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CIRCULAR

THE
FURTHER
EDUCATION
FUNDING
COUNCIL

Access Funds 1999-2000

To

Principals of colleges
Chief education officers
Heads of external institutions

Circular type

Information and request for data

Summary

The allocation of access funds and the terms and conditions that apply for the 1999-2000 teaching year. Confirmation of the acceptance of the allocations is requested by 30 July 1999. Monitoring information is requested by 25 August 2000.

Reference number: 99/27

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99/27

Access Funds

1999-2000

Introduction

1 This circular details the provisional allocation of access funds to sector colleges and external institutions for the 1999-2000 teaching year.

Background

2 The Department of Education and Employment (DfEE) has allocated access funds in 1999-2000 amounting to £36.1 million for distribution to colleges in the further education sector and to external institutions. This is an increase of £24.56 million from the £11.54 million allocated in 1998-99. Funds are also available to support childcare costs for further education students and for a scheme of residential bursaries. These are described in separate Council circulars.

3 The number of eligible students has been based on the ISR12 (1 November 1998: 1998-99) return, or latest data where this has not yet been provided. For 1999-2000, the DfEE has agreed to extend access funds to eligible further education students aged 16-18 and to students in external institutions. The Council has, therefore, included 16-18 year-old students in the eligibility criteria and has converted them to full-time equivalent student numbers (FTEs) by dividing their guided learning hours by 660, the estimated average for full-time students.

4 The Higher Education Funding Council for England (HEFCE) has also transferred to the Council a sum of £1.258 million from its access funds allocation. These funds are to support part-time HE students attending further education colleges who are in receipt of benefits, and also to support the payment of fees for part-time HE students who lose their job through no fault of their own. For the purpose of access fund support, the HEFCE defines a part-time HE student as a student who is working to a minimum of 60 credit points in a teaching year where the full-time equivalent is 120 credit points, or 50% of a course in other schemes.

5 In 1999-2000 local education authorities (LEAs) will retain responsibility for discretionary awards for further education students eligible for awards in 1998-99. LEAs will also retain responsibility for financial support for transport costs for FE students.

Basis of distribution

6 Ministers have issued guidance to the Council on the use of access funds for 1999-2000. Ministers wish to focus help through access funds on those in greatest need. To do so, they have increased the weight to be given to widening participation in the allocation of funds between colleges. Within the general context of widening participation, ministers also wish to see allocations used to give special priority to groups identified by the social exclusion unit as potentially excluded from further education. These groups include students who have been in care, on probation, or are otherwise considered to be at risk, and also students who reach the age of 19 before they complete their GCE A level or other further education courses. These students face particular financial difficulties because their families will cease to receive child benefit and dependency additions in social security benefits from their nineteenth birthday.

7 In line with the guidance from ministers, the various elements of the total access funds allocation for 1999-2000 of £37.41 million have been distributed among colleges and external institutions according to the following criteria:

- £5.26 million for 16-18 year olds
This has been distributed on the basis of full-time equivalent numbers of students aged 16-18. Eligible student numbers include both full-time and part-time students. The provisional rate is £10.96 per FTE. Allocations to colleges recruiting students eligible for education maintenance allowances (EMAs) will be based on student numbers excluding estimates of 16 year olds from EMA pilot areas (see paragraph 9 below.)
- £10.55 million for adult students
This has been distributed on the basis of full-time equivalent numbers of adult students. Eligible student numbers include both full-time and part-time students. The provisional rate is £29.51 per FTE

- £19.3 million for widening participation
This has been distributed on the basis of colleges' proportionate shares of the funds provided in respect of widening participation (WP) factors. The provisional rate is £7.72 per unit
- £1 million for external institutions
Half of this sum (£500,000) has been allocated on the basis of FTEs including both full-time and part-time students. The provisional rate is £18.98 per FTE. The remainder has been distributed on the basis of external institutions' shares of the funds provided in respect of widening participation. The provisional rate is £4.68 per unit
- Funds of £1.258 million transferred from the HEFCE
This has been allocated on the basis of eligible part-time HE student numbers to recognise the purposes for which they have been provided. The provisional rate is £464.40 per FTE.

8 The student number data have been taken from the ISR12 (1 November 1998: 1998-99) return. Where these have not yet been provided to the Council, the latest available data have been used. Any data subsequently received by the Council will not be used, since this would further delay the access funds allocations for the 1999-2000 teaching year.

EMAs

9 From September 1999, the government is piloting a scheme of education maintenance allowances (EMAs) in 12 areas of England. The LEAs participating in the scheme are listed in annex G. In 1999-2000, EMAs will be paid to eligible 16 year olds in the pilot areas. Such students are not entitled to further support through access funds except in an emergency by way of a loan. In allocating access funds between colleges, the Council has, therefore, not counted 16 year olds from pilot areas (other than South London or Leeds). The Council has deducted numbers for such students from college FTE totals on the basis of forecast patterns of recruitment from each LEA area. In South London and Leeds, only certain students within the relevant age cohort will be eligible for EMAs. As the pattern of EMAs in relation to college

attendance is not entirely clear at this stage, the Council has not made any adjustment for the availability of EMAs in these areas in allocating access funds for 1999-2000 to colleges.

Reallocation of Funds

10 Colleges which return their monitoring information (annex D) by the due date of 25 August 2000, and have shown in annex D that they have distributed additional funds from their own resources, may be eligible for a share of any unused funds returned to the Council. It is anticipated that this redistribution will take place in October 2000.

11 The position regarding the effect of student support for those on benefits is unchanged. Under the relevant regulations, the following types of expenditure are normally disregarded, and therefore not deducted from benefits:

- tuition fees
- examination fees
- travel based on real costs
- allowances for books and equipment.

Any payments made by colleges to students in respect of the following may be deducted from benefits:

- registration fees
- childcare
- visits/field trips.

Support for students to help them with the costs incurred in studying made 'in kind' will not normally be offset against benefits. Institutions should, therefore, make payments for registration fees, childcare and visits/field trips direct to a third party in kind to avoid students' social security benefits being reduced under the social security regulations.

12 Colleges are advised that the following changes have been made for 1999-2000 to the arrangements for access funds:

- funds for part-time HE students are to support the payment of fee remission to such students who lose employment which they rely on for maintenance during their course and for part-time HE students who are in receipt of benefits

- by the end of each teaching year, the Council will require each institution to show how grant for access funds was used in that year and its contribution to improving college access and retention and the national learning targets
- students receiving an EMA will not be eligible for access funds; however, emergency payments may be made to these students, but the payment must be treated as a loan
- colleges and institutions will have discretion to provide bursaries to students in the absence of discretionary awards
- colleges may use up to 5% of their access funds allocation towards administration costs (see paragraph 18 below).

Allocations

13 The allocations shown in annex A are provisional and may be amended once the enrolment data have been validated.

Payments

14 The DfEE has set terms and conditions under which access funds may be paid and these are set out in annex B. Failure to comply with the terms and conditions could result in access funds being withheld from the Council or individual colleges. Some changes have been made to the terms and conditions this year. These are outlined in paragraph 12 above, and are included in annex B.

15 Before access funds may be paid to a college or institution, the Council must receive a completed copy of the certificate included in annex C to confirm that the institution accepts the allocation made and will comply with the terms and conditions. Institutions which return a completed certificate by 30 July will receive half their allocation during August; 25% of the allocation will then be paid in December and the remaining 25% in March 2000.

16 It is open to a college or institution to decline the allocation offered if it considers that the level of the allocation is such that the administrative burden of complying with the terms and conditions outweighs the possible benefit to students. Colleges or institutions declining their allocations are asked to complete an annex C certificate.

17 As in previous years, to comply with the terms and conditions, colleges and institutions should have administrative procedures to:

- record the details of student applications for support through access funds
- account for the access funds distributed
- identify funds, including interest, which remain unspent at the end of the teaching year.

18 Colleges may use up to 5% of their access funds allocation towards administration costs. Where it has been agreed that a large college or institution will administer a small college's access funds for them, the larger college or institution will also be able to use up to 5% of the smaller institution's access funds for administration. Interest earned on an institution's access funds account may be used to defray audit costs.

19 Colleges and institutions are not required to maintain their access fund allocation in a separate interest-bearing bank account. However, colleges should ensure that administrative procedures exist to ensure that appropriate interest is identified and recorded. Bank charges may not be deducted from the access funds grant.

20 The secretary of state for education and employment requires colleges and institutions to provide information detailing how the funds were spent in 1999-2000. For this purpose, a form is provided in annex D for colleges or institutions to photocopy, complete and return to the Council by 25 August 2000.

21 Funds identified by colleges as undistributed at the end of the teaching year will be recovered by the Council from the normal monthly payments to the college. For 1999-2000, recovery of such funds will be made in October 2000.

Guidance to Institutions

22 The terms and conditions attached to the payment of access funds gives colleges discretion in the use of funds. Guidance notes which amplify and explain the terms and conditions have been prepared by the DfEE and are published in annex E to this circular. The guidance has been amended for 1999-2000 to reflect the requirement for institutions to take account of the eligibility criteria and the secretary of state's priorities as set out in paragraph 3 of annex B.

23 Colleges and institutions should provide full information to students about any extra costs of courses before students enrol. Colleges and institutions should develop and publicise application, decision-making and appeal processes for access funds which are fair, transparent and effective. Colleges and institutions should aim to make this information available to students both at the college or institution and through their local careers service.

24 Each year, officials from the DfEE visit a selection of colleges to identify how the funds are distributed to students. Examples of good management practice identified by the DfEE are listed in annex F.

Key Dates

25 Table 1 lists key dates and action required by those dates. Failure to observe these dates could lead to funds being recovered from the college or prevent or delay funds being made available.

Unspent Funds

26 If, during the course of the teaching year, a college or institution considers that it will be unable to spend part of its access fund allocation, it is asked to contact the Council and arrange to repay funds which are not required. The Council will then be able to distribute these funds to other colleges which can make use of additional access funds. Colleges or institutions which do not comply with this request may prejudice their future eligibility to access funds.

27 Colleges or institutions which supplement their access fund allocation from their own resources during the year, and return the monitoring information (annex D) reflecting their expenditure by 25 August 2000, may be considered for a share of any funds which are returned to the Council following the year-end. It is anticipated that this redistribution will be made in November 2000.



Table 1. Key dates

<i>Key date</i>	<i>Action required</i>	<i>Consequence of missing key date</i>
30 Jul 1999	Return a certified copy of annex C	Failure to respond by the due date will mean that payment of access funds will not be possible during August
25 Aug 2000	Return a completed copy of annex D	Failure to comply with this condition will result in the October 2000 funding payment being reduced by the full amount of access funds allocated to the college or institution

Annexes

Allocation of Access Funds to Colleges 1999-2000

<i>College name</i>	<i>Funds for 16-18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Abingdon College	6,751	15,849
Accrington and Rossendale College	13,052	29,337
Alton College	14,104	3,424
Amersham and Wycombe College	15,748	24,674
Aquinas College	13,841	561
Arnold and Carlton College	5,370	28,068
Arts Institute at Bournemouth	4,986	8,589
Ashton-under-Lyne Sixth Form College	11,902	915
Askham Bryan College	2,597	8,618
Aylesbury College	10,576	21,900
Barking College	19,047	40,435
Barnet College	20,910	40,287
Barnfield College	9,699	34,296
Barnsley College	28,012	129,272
Barrow-in-Furness Sixth Form College	7,343	2,745
Barton Peveril College	21,513	1,387
Basildon College	6,280	13,665
Basingstoke College of Technology	16,866	32,525
Bede College	4,252	266
Bedford College	14,510	31,374
Berkshire College of Agriculture	4,581	6,109
Beverley College of Further Education	4,603	10,684
Bexhill College	10,872	2,715
Bexley College	11,715	35,388
Bicton College of Agriculture	5,184	7,821
Bilborough College	7,474	118
Bilston Community College	7,945	112,243
Birkenhead Sixth Form College	11,485	2,774
Birmingham College of Food, Tourism and Creative Studies	15,748	14,432
Bishop Auckland College	4,745	23,405
Bishop Burton College	6,981	8,618
Blackburn College	39,924	55,693
Blackpool and The Fylde College	21,327	59,737
Blackpool Sixth Form College	11,222	767
Bolton College	8,866	38,752

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
1,955	0	13,927	24,555
32,329	0	29,095	74,719
0	0	2,009	17,528
3,575	0	15,664	43,997
4,487	0	902	18,889
56,611	0	20,455	90,049
6,210	464	19,627	20,250
11,086	0	2,068	23,902
3,707	6,037	18,896	20,959
0	0	11,731	32,475
126,496	0	42,325	185,978
67,673	0	36,841	128,870
73,430	15,325	45,171	132,749
172,292	117,958	67,186	447,534
5,827	0	2,457	15,915
2,270	0	994	25,170
23,676	0	12,307	43,621
3,886	0	17,911	53,277
3,845	0	571	8,363
24,348	0	23,488	70,232
2,222	0	3,499	12,912
6,232	0	6,748	21,519
3,864	0	1,925	17,451
62,553	2,786	26,243	112,443
3,515	0	5,300	16,520
9,918	0	1,690	17,510
196,489	1,393	85,115	318,070
16,790	0	3,530	31,050
111,792	5,108	51,484	147,081
14,983	0	8,777	43,134
7,998	0	8,623	23,597
91,009	73,840	70,028	260,466
57,803	929	56,921	139,795
7,278	0	1,483	19,267
63,576	0	34,450	111,194

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Bolton Sixth Form College	8,526	1,122
Boston College	12,537	14,373
Bournemouth and Poole College of Further Education	30,149	61,124
Bournville College of Further Education	7,321	33,912
Brackenhurst College	1,348	3,601
Bracknell and Wokingham College	7,726	21,782
Bradford and Ilkley Community College	24,242	84,470
Braintree College	11,693	7,880
Bridgwater College	19,781	35,299
Brighton College of Technology	10,521	35,830
Brighton, Hove and Sussex Sixth Form College	12,219	236
Brinsbury College	3,441	14,432
Brockenhurst College	20,099	8,530
Bromley College of Further and Higher Education	12,099	27,448
Brooklands College	21,184	17,856
Brooksby College	2,871	4,398
Broomfield College	2,016	3,955
Broxtowe College, Nottingham	5,359	22,637
Burnley College	12,833	29,662
Burton College	18,740	30,282
Bury College	25,973	35,476
Cadbury Sixth Form College	15,266	502
Calderdale Colleges Corporation	7,595	50,440
Cambridge Regional College	24,384	32,702
Cannington College	3,255	5,667
Cannock Chase Technical College	7,726	21,368
Canterbury College	27,836	36,509
Capel Manor College	1,490	9,828
Cardinal Newman College	12,932	2,214
Carlisle College	10,674	27,389
Carmel College	12,066	738
Carshalton College	7,792	17,030
Charles Keene College of Further Education	11,222	43,297
Chelmsford College	15,343	22,549
Chesterfield College	20,844	46,190
Chichester College of Arts, Science and Technology	19,222	49,082
Chippenham College	7,693	14,196

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
46,228	0	8,301	55,876
6,732	0	10,864	33,642
55,671	0	49,690	146,944
116,686	0	34,381	157,919
5,214	0	4,833	10,163
1,748	8,824	11,011	40,079
206,211	195,977	127,878	510,899
0	0	7,103	19,574
8,768	0	21,534	63,849
70,242	0	33,405	116,593
10,756	0	2,058	23,211
7,545	0	9,987	25,419
2,715	0	4,449	31,344
38,900	0	25,864	78,447
3,721	18,576	26,946	61,337
3,497	0	5,768	10,766
4,363	0	3,925	10,335
22,025	929	15,782	50,950
36,838	0	25,214	79,333
16,521	0	18,830	65,542
49,322	0	26,431	110,771
49,727	0	7,825	65,495
57,726	0	36,584	115,761
4,864	929	22,367	62,879
2,030	0	7,577	10,951
10,410	0	13,111	39,505
28,486	0	27,634	92,831
15,483	0	7,034	26,801
12,767	0	2,104	27,912
2,922	6,966	21,864	47,951
15,068	0	2,360	27,872
31,647	0	16,759	56,468
66,405	0	30,907	120,924
5,623	0	15,145	43,515
19,147	0	21,040	86,182
5,039	0	31,296	73,344
0	929	12,010	22,819

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Christ the King Sixth Form College	11,058	89
Cirencester College	9,447	5,962
City and Islington College	27,792	74,405
City College, Birmingham	17,316	117,408
City College, Manchester	13,765	83,939
City of Bath College	13,250	26,091
City of Bristol College	15,968	54,454
City of Stoke-on-Trent Sixth Form College	11,781	1,446
City of Sunderland College	34,434	67,204
City of Westminster College	15,880	39,165
Cleveland College of Art and Design	3,978	4,280
Colchester Institute	29,283	47,400
College of Care and Early Education	2,006	8,618
College of North East London	8,724	61,626
College of North West London	12,800	93,265
College of Richard Collyer in Horsham	11,507	2,214
College of West Anglia	20,614	29,957
Cordwainers College	756	1,505
Cornwall College	13,830	47,931
Coulsdon College	11,595	1,269
Coventry Technical College	10,345	29,367
Craven College	6,093	19,155
Crawley College	12,504	33,528
Cricklade College	11,650	9,031
Croydon College	28,362	65,787
Darlington College of Technology	15,858	36,598
Daventry Tertiary College	5,765	8,264
Dearne Valley College	6,345	13,311
Derby Tertiary College, Wilmorton	12,066	29,160
Derwentside College	7,233	13,783
Dewsbury College	9,644	15,643
Doncaster College	11,365	64,754
Dudley College of Technology	19,474	90,815
Dunstable College	7,069	18,210
Durham College of Agriculture and Horticulture	1,710	3,453
Ealing Tertiary College	15,759	67,765
East Berkshire College	13,995	57,376
East Devon College	7,671	12,366
East Durham Community College	8,351	21,339

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
45,336	0	8,002	56,482
0	0	3,202	15,409
415,854	0	131,039	518,052
540,990	0	83,575	675,713
247,072	0	88,754	344,776
13,134	0	15,370	52,474
146,469	0	76,394	216,890
16,666	0	3,381	29,893
205,122	0	73,784	306,760
155,689	0	58,650	210,735
11,743	20,898	13,405	40,898
24,726	0	34,403	101,408
10,560	0	4,389	21,184
271,040	0	83,463	341,389
250,757	1,858	91,072	358,680
0	0	990	13,721
24,335	1,858	24,499	76,764
11,224	464	5,716	13,950
52,332	0	53,999	114,094
7,109	0	1,777	19,973
86,067	0	33,250	125,779
3,726	0	10,672	28,974
3,423	5,108	38,578	54,564
6,174	0	8,739	26,855
115,828	83,128	100,050	293,105
24,371	0	27,836	76,827
0	0	3,843	14,029
23,624	0	10,079	43,281
70,980	0	25,165	112,206
10,572	0	10,282	31,588
43,463	5,108	22,393	73,858
135,501	52,013	79,665	263,633
236,658	0	100,083	346,948
22,811	0	11,589	48,090
2,917	0	2,829	8,079
126,994	0	58,868	210,519
39,704	0	28,690	111,075
3,272	0	8,233	23,310
43,313	0	19,722	73,003

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
East Norfolk Sixth Form College	7,595	561
East Surrey College	11,354	22,047
East Yorkshire College of Further Education	2,181	9,946
Eastbourne College of Arts and Technology	11,496	24,999
Eastleigh College	9,534	21,132
Easton College	2,203	3,984
Eccles College	10,740	1,328
Enfield College	9,896	27,006
Epping Forest College	25,338	16,262
Esher College	13,721	30
Evesham College	4,000	11,127
Exeter College	38,478	36,893
Fareham College	16,220	24,526
Farnborough College of Technology	12,702	35,624
Farnham College	6,148	472
Filton College	13,787	22,755
Franklin College	9,600	1,771
Furness College	5,786	16,469
Gateshead College	8,965	32,584
Gateway Sixth Form College	10,225	2,361
Gloucestershire College of Arts and Technology	24,395	51,620
Godalming College	16,198	1,269
Grantham College	6,696	14,875
Great Yarmouth College of Further Education	12,428	15,849
Greenhead College	16,176	30
Greenhill College, Harrow	10,280	22,165
Grimsby College	20,603	39,520
Guildford College of Further and Higher Education	24,220	42,146
Hackney Community College	14,674	54,690
Hadlow College	2,093	6,670
Halesowen College	21,348	10,064
Halton College	9,206	88,336
Hammersmith and West London College	12,493	43,238
Harlow College	17,502	21,368
Hartlepool College of Further Education	10,685	17,472
Hartlepool Sixth Form College	5,293	2,155
Hartpury College	5,315	6,434

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
6,162	0	994	14,318
10,614	0	14,504	44,014
5,695	0	13,568	17,822
11,309	0	14,927	47,804
14,146	0	18,599	44,813
3,130	0	2,974	9,317
12,070	0	2,125	24,138
68,070	0	26,440	104,971
66,758	0	19,214	108,358
4,358	0	742	18,108
1,418	0	6,972	16,545
18,164	0	32,010	93,534
6,653	0	13,296	47,399
0	37,616	42,271	85,942
0	0	757	6,620
29,472	0	20,877	66,014
7,598	0	2,086	18,969
19,516	0	15,309	41,771
81,139	25,078	39,399	147,764
17,711	0	3,862	30,297
38,398	5,108	35,286	119,522
0	0	757	17,467
9,081	0	9,422	30,652
29,948	0	11,374	58,224
11,617	0	1,873	27,822
15,968	0	15,156	48,412
61,686	0	33,945	121,809
5,454	464	24,783	72,284
308,351	0	98,689	377,715
2,942	0	5,173	11,705
41,112	0	14,459	72,525
115,394	12,539	51,457	225,474
196,716	14,396	60,983	266,844
11,000	1,393	17,543	51,263
33,358	0	13,712	61,515
7,047	0	2,342	14,495
4,001	0	9,613	15,750

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Hastings College of Arts and Technology	10,806	25,618
Havant College	12,099	1,210
Havering College of Further and Higher Education	21,765	40,051
Havering Sixth Form College	18,488	148
Haywards Heath College	9,787	974
Hendon College	7,540	49,702
Henley College	15,759	4,132
Henley College Coventry	9,841	20,394
Hereford Sixth Form College	11,102	89
Herefordshire College of Art and Design	3,989	5,254
Herefordshire College of Technology	8,866	24,585
Hereward College of Further Education	230	1,859
Hertford Regional College	23,749	34,266
High Pavement Sixth Form College	6,049	443
Highbury College, Portsmouth	15,310	53,864
Hills Road Sixth Form College	12,713	856
Holme Lacy College	1,721	1,594
Holy Cross College	11,277	59
Hopwood Hall College	20,614	33,174
Huddersfield New College	13,436	1,771
Huddersfield Technical College	26,291	56,963
Hugh Baird College	18,466	33,794
Hull College	29,995	70,392
Huntingdonshire Regional College	4,526	19,037
Isle College	6,049	12,721
Isle of Wight College	12,954	25,323
Itchen College	6,269	3,542
John Leggott Sixth Form College	12,461	1,682
John Ruskin College	11,836	974
Joseph Chamberlain Sixth Form College	7,847	5,667
Joseph Priestley College	1,677	19,509
Josiah Mason Sixth Form College	7,518	11,511
Keighley College	3,386	14,108
Kendal College	4,000	18,919
Kensington and Chelsea College	767	34,414
Kidderminster College	5,118	14,698
King Edward VI College, Nuneaton	8,713	30
King Edward VI College, Stourbridge	11,430	30

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
27,855	0	30,736	64,279
8,611	0	1,981	21,920
67,088	2,786	43,328	131,691
13,607	0	2,026	32,243
0	0	1,202	10,761
65,588	0	36,649	122,830
2,274	0	2,323	22,165
72,533	0	27,749	102,769
1,197	0	270	12,387
572	0	9,654	9,815
5,535	56,192	33,819	95,179
5,268	0	2,884	7,358
9,143	0	28,005	67,158
17,392	0	3,343	23,885
75,912	2,322	63,400	147,407
0	0	597	13,569
378	0	988	3,692
8,042	0	1,174	19,378
86,766	0	38,467	140,554
11,408	0	2,684	26,615
62,562	0	43,426	145,816
157,287	0	48,597	209,547
145,882	0	59,081	246,269
0	0	12,709	23,563
9,336	929	12,009	29,035
15,585	0	20,882	53,862
13,138	0	3,647	22,948
8,139	0	2,262	22,282
12,490	0	2,803	25,300
71,046	0	14,701	84,560
22,829	0	16,640	44,015
77,075	0	15,820	96,104
30,972	0	13,957	48,466
1,701	0	10,017	24,620
99,069	0	34,623	134,250
7,989	0	12,411	27,805
2,744	0	518	11,486
7,598	0	1,148	19,058

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
King George V College	12,132	590
Kingston College	24,066	25,677
Kingston Maurward College	2,751	5,254
Kingsway College	11,661	38,988
Kirkley Hall College	1,874	2,686
Knowsley Community College	18,302	47,075
Lackham College	3,606	4,368
Lambeth College	11,277	93,472
Lancaster and Morecambe College	12,000	32,407
Leeds College of Art and Design	6,400	8,234
Leeds College of Building	4,428	11,274
Leeds College of Music	1,326	3,837
Leeds College of Technology	10,170	22,372
Leek College of Further Education and School of Art	5,129	10,655
Leicester South Fields College	18,894	42,323
Lewes Tertiary College	14,137	15,082
Lewisham College	15,200	84,913
Leyton Sixth Form College	14,444	3,453
Liverpool Community College	22,576	122,632
Long Road Sixth Form College	15,003	1,476
Loreto College	10,291	1,151
Loughborough College	11,266	28,245
Lowestoft College	10,685	27,124
Ludlow College	4,460	3,069
Luton Sixth Form College	16,515	1,594
Macclesfield College	6,751	16,026
Mackworth College Derby	11,781	26,150
Manchester College of Arts and Technology	10,850	95,774
Matthew Boulton College of Further and Higher Education	7,134	27,861
Melton Mowbray College	5,370	10,773
Merrist Wood College	3,496	8,294
Merton College	10,170	29,632
Mid-Cheshire College of Further Education	14,926	27,094
Middlesbrough College	12,263	28,599
Mid-Kent College of Higher and Further Education	30,982	70,687
Milton Keynes College	12,044	19,656
Moulton College	4,647	11,717

