

# Residential Support Scheme

2002/03 pilot

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Guidance for providers



Learning+Skills Council

## Breaking down barriers to learning

A new national Residential Support Scheme will be piloted over the 2002/03 academic year. The Residential Support Scheme targets further education students who need help with residential support. The scheme also covers the associated travel costs of students who need to study away from home.

The scheme aims to improve access to schools and further education institutions that have a small number of students who need residential support and are not covered by the existing scheme. Students may require residential support in order to attend a course not available to them locally, eg at a Centre of Vocational Excellence (CoVE), or to study a specialist course that is beyond daily travel.

The scheme won't affect the existing residential bursary scheme that is available to 51 specialist colleges and centres. It is not intended to encourage students to live away from home but to provide provision for specialist courses not available in the student's local area.

### **People are eligible to benefit from the residential support scheme if they:**

- are students aged 16 or over applying for a full-time Level 3 course (equivalent to A level standard); and
- attend a specialist course that is not available within daily travelling distance of their home;
- are ordinarily resident in England.

The Residential Support Scheme is being piloted alongside a Childcare Support Scheme.

## About the scheme

The Residential Support Scheme allows students to claim up to £3,000 (£3,500 in the London area) towards their residential and associated travel costs each year. Additional funds of £5 million have been allocated for the scheme this year.

Students' applications are assessed on their parents' or their spouse's income according to the table below. The fund is cash-limited so not all applicants will be eligible to receive the full amount of funding. Applications will be processed on a first come, first served basis.

If students' residential costs are less than the funds to which they are entitled, they may be able to claim for travel costs to college.

For students who find themselves in financial hardship, claims can be made for additional Learner Support Funds through their school or college.

The table to the right shows the maximum levels of support payable to students, depending on the income of their parents or husband/wife. Costs payable will be based on actual rent or travel costs incurred and will be calculated exactly using a sliding scale.

Residual income of parents or husband/wife for the 2001/02 tax year	Maximum amount payable towards residence and travel costs	
	Colleges outside London	Colleges in London
Under £20,480	£3,000	£3,500
£20,481–£20,999	£2,860	£3,340
£21,000–£21,999	£2,544	£2,984
£22,000–£22,999	£2,280	£2,680
£23,000–£23,999	£2,015	£2,375
£24,000–£24,999	£1,750	£2,070
£25,000–£25,999	£1,485	£1,765
£26,000–£26,999	£1,221	£1,461
£27,000–£27,999	£956	£1,156
£28,000–£28,999	£691	£851
£29,000–£29,999	£426	£546
£30,000–£30,501	£347	£447
Over £30,502	Nil	Nil

These amounts are the maximum available for each income bracket and will include any allowances made for essential travel.

