please keep this safe. It will be deactivated should you no longer attend your course and must be returned to us. There is no cash value equivalent and this is non-transferable.
- If you lose your Campus I.D. card you are responsible for the cost of travel. Replacement cards can be requested from Student Services and are chargeable at £2.00. (Excludes learners on full cost courses, such as Indian head massage.)
- Buses used are not exclusive to Bishop Auckland College/SWDT, these are part of the Arriva public transport network. All Arriva buses have CCTV installed. Travel on Arriva is subject to the operator's normal terms and conditions. The operator retains the right to refuse travel. Bishop Auckland

College/SWDT reserves the right to withdraw your free travel entitlement at any time on the grounds of unacceptable behaviour either on campus or while using the Arriva network. Learners must be at their bus stop 10 minutes prior to collection/departure time and present their Campus I.D. card to the driver on boarding the bus. **Access will be refused otherwise.**

- Any absence resulting from refusal of travel is your responsibility and will impact upon Learner Allowance or Student Bursary payments. You will not be reimbursed for public transport costs incurred in this instance. In the event of poor behaviour on or damage to Arriva buses, Bishop Auckland College/SWDT will work with Arriva and review CCTV and you will be subject to disciplinary action.
- Arriva route information can be accessed via the Transport pages @ [www.arrivabus.co.uk/bacoll](http://www.arrivabus.co.uk/bacoll) and [www.swdt.co.uk/students/transport](http://www.swdt.co.uk/students/transport). We recommend downloading the Arriva app to check your journey in real time.

### **Learner Allowance and Bursary**

- Payments are made weekly by BACS instalment, a week in arrears into your bank account. See [www.bacoll.ac.uk](http://www.bacoll.ac.uk) and [www.swdt.co.uk](http://www.swdt.co.uk) for full terms and conditions of student bursary/ learner allowance funding. Payments are subject to attendance monitoring and appropriate behaviour. Entitlement is calculated from the week the application is received. Payments will not be backdated.

- **Absence**

Absence will only be authorised where the learner has provided supporting evidence, and the reason for absence conforms to one of the categories as shown in the attendance policy.

It is the learner's responsibility to seek approval for absence from their course tutor in advance or on the first day of returning to course. Requests must be supported by a signed letter from a parent/guardian if under 18 or other evidence such as an appointment card. certify their absence.

- **Sickness Reporting Procedure**

If you are sick or have an emergency and cannot attend Course, you must contact Student Services by telephone on 01388 443000 or 01388 443051 before 9.00 am or the scheduled start time for evening classes. Full-time learners may also contact their progress mentor directly by telephone.

Contacting your tutor direct or sending a message via another learner is not acceptable and your funding will be affected.

Payment for genuine sickness can only be paid if your absence has been authorised by your tutor.

- **Placement Attendance**

Attendance at placement is monitored for your payments. A Weekly Placement Attendance Record must be completed and signed by your placement provider as confirmation of your attendance. If you are ill and cannot attend your placement you must follow the sickness reporting procedure and inform your placement provider of your absence.

**Please read declaration. You will need to select that you agree to terms and conditions before your application will be processed.**

- I/we certify that the information in this application is true and accurate
- It is our/my responsibility to inform Student Services if my circumstances change or I withdraw from my course and I understand that I/we will be required to return uniform/kit/campus ID card. Otherwise I will be invoiced for the value of these.
- I understand that any financial assistance given is subject to satisfactory attendance/behaviour and may be withdrawn at any time and that I/we may be liable to repay any payments made
- I understand that if I withdraw from my course or have any unauthorised absences all funding will stop.
- I/we understand that if I/we give false information or do not give all relevant information requested, funding will be withdrawn and I/we may be liable to repay any payments made
- I/we understand that by applying to the Learner Support Fund I am agreeing to all the terms and conditions of the Learner Support Fund as detailed on this application form and within the guidance information.
- I/we understand that illness is not an authorised absence unless a medical certificate is provided. Unauthorised absences will affect my funding.
- I/we have provided the required income proofs i.e. tax credit award notice, all pages.
- My information will be shared with third parties only where necessary to provide uniform/equipment/travel passes.
- I/we understand that if I am declined funding, I am responsible and liable for any charges incurred.
- I/we understand that Bishop Auckland College/SWDT reserves the right to change or alter the terms and conditions of Learner Support & Bursary Funding.