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
1,332	0	394	14,055
39,138	0	25,659	88,881
1,898	0	3,131	9,902
211,971	0	54,861	262,620
2,729	0	1,721	7,288
176,462	0	46,988	241,839
868	0	3,017	8,842
318,067	0	120,156	422,816
22,202	0	18,376	66,609
18,455	0	15,501	33,089
30,128	0	13,579	45,830
12,871	0	10,628	18,034
54,919	0	20,488	87,461
2,031	0	6,491	17,815
81,773	4,644	28,982	147,634
9,814	0	8,971	39,033
312,655	0	119,189	412,768
101,501	0	14,645	119,399
356,050	464	135,791	501,722
0	0	713	16,479
36,770	0	7,218	48,212
8,878	7,895	18,249	56,284
20,826	0	21,672	58,635
0	0	1,762	7,530
35,569	0	7,265	53,678
5,147	0	17,736	27,924
40,455	0	21,563	78,386
265,838	464	111,163	372,926
153,307	0	55,982	188,303
2,394	0	6,889	18,537
1,231	0	7,237	13,020
60,601	0	29,023	100,403
13,316	0	15,496	55,337
60,617	0	30,850	101,480
59,333	22,756	72,997	183,757
10,123	0	27,542	41,824
4,730	0	6,144	21,094

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Myerscough College	7,430	9,622
Nelson and Colne College	18,324	22,903
New College, Durham	19,365	34,473
New College, Nottingham	19,814	108,258
NEW College, Pontefract	10,674	531
New College, Swindon	12,296	5,490
New College, Telford	11,814	1,387
Newark and Sherwood College	4,943	26,445
Newbury College	6,071	18,564
Newcastle College	32,023	100,850
Newcastle-under-Lyme College	14,937	14,964
Newham College of Further Education	19,935	95,921
Newham Sixth Form College	16,231	2,332
North Area College	6,345	7,644
North Birmingham College	3,233	22,165
North Derbyshire Tertiary College	3,869	27,124
North Devon College	20,833	23,346
North East Surrey College of Technology	14,521	26,150
North East Worcestershire College	15,036	41,025
North Hertfordshire College	15,080	34,384
North Lincolnshire College	12,921	35,358
North Lindsey College	14,828	24,969
North Nottinghamshire College	7,880	33,233
North Oxfordshire College and School of Art	9,567	14,167
North Shropshire College	5,096	10,153
North Trafford College of Further Education	8,055	36,037
North Tyneside College	10,181	40,789
North Warwickshire and Hinckley College	19,606	56,136
North West Kent College of Technology	18,433	24,821
Northampton College	22,532	39,461
Northbrook College, Sussex	13,524	44,832
Northumberland College	9,929	21,722
Norton Radstock College	4,011	17,177
Norwich City College of Further and Higher Education	30,499	44,389
Notre Dame Sixth Form College	8,691	207
Oaklands College	24,658	46,160
Oldham College	10,236	38,310
Oldham Sixth Form College	13,173	472

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
10,032	0	6,594	27,084
25,647	0	16,898	66,874
12,958	47,833	36,241	114,629
250,828	0	72,011	378,900
9,944	0	1,556	21,150
5,904	0	3,890	23,690
5,167	0	1,454	18,368
8,960	0	17,304	40,347
5,832	0	9,558	30,468
180,858	464	102,113	314,196
18,640	0	10,050	48,541
403,847	0	132,236	519,703
134,004	0	23,885	152,566
26,552	0	9,335	40,541
70,235	0	23,352	95,633
18,811	0	18,134	49,804
16,868	0	14,820	61,047
11,026	61,765	54,830	113,461
25,415	464	34,640	81,941
3,907	0	22,797	53,371
29,489	929	35,738	78,697
18,579	0	16,002	58,376
17,373	0	21,408	58,486
6,814	0	11,294	30,548
4,613	0	5,715	19,861
54,373	0	28,239	98,465
61,996	0	29,077	112,966
28,240	0	48,919	103,982
21,134	0	17,651	64,389
25,753	0	23,968	87,746
16,315	0	30,881	74,671
13,376	0	18,117	45,028
3,232	0	10,778	24,421
39,528	0	51,612	114,417
25,006	0	3,246	33,903
13,182	0	61,188	84,000
79,006	0	33,845	127,552
38,726	0	5,242	52,371

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Orpington College of Further Education	20,176	10,596
Otley College of Agriculture and Horticulture	4,022	15,229
Oxford College of Further Education	20,790	37,808
Palmer's College	18,083	384
Park College, Eastbourne	10,028	856
Park Lane College	24,669	85,060
Paston College	5,995	1,210
Pendleton College	8,417	2,509
Penwith College	4,274	6,729
People's College, Nottingham	6,181	38,073
Pershore and Hindlip College	4,482	4,811
Peter Symonds' College	20,625	3,276
Peterborough Regional College	15,913	43,622
Phoenix College	3,748	679
Plumpton College	3,003	3,158
Plymouth College of Art and Design	3,255	6,670
Plymouth College of Further Education	20,494	74,494
Portsmouth College	6,839	6,434
Preston College	17,359	56,579
Priestley College	8,548	3,335
Prior Pursglove College	11,704	1,594
Queen Elizabeth Sixth Form College	11,409	1,210
Queen Mary's College	15,091	5,106
Reading College and School of Arts & Design	16,340	38,132
Reaseheath College	5,140	4,634
Redbridge College	8,636	23,523
Redcar and Cleveland College	11,781	25,589
Regent College	8,176	2,125
Reigate College	11,321	236
Richard Huish College	12,263	738
Richmond Adult and Community College	449	26,681
Richmond upon Thames College	38,313	19,509
Ridge Danyers College	24,746	16,056
Rodbaston College	2,937	2,036
Rother Valley College	7,343	44,596
Rotherham College of Arts and Technology	9,074	36,037
Rowley Regis College	4,745	3,424
Royal Forest of Dean College	8,208	12,957
Rugby College of Further Education	6,060	19,391

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
24,702	0	7,010	55,473
5,495	0	12,395	24,746
26,982	0	27,192	85,580
14,351	0	2,413	32,817
2,037	0	693	12,920
130,716	0	57,754	240,445
0	0	480	7,205
31,454	0	6,830	42,380
6,876	0	5,222	17,880
85,966	0	37,183	130,221
5,772	1,858	6,996	16,923
0	0	2,270	23,901
33,258	25,078	38,170	117,870
10,793	0	2,295	15,219
3,095	0	4,386	9,256
15,103	0	8,145	25,028
130,477	0	65,396	225,465
21,100	0	7,289	34,372
108,516	0	52,864	182,454
14,335	0	3,337	26,219
7,835	0	2,040	21,133
7,197	0	1,653	19,816
2,072	0	4,055	22,268
26,177	929	31,798	81,579
6,321	0	5,064	16,095
46,083	0	20,740	78,242
40,605	0	18,448	77,975
19,870	0	4,408	30,170
0	0	189	11,557
1,434	0	1,282	14,435
5,282	0	13,377	32,412
63,733	0	23,536	121,555
12,211	0	10,508	53,013
5,356	0	2,490	10,329
21,341	0	20,527	73,279
55,538	0	31,773	100,649
31,735	0	8,627	39,904
0	0	8,572	21,165
4,242	0	18,513	29,693

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Runshaw College	28,045	20,837
Rutland College	4,033	2,627
Rycotewood College	1,271	3,837
Salford College	10,017	46,278
Salisbury College	12,680	56,697
Sandwell College	14,247	73,845
Scarborough Sixth Form College	8,252	649
Seevic College	13,973	3,424
Selby College	8,471	9,061
Sheffield College	56,341	139,042
Shena Simon College	6,039	7,851
Shipley College	4,460	11,009
Shrewsbury College of Arts and Technology	15,266	30,429
Shrewsbury Sixth Form College	10,882	148
Sir George Monoux College	11,003	885
Sir John Deane's College	11,551	177
Sixth Form College, Colchester	20,691	177
Sixth Form College, Farnborough	18,159	325
Skelmersdale College	6,411	43,504
Solihull College	15,759	60,917
Solihull Sixth Form College	24,198	443
Somerset College of Arts and Technology	15,014	55,192
Soundwell College	6,685	26,120
South Birmingham College	18,335	58,910
South Cheshire College	20,965	31,521
South Devon College	15,551	41,468
South Downs College	21,655	36,096
South East Derbyshire College	11,200	27,094
South East Essex College of Arts and Technology	27,288	29,780
South Kent College	16,154	49,053
South Nottingham College	8,756	30,783
South Thames College	9,030	61,449
South Trafford College	17,337	47,961
South Tyneside College	25,250	46,072
Southampton City College	11,573	48,551
Southgate College	11,737	44,006
Southport College	13,776	35,329
Southwark College	7,376	45,570
Sparsholt College, Hampshire	6,904	7,792

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
25,079	0	18,447	73,961
0	0	902	6,660
1,671	0	6,281	6,779
80,100	0	41,932	136,395
3,426	0	100,045	72,803
205,185	2,786	99,460	296,063
2,802	0	1,089	11,703
4,713	0	2,660	22,109
5,487	0	4,952	23,020
411,386	0	147,425	606,769
53,450	0	13,013	67,339
29,982	0	12,004	45,451
3,469	0	21,148	49,164
0	0	87	11,030
55,286	0	10,869	67,175
1,481	0	202	13,210
2,677	0	423	23,545
0	0	347	18,484
46,410	0	25,708	96,325
162,054	14,396	86,571	253,128
13,801	0	2,103	38,441
4,276	0	15,650	74,482
18,268	0	20,803	51,073
270,731	0	78,901	347,976
20,110	0	29,092	72,596
65,657	0	30,412	122,675
52,295	0	27,595	110,047
5,873	0	9,506	44,168
37,831	0	25,935	94,899
40,641	0	39,735	105,847
41,637	0	20,340	81,177
202,883	0	97,033	273,362
48,933	0	36,587	114,231
114,758	464	56,106	186,544
72,742	0	45,416	132,866
119,778	0	44,819	175,522
34,295	0	23,154	83,399
216,624	0	69,411	269,570
5,662	13,003	11,803	33,362

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Spelthorne College	5,282	5,460
St Austell College	10,641	32,584
St Brendan's Sixth Form College	10,608	207
St Charles Catholic Sixth Form College	10,148	502
St Dominic's Sixth Form College	8,822	0
St Francis Xavier Sixth Form College	12,855	679
St Helens College	15,376	77,652
St John Rigby Roman Catholic Sixth Form College	9,425	354
St Mary's College, Blackburn	11,354	207
St Mary's RC Sixth Form College	5,107	30
St Vincent College	12,362	6,493
Stafford College	24,023	57,759
Stamford College	10,904	11,599
Stanmore College	10,652	14,698
Stephenson College	4,734	17,030
Stockport College of Further and Higher Education	19,617	54,513
Stockton and Billingham College of Further Education	8,373	30,577
Stockton Sixth Form College	8,110	1,682
Stoke-on-Trent College	11,200	94,564
Stourbridge College	13,151	23,936
Stratford upon Avon College	8,800	6,109
Strode College	10,740	7,142
Strode's College	11,145	1,623
Stroud College of Further Education	6,773	19,656
Suffolk College	18,532	30,842
Sutton Coldfield College	23,299	27,035
Swindon College	21,787	58,173
Tameside College	21,842	46,987
Tamworth and Lichfield College	7,803	26,592
Taunton's College	6,258	3,188
Teesside Tertiary College	14,181	23,346
Telford College of Arts and Technology	9,337	50,027
Thanet College	13,798	38,487
Thomas Danby College	7,485	31,757
Thomas Rotherham College	10,861	2,361
Thurrock College	15,496	24,526
Tile Hill College of Further Education	9,556	31,521

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
2,270	0	3,738	13,012
13,735	0	19,601	56,960
10,102	0	1,825	20,917
47,441	0	9,047	58,091
3,296	0	606	12,118
71,015	0	13,717	84,549
110,135	23,220	111,910	226,383
6,493	0	1,277	16,272
15,897	0	2,771	27,457
8,746	0	1,534	13,883
0	0	3,658	18,855
54,032	0	34,236	135,814
1,946	0	4,966	24,450
13,788	0	8,616	39,139
3,353	0	11,189	25,118
50,584	44,582	65,684	169,296
62,750	0	20,875	101,699
10,405	0	2,532	20,197
73,757	0	99,273	179,521
42,045	0	26,009	79,132
3,218	0	6,352	18,127
1,941	0	4,860	19,823
0	0	614	12,769
1,907	0	15,386	28,336
15,542	151,395	76,371	216,311
111,555	0	29,784	161,889
54,891	12,074	46,971	146,925
47,785	0	38,060	116,613
11,697	0	18,519	46,093
25,652	0	6,285	35,097
78,529	0	35,586	116,056
15,724	0	23,662	75,087
33,280	0	28,107	85,564
100,423	0	34,951	139,666
18,649	0	2,624	31,870
33,605	2,322	16,013	75,950
75,340	0	30,189	116,418

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Totton College	6,532	8,530
Tower Hamlets College	16,329	36,273
Tresham Institute	13,929	28,688
Trowbridge College	11,935	25,973
Truro College	12,077	12,366
Tynemouth College	10,236	6,375
Uxbridge College	19,168	40,287
Varndean College	9,743	2,450
Wakefield College	28,045	33,528
Walford College, Shropshire	1,458	2,096
Walsall College of Arts and Technology	14,598	47,223
Waltham Forest College	16,417	41,556
Warrington Collegiate Institute	9,918	41,792
Warwickshire College, Royal Leamington Spa and Moreton Morrell	19,869	35,978
Weald College	21,096	7,969
West Cheshire College	13,677	54,424
West Cumbria College	8,592	18,505
West Herts College	30,050	49,200
West Kent College	18,302	27,330
West Nottinghamshire College	14,258	37,749
West Oxfordshire College	4,395	9,238
West Suffolk College	12,921	23,907
West Thames College	13,513	30,046
Westminster College	10,028	41,409
Weston College	14,126	37,601
Weymouth College	18,050	28,953
Widnes Sixth Form College	8,680	236
Wigan and Leigh College	38,006	59,766
Wigston College of Further Education	3,956	17,502
Wilberforce College	7,156	1,889
Winstanley College	16,515	561
Wirral Metropolitan College	20,417	77,741
Woking College	7,573	620
Woodhouse College	8,230	89
Woolwich College	7,080	31,728
Worcester College of Technology	18,970	44,094
Worcester Sixth Form College	12,066	2,361
Worthing Sixth Form College	12,483	885

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
2,626	0	6,154	17,688
297,351	0	81,766	349,953
10,664	0	22,692	53,281
0	0	11,731	37,907
5,133	0	7,772	29,577
17,653	0	6,378	34,264
23,382	0	24,202	82,837
13,796	0	3,900	25,988
47,334	6,502	31,046	115,408
459	0	1,921	4,012
126,380	0	36,539	188,201
255,891	0	73,173	313,864
40,140	0	47,975	91,850
21,722	0	27,503	77,569
8,355	0	5,467	37,421
50,226	0	43,090	118,327
6,866	0	11,250	33,964
19,205	2,786	45,326	101,242
9,343	0	25,769	54,975
30,055	0	37,409	82,061
1,184	0	8,071	14,816
3,011	0	16,521	39,838
39,624	5,108	25,227	88,290
221,941	2,786	74,986	276,164
16,797	0	24,963	68,525
11,954	0	21,450	58,958
10,346	0	1,781	19,262
72,440	7,895	50,342	178,108
10,392	0	10,872	31,851
21,394	0	4,348	30,440
6,858	0	1,314	23,934
113,979	6,502	67,066	218,638
1,831	0	719	10,024
10,023	0	1,712	18,342
139,019	0	39,006	177,826
7,664	0	28,329	70,728
1,515	0	942	15,942
1,295	0	616	14,663

<i>College name</i>	<i>Funds for 16–18 FTE 1999-2000 £</i>	<i>Funds for 19+ FTE 1999-2000 £</i>
Wulfrun College	10,192	28,157
Wyggeston and Queen Elizabeth I College	15,715	3,542
Wyke Sixth Form College	9,206	1,623
Xaverian College	14,214	177
Yeovil College	14,126	15,879
York College of Further and Higher Education	16,231	32,082
York Sixth Form College	6,586	679
Yorkshire Coast College of Further and Higher Education	7,386	21,398
Specialist designated institutions		
City Literary Institute (The)	0	0
Cooperative College	0	797
Fircroft College of Adult Education	0	2,981
Hillcroft College	0	5,725
Mary Ward Centre	11	1,594
Morley College	11	1,889
Northern College for Residential Adult Education	0	7,909
Plater College	0	2,361
Ruskin College	0	7,023
Workers' Educational Association	142	17,886
Working Men's College	44	2,361
Totals	5,264,385	10,555,556

<i>Funds for WP *units 1999-2000 £</i>	<i>Funds for HE 1999-2000 £</i>	<i>Access funds 1998 £</i>	<i>Total access funds 1999-2000 £</i>
65,332	0	26,921	103,680
25,960	0	5,428	45,217
18,494	0	4,077	29,323
46,960	0	8,068	61,351
3,326	0	13,203	33,331
7,705	464	24,083	56,482
3,222	0	692	10,488
14,187	0	28,026	42,971
68,624	0	7,794	68,624
	0	454	797
	0	1,602	2,981
	0	2,824	5,725
22,243	0	2,874	23,848
17,974	0	2,401	19,874
	0	3,901	7,909
	0	2,377	2,361
	0	5,127	7,023
66,219	0	11,315	84,247
6,203	0	2,006	8,608
19,332,500	1,258,061	9,777,297	36,410,502

Allocation of Access Funds to External Institutions 1999-2000

External institution name

ACTIVE (Association of Community Training Initiative for Vocational Education)

Adult Basic Education Centre - South Devon

Adult College Lancaster (The)

Adult College of Barking & Dagenham (The)

Adult Community College Chelmsford (The)

Adult Community College, Colchester #1

Adult Community College, Colchester #2

Adult Education College for Bexley (The)

Barnsley Community Education

Basildon Adult Community College

Beacon Community College

Bede Education Centre

Belvoir High School and Community Centre

Birmingham LEA - Adult Education

Blackfriars Education Centre

Blake College

Bolton Community Education Service

Bournemouth Adult Education Service

Bowling Community College

Branston School and Community College

Brent Adult and Community Education Service

Bridgemaury Community School

Bristol City Council Community Education Service

Bromley Adult Education College

Brune Park Community School

Buckinghamshire County Council (Amersham & Wycombe)

Buckinghamshire County Council (Aylesbury)

Building Crafts College

Burleigh Community College

Bury Community Education Service

Bushfield Community School

CALTEC

Cambridge House AEC

Cambridgeshire Community Education - Adult Special Educational Needs

Cannock Adult Education Consortium

Carlton Bolling Adult Users Group

	<i>Funds for FTEs £</i>	<i>Funds for WP *units £</i>	<i>Total access funds £</i>
	1,590	0	1,590
	206	235	441
	4,172	957	5,129
	2,601	5,963	8,564
	2,488	0	2,488
	1,123	436	1,559
	412	429	840
	4,958	2,474	7,432
	1,740	2,232	3,972
	1,029	765	1,794
	636	0	636
	206	3,037	3,243
	281	9	290
	27,408	56,984	84,393
	150	1,043	1,193
	131	294	425
	10,814	12,484	23,298
	2,862	1,156	4,018
	1,029	2,015	3,044
	225	43	268
	11,132	17,362	28,494
	449	21	470
	3,835	6,038	9,874
	0	2,145	2,145
	1,609	0	1,609
	4,658	293	4,951
	1,777	0	1,777
	468	1,040	1,508
	355	87	442
	4,378	2,535	6,913
	262	15	276
	355	584	939
	430	1,948	2,378
	2,095	348	2,444
	748	0	748
	56	355	411

External institution name

Casterton Community College
Castle Point and Rochford ACC
Cathedral Centre - Bradford
Challney Community College
Chapel Green Community Centre
Chessington Adult Education Services Ltd
College of Continuing Education in Walsall
Cornwall LEA AES
Coventry City Council (Community Education Service)
Croydon Continuing Education and Training Service
Cumbria Corporate Services Adult Provision
Derby City Council (Derby West)
Derby City Council (Derby East)
Derbyshire County Council - Northern Derbyshire
Derbyshire County Council - Southern Derbyshire
Devon LEA #2 (Community Resource Centres)
Dorset Adult Education Service
Dukeries Community College
Durham County Council CES (LEAP)
Durham County Council CES (Return to Learn Centre)
East Devon Rural ABE
East Essex ACC
East London Advanced Technology (ELATT)
East Riding of Yorkshire Council CES
East Staffs Adult Education Consortium
Elfrida Rathbone (Camden)
Elfrida Society (The)
Exmouth Community College
Fairham Community College
Friends Centre for Adult Education
Greenbank Project
Hammersmith Community Learning and Leisure
Hampstead Garden Suburb Institute
Hartlepool Adult Education Services
Havering College of Adult Education
Hillingdon Adult Education Service
Hind Leys Community College
Hounslow Adult Education
Hull City Council AES

	<i>Funds for FTEs £</i>	<i>Funds for WP *units £</i>	<i>Total access funds £</i>
	898	0	898
	2,039	286	2,325
	318	1,286	1,604
	262	565	827
	281	126	407
	337	0	337
	2,563	6,532	9,095
	10,851	3,077	13,928
	12,535	17,406	29,941
	8,569	11,830	20,398
	4,284	501	4,785
	0	4,804	4,804
	2,320	1,077	3,397
	7,353	940	8,293
	6,698	0	6,698
	430	110	541
	6,642	2,696	9,338
	1,572	568	2,140
	393	91	484
	486	214	701
	281	0	281
	1,665	0	1,665
	1,366	0	1,366
	7,334	1,660	8,994
	1,665	348	2,013
	337	0	337
	37	406	444
	1,141	0	1,141
	674	263	937
	412	896	1,308
	337	648	984
	2,825	5,750	8,575
	674	469	1,142
	281	352	632
	4,004	1,722	5,726
	2,582	184	2,766
	412	0	412
	5,220	3,076	8,295
	4,172	6,851	11,023

External institution name

HWV Hartcliffe & Withywood Ventures Ltd.
Ivybridge Community College
John Spence Community School
Kent AES (Canterbury)
Kent AES (North West)
Kent AES (South)
Kent AES (Thanet)
Kent AES (West)
Kingston Community Adult Education and Training
Kirkby Centre Adult Education
Knowsley Community Education Service
Lambeth Community Education - Statutory Provisions
Lea Manor Community College
Leicester Adult Education College
Leicester City Consortium
Leicestershire South Consortium
Lewisham Community Education
Lincolnshire AE - Skegness
Liverpool LEA - Adult Education Service
London Electronics College
Longbenton Community College
Longslade Community College
Manchester Adult Education Service
Manor Training and Resource Centre Ltd
MARI Training Ltd (Gateshead)
MARI Training Ltd (Northumberland)
MARI Training Ltd (Stockton and Billingham)
Merton Adult College
Mid Essex Adult Community College
Middlesbrough Adult Education Service
Milton Keynes Continuing Education
Moorlands Adult Education Consortium
Myrrh Ltd
Nene Valley Adult Community College
Newcastle Adult Education
Newcastle-under-Lyme Adult Education Consortium
Newham Community Education Service
Newham Women's Training and Education Centre
Norfolk AES (NCAT)

	<i>Funds for FTEs £</i>	<i>Funds for WP *units £</i>	<i>Total access funds £</i>
	748	0	748
	374	26	401
	580	334	914
	1,010	446	1,456
	2,432	604	3,036
	1,740	531	2,270
	692	880	1,573
	2,170	0	2,170
	1,777	305	2,083
	505	211	716
	3,854	3,091	6,945
	8,344	19,653	27,997
	1,048	732	1,780
	3,050	0	3,050
	3,068	2,747	5,815
	1,459	0	1,459
	2,975	17,892	20,867
	225	271	495
	0	22,944	22,944
	1,721	0	1,721
	861	425	1,285
	655	103	758
	17,829	56,659	74,488
	898	1,374	2,272
	1,029	0	1,029
	1,515	0	1,515
	505	0	505
	2,002	2,060	4,062
	2,713	323	3,035
	1,310	2,008	3,318
	1,946	840	2,785
	1,646	129	1,775
	3,891	15,004	18,896
	1,272	0	1,272
	10,627	20,610	31,237
	842	98	940
	3,330	7,296	10,626
	1,066	2,189	3,256
	9,953	5,095	15,048

External institution name

North and West Essex Adult Community College
North Bedfordshire Adult Education Consortium
North East Lincolnshire County Council (Franklin)
North Essex Adult Community Education
North Lincolnshire Council AES
North Somerset Community Education
North Tyneside Adult Basic Education
North Yorkshire County Council - #1 (Stokesley)
North Yorkshire County Council - #2 (Catterick)
North Yorkshire County Council - #3 (Bedale)
North Yorkshire County Council - #4 (Malton)
North Yorkshire County Council - #5 (Thirsk)
Northamptonshire LEA : ABE Training, Co-ordination & Inset
Northgate and Prudhoe Hospitals Adult Education Units
Northumberland Community Education Service
Oldham Youth & Community Education Service
One Love
Open Door Adult Learning Centre
Oxford Adult Education
Peterborough College of AE
Pier Training Shop
Poole Adult Education
Portslade Community College
Pre-school Learning Alliance - ER
Pre-school Learning Alliance - NW
Pre-school Learning Alliance - SE
Putteridge Community College
Rawlins Community College
Reading Adult College
Redbridge Institute of Adult Education
Redcar Further Education Centre
Robert Pattinson GM School (Lincs)
Rochdale AE
Roundhill Community College
Sandwell Adult Education Service
Sebert Rd Training Centre (NCRP Ltd)
Shalom Employment Action Centre
Sheffield Environmental Training
Sheffield Leisure Services

	<i>Funds for FTEs £</i>	<i>Funds for WP *units £</i>	<i>Total access funds £</i>
	1,665	280	1,945
	1,253	462	1,715
	2,862	2,008	4,870
	1,403	0	1,403
	3,162	1,440	4,602
	1,646	0	1,646
	2,582	1,739	4,321
	281	23	304
	655	0	655
	823	44	867
	655	0	655
	3,686	152	3,838
	262	165	427
	486	0	486
	7,353	807	8,160
	5,070	8,309	13,379
	711	1,522	2,233
	355	101	456
	4,116	0	4,116
	1,366	949	2,315
	898	2,254	3,152
	3,349	1,201	4,550
	823	268	1,091
	674	126	800
	187	90	277
	2,488	974	3,462
	299	64	363
	430	0	430
	2,208	1,574	3,781
	3,012	2,825	5,837
	1,403	1,159	2,562
	935	235	1,170
	5,089	4,040	9,128
	580	215	795
	1,590	2,648	4,238
	1,066	2,227	3,293
	748	2,377	3,126
	412	404	816
	37	242	280

External institution name

Somerset Community Education
South Bedfordshire Adult Education Service
South Gloucestershire Council Community Education
South Luton Community College
South Northants Adult Education
South Tyneside LEA
Southend Adult Community College
Southey Training & Resource Centre Ltd.
Southwark Adult Education and Vocational Training Service
St Georges GM School (Lincs)
Stockport Adult Education Service
Stockton Adult Education Service
Stopsley Community College
Suffolk CC Education Dept (SC)
Suffolk CC Education Dept (LC)
Suffolk CC Education Dept (WS)
Sutton Centre
Sutton College of Liberal Arts
Swarthmore Education Centre
Tameside Consortium
Tamworth Adult Education Consortium
Tendring Adult Community College
The Hartley Centre (Church Army)
The Mid-Bedfordshire Adult Education Consortium
The Word Place
Thurrock Adult Community College
Tower Hamlets Community Education
Tritec
Uckfield Community College
Uplands AE
Vale of Catmose College
Various Locations Community Education
Wakefield Community Based Centres
Walsall Linkway Adult Education
Waltham Forest AES
Welland Park Community College
West Sussex Adult Education Consortium
Western Wards Adult Education Centre
Westminster Adult Education Service

	<i>Funds for FTEs £</i>	<i>Funds for WP *units £</i>	<i>Total access funds £</i>
	5,070	0	5,070
	935	49	984
	1,010	0	1,010
	355	454	809
	1,366	66	1,432
	2,675	5,125	7,801
	4,266	2,406	6,672
	430	806	1,236
	0	12,154	12,154
	543	0	543
	2,619	1,751	4,370
	2,881	1,482	4,363
	243	157	400
	524	369	893
	243	228	471
	355	0	355
	1,590	473	2,063
	4,378	1,911	6,289
	767	0	767
	2,675	213	2,889
	543	55	597
	2,226	1,746	3,973
	75	651	726
	1,833	0	1,833
	19	260	279
	1,179	1,570	2,749
	0	4,080	4,080
	0	5,674	5,674
	412	0	412
	449	29	478
	318	0	318
	861	380	1,240
	5,669	3,528	9,197
	4,041	4,922	8,963
	5,594	19,110	24,704
	505	0	505
	5,238	589	5,828
	430	20	450
	13,358	46,463	59,821

External institution name

Wolverhampton Adult Education Service

Women's Technology Training Ltd

Wreake Valley Community College

Totals

	<i>Funds for FTEs £</i>	<i>Funds for WP *units £</i>	<i>Total access funds £</i>
	3,349	5,227	8,576
	1,197	4,134	5,331
	580	53	633
	450,000	550,000	1,000,000

Terms and Conditions for the Payment of Access Funds 1999-2000

Introduction

1 These terms and conditions have been approved by the secretary of state for education and employment and are in addition to those set out within the Council's financial memorandum with colleges.

Purpose of the Fund

2 Any grant for access funds is paid by the Council to colleges or institutions so that they may provide financial help to students whose access to, or completion of, further or higher education might be inhibited by financial considerations or who, for whatever reason including physical or other disabilities, face financial difficulties. An element of the grant is also intended to support the payment of fee remission to part-time HE students who lose employment which they rely on for maintenance during their courses and for part-time HE students who are in receipt of benefits.

Eligible Students

3 The grant must be used for the following groups:

- further education students – all home students except those 16–18 year olds living in educational maintenance allowance (EMA) pilot areas (listed in annex G), following full-time (including sandwich) or part-time courses of further education who are aged 16 or over, subject to the final bullet point below (including those in adult education)
- higher education students – all home students following full-time or part-time (including sandwich) courses of higher education other than postgraduates, subject to the next bullet point

- in cases of severe hardship, postgraduates – all home students following full-time courses of higher education studying at levels above first degree
- in each case, 'home students' means persons who satisfy the residence conditions of eligibility for a student loan specified in regulation 4(1) of the *Education (Student Support) Regulations 1999*. They include European Economic Area migrant workers, their spouses and children. Further guidance is given in annex E below.

4 Students currently in year 11 in EMA pilot areas will have no entitlement to access funds. However, emergency payments may be made to these students but the payment must be treated as a loan.

5 Grant shall not be used to assist students who are eligible for a student loan in an academic year but who have chosen not to apply for one. In addition, grant shall not be used to assist new students from 1999-2000 onwards if they have not applied for their full entitlement to a student loan. Grant should not normally be used to assist students eligible for a hardship loan unless they have applied for such a loan. Institutions may also decide to make an access funds payment instead of, or as well as, a hardship loan if they judge it appropriate.

6 In addition, for these purposes, 'home students' referred to in paragraph 3 above shall include students who started their courses prior to September 1995 and are in receipt of LEA discretionary awards under section 1(6) of the *Education Act 1962* (that is, those who do not meet the normal residency requirement or the requirements on previous study or are otherwise personally ineligible for a mandatory award).

7 In respect of support for part-time FE and HE students, priority should be given to students who demonstrate high levels of commitment to learning through regular and significant attendance patterns and for whom part-time attendance is necessary in the light of their learning needs, family or financial commitments.

8 Support in respect of tuition fee remission for part-time undergraduate students is available for students who have lost their jobs, provided they are able to show they were employed or self-employed for at least 20 hours a week when they entered

higher education. Such students must have been working for a minimum of six months before losing their job or ceasing to be employed through no fault of their own. Access funds should not be used to contribute to the £1,025 tuition fee that HE students are required to pay in any other circumstances. Part-time HE students who are in receipt of benefits may be entitled to a fee waiver.

New Deal Students

9 New Deal participants are not eligible for access fund payments as their funding should take account of the associated costs of participation to the student.

Conditions

10 The Council will pay access funds to colleges and institutions subject to the following conditions:

- subject to paragraphs 11 and 12, the grant may only be used for the purposes described in paragraph 2
- the grant must be paid for the benefit of eligible students as defined in paragraphs 3 to 8
- the use of any interest earned from the access funds is subject to the terms and conditions set out in this annex
- the college or institution is required to provide to the Council by 25 August 2000 the monitoring information on the form in annex D, and any other relevant information as and when requested by the Council
- the interest on such grant may be used to defray audit costs.

Audit Requirements

11 Colleges and higher education institutions must provide audited accounts at the end of each teaching year to show that the grant was used in that year. This will normally be achieved by the inclusion of an appropriate note within the college's audited accounts. Council Circular 99/23 is the Council's most recent statement on sector accounting policies. Supplement B to that circular is a specimen annual report. A sample note on the use of access funds in 1998-99 appears on page 18 of that supplement. The small number of colleges or institutions which require a separate audit certificate for access funds

can use interest earned from such funds to defray audit costs.

12 For external institutions, the Council is most likely to require confirmation as to the use of the grant in the annual use of funds statement. Institutions should, therefore, maintain financial records to allow this to be done.

Revision

13 The Council may revise, revoke or add to any of these terms and conditions after consultation with the secretary of state.

Interpretation

14 Any matters arising from the interpretation of these arrangements will be resolved by the Council after consultation with the secretary of state.

Appeals

15 Each institution should resolve internally any appeals from, or disputes with, individual students about the award and payment from the access funds or residential bursaries. Appeals should not be referred to the secretary of state or DfEE. Students applying for access funds must be informed about arrangements for appeals (see paragraph 23 in the main body of this circular).

Certificate of Acceptance of Terms and Conditions Attached to the Payment of Access Funds for 1999-2000

**THE
FURTHER
EDUCATION
FUNDING
COUNCIL**

(Reference: Circular 99/27)

**Please photocopy, complete and return this form to Jerry O'Shea at
the Council's Coventry office by 30 July 1999.**

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 01203 863000
Fax 01203 863100

College or institution name

Contact name (*please print*)

FEFC code

Address

Please tick appropriate box

This institution does not wish to receive access funds
for 1999-2000

☐

I wish to accept a reduced allocation of access funds
totalling £ for 1999-2000

☐

I accept the allocation of access funds from the
Further Education Funding Council for the
teaching year 1999-2000

☐

I agree to ensure compliance with the terms and conditions for
payment of access funds as detailed in Circular 99/27

Signature (*principal*)

Date ____ / ____ / ____

Access Funds Monitoring Information: 1999-2000 Teaching Year

THE FURTHER EDUCATION FUNDING COUNCIL

(Reference: Circular 99/27)

Please photocopy, complete and return this form to Jerry O'Shea at the Council's Coventry office by 25 August 2000.

Cheylesmore House
Quinton Road
Coventry CV1 2WT

Telephone 01203 863000
Fax 01203 863100

College or institution name

Contact name (*please print*)

FEFC code

Address

Financial data		£
1	College's access fund allocation 1999-2000	
2	Interest earned	
3	Loans repaid to students	
4	Total access funds available (1 + 2 + 3)	
5	Access funds distributed	
	<i>Categories of support</i>	<i>No. of students benefiting</i>
		<i>Value of support £</i>
	fees	
	books	
	equipment	
	accommodation	
	childcare	
	transport	
	fee remission (part-time HE students only)	
	other items	
	Total funds distributed	
6	Repayable loans included in 5 above	
7	Balance of funds repaid to Council (4 minus 5)	

Student data

1	Number of students who applied for assistance in the teaching year 1999-2000:	
	Further education	Full time _____ Part time _____
	Higher education	Full time _____ Part time (excl. tuition fees) _____ Part time (tuition fees) _____ Postgraduate _____
	Total	_____
<hr/>		
2	Number of students assisted:	
	Further education	Full time _____ Part time _____
	Higher education	Full time _____ Part time (excl. tuition fees) _____ Part time (tuition fees) _____ Postgraduate _____
	Total	_____
<hr/>		
3	Number of students included in 2 above, known to have left before completing their courses:	
	Further education	Full time _____ Part time _____
	Higher education	Full time _____ Part time (excl. tuition fees) _____ Part time (tuition fees) _____ Postgraduate _____
	Total	_____
<hr/>		
4	Staying on rates:	%
	Access fund recipients	_____
	College/institution average	_____
<hr/>		
5	Estimated number of students refused help who failed to start or continue their course because of financial considerations _____	

Comments

Please provide brief details of any information about the operation of the funds you think might be useful to the Department for Education and Employment or the Council.

Signature (*principal*)

Date ____ / ____ / ____

Guidance Notes: Access Funds for Further Education

Introduction

1 These notes are based on guidance issued by the DfEE to the Council for 1999-2000 and are intended to help colleges to administer access funds effectively within the terms and conditions of the scheme.

Eligible Students

2 Access funds can only be paid to eligible students as defined in the terms and conditions.

3 To qualify as a 'home student' a student must satisfy the residence conditions of eligibility for a student loan specified in regulation 4(1) of the *Education (Student Support) Regulations 1999* or, where applicable, the equivalent categories in the *Education (Student Loans) (Scotland) Regulations 1999* or the *Education (Student Support) (Northern Ireland) Regulations 1999*. They include EEA migrant workers, their spouses and children. This usually means that they must have been 'ordinarily resident' in the British Isles for the three years before their course began. Colleges and institutions will need to consider eligibility for all students carefully. Paragraphs 19 to 29 below give further guidance on this matter.

Disbursement of Funds

4 It will be for each college to decide its criteria and procedures for considering applications and making payments to eligible students, subject to the DfEE's terms and conditions and any other guidance given by the Council.

5 Access funds are intended to provide support to students in cases where a need is established, and payments should therefore be made according to individual needs. Support may be provided in cash direct to the student or to a third party, or through the provision of items or services, and may be in the form of a grant or repayable loan. Colleges will have discretion to provide bursaries to students in the absence of discretionary awards (for example, £300 a year which was the average rate for LEA

discretionary student awards). Access funds should not be used to provide group or communal facilities, or to adapt buildings. Large items of equipment bought for the use of an individual should remain the property of the institution.

6 When setting up arrangements for paying access funds, colleges will have to determine which factors to take into account. When they consider applications, colleges may wish to take account of the availability of support from other sources, for example:

- mandatory or discretionary student awards
- social security benefits
- payments through career development loans, and similar schemes
- support for transport provided by the student's LEA
- means-tested student fees and loans for those undertaking HE courses
- students with individual learning accounts (ILAs) must give full details of the use of government monies within their ILA when making a claim for access funds (and vice versa) to ensure that double funding does not occur.

7 Institutions must also consider whether the claimed deficit between income and expenditure constitutes real need and cannot reasonably be reduced to a manageable level by the action of the student.

8 Access funds may not be paid to students on higher education courses if their circumstances are not regarded as exceptional or sufficiently difficult. This may arise, for example, if a student has not taken out a student loan or hardship loan, even if entitled to do so.

9 Colleges and institutions should decide in each case, with reference to the incidence of expenditure, whether payments would most appropriately be made as grants or as loans, and as a lump sum or regular instalments, and whether conditions should be attached to payments.

10 Colleges may use up to 5% of their access funds allocation towards administration costs. Where it has been agreed that a large college or institution will administer a small college's access funds for them, the larger college or institution will also be able to use up to 5% of the smaller institution's

access funds for administration. Interest earned on an institution's access funds account may be used to defray audit costs.

11 Any amounts above £50 not spent by the end of the teaching year should be returned to the Council for onward payment to the secretary of state.

12 Colleges and institutions should aim to process applications for access funds within four weeks. Where applications are considered at particular times during the year, the dates should be published as far as possible.

Advice to Students

13 Colleges should ensure that students seeking access funds are advised that payments may have implications for their entitlement to social security benefits, particularly income support, housing benefit, family credit and certain payments from the Social Fund. Institutions should make payments for childcare, registration fees and visits/field trips, direct to a third party in kind, to avoid students' social security benefits being reduced under social security regulations.

14 Under arrangements which came into effect from 6 April 1992, students (whether or not they pay income tax) may take advantage of arrangements between the Inland Revenue and colleges to deduct basic rate tax relief at source from payments made for course fees, registration and examination fees, fees payable for assessment purposes (including assessment of prior learning), and for any consequent award or certificate, or entry in an official register. Basic rate relief will be given at source for payments made by individuals for training which can count towards a national vocational qualification (NVQ). Higher rate taxpayers cannot claim further tax relief on payments made on or after 6 April 1999. From 6 May 1996 tax relief is also available for training which does not involve NVQs, to those aged 30 or over paying for full-time vocational courses lasting between four weeks and one year.

15 Before 1 January 1997, the receipt of access funds or a career development loan prohibited the receipt of tax relief for vocational training. With effect from 1 January 1997, changes to the regulations mean that this prohibition has been removed, and students in receipt of access funds or a career development loan may be entitled to such

tax relief subject to meeting the normal conditions. As announced in the budget statement on 9 March 1999, vocational training relief will be abolished in 2000-01, though the exact date is not yet known.

16 Tax relief cannot normally be claimed for the cost of books, equipment, travelling or living expenses connected with the training. Exceptions to this rule are:

- i. the provision of any printed course materials (or audio, video or computer-based materials) of the sort normally provided 'in-house', for example, for open learning courses, which are integral to the training and not available commercially; and
- ii. the costs of any residential study weekends which are an integral part of the course.

17 The above information is only a summary of applicable provisions, and institutions and students should get in touch with the Inland Revenue if they require further information about tax relief for vocational training. The address for correspondence is:

**Inland Revenue
Financial Intermediaries and Claims Office
Advice on Schemes (VTR)
St John's House
Merton Road
Bootle
Merseyside
L69 9BB
Tel. 0151 472 6000 (extension 7037).**

Conditions Relating to Residence

18 To be eligible for help from access funds, a student must meet the residence requirement, unless he/she holds an LEA discretionary award under section 1(6) of the *Education Act 1962* prior to 1994-95. The rules which govern this requirement are the same as those which apply to student loans and are similar to those which apply to mandatory awards. This means that asylum seekers are not eligible for access funds payments. Students from Montserrat are not entitled to special treatment. They must satisfy these rules.

19 A student will meet the residence requirement if:

- i. on the first day of their course he/she is ordinarily resident in England or Wales, and
- ii. on that date, if it is on or after 1 September 1997, he/she is settled in the UK within the meaning of the *Immigration Act 1971*, and
- iii. in all cases, for the three years preceding that date, he/