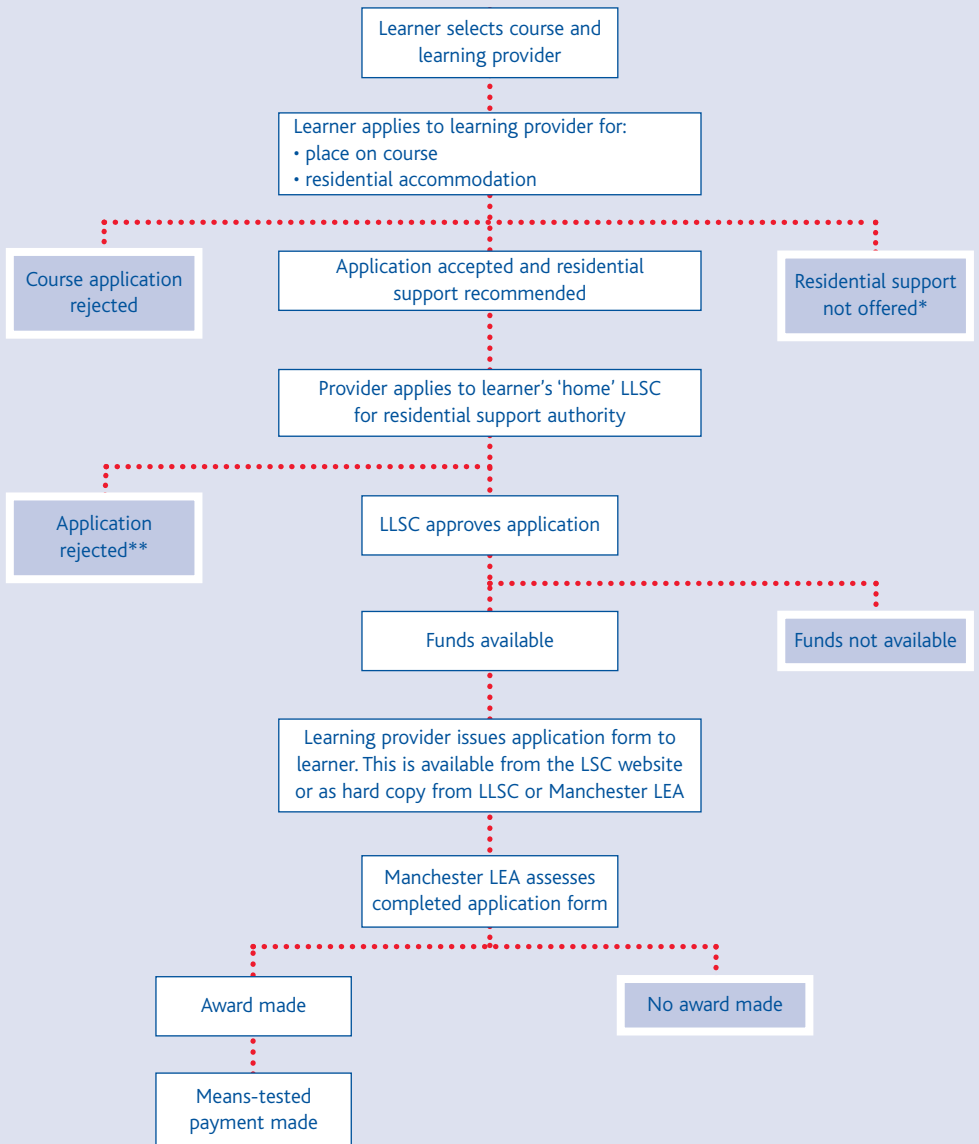
## The application process

The diagram on the page opposite illustrates the application process. The key steps are:

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- Students who intend to take a further education course and need help with their residential and associated travel costs should inform their learning provider when they apply for a course.
- If the student is accepted on the course the learning provider will contact the local Learning and Skills Council (LLSC) to check if there is a suitable course within travelling distance of the student's home.
- If there are no suitable courses near the student's home, the local Learning and Skills Council for the student's home area will use a standard email to approve a request from the learning provider to support the student to study away from home.
- The local Learning and Skills Council will send the completed standard email to Manchester LEA, with a copy to the school or college making the application.
- The school or college will give the student an application form. Students complete the form together with their parents or spouse and return it to the school or college.
- The school or college will forward the application form to Manchester LEA which administers the scheme.

# Overview of the application process



\* Residential support may not be offered if: bursary funding available; qualification aim below Level 3; no accommodation available; or accommodation not suitable for young people.

\*\* Application may be rejected if: funding is not essential; course choice deemed unreasonable; course provision available locally; or course not value for money.

## Funding

Students can apply for funding as soon as they have a confirmed place on a course and are encouraged to apply as soon as possible.

First, second and third year students must apply by 31 December 2002 for courses starting in the autumn term. During peak times – in July and August – forms can take up to six weeks to process.

Although the pilot scheme is initially due to be tested for 12–18 months, students eligible for support will remain eligible for the length of their course, up to a maximum of three years.

Students who successfully get funds will be given two copies of their acceptance letter; one should be sent to their further education provider and they keep the other. Unsuccessful candidates will be sent an explanation by mail of their failure to receive funds.

Payment will usually be made direct to the sender's further education provider who will then make a cheque out to the landlord or any agency that collects the rent.

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## Further information

A leaflet for students about the Residential Support Scheme together with more information will be available from the following organisations:

- further education institutions;
- learndirect;
- Information Advice Guidance partnerships;
- Connexions;
- Careers Service; and
- local Learning and Skills Councils.

## Contacts

For information on how the scheme works, notes on application, application forms, copies of letters of information sent to advisers and schools and colleges, and frequently asked questions, check the Other Documents section of the Learning and Skills Council website at: [www.lsc.gov.uk/documents.cfm](http://www.lsc.gov.uk/documents.cfm)

If you have any questions about the residential scheme a telephone number for advisers and schools/colleges has been set up on **0161 234 7076** or you can email: [residential.edpilot@notes.manchester.gov.uk](mailto:residential.edpilot@notes.manchester.gov.uk)

Direct students and parents who want to contact Manchester LEA about the residential scheme to the following contact numbers:

- Surnames A–F,  
0161 234 7078
- Surnames G–M,  
0161 234 7079
- Surnames N–Z,  
0161 234 7264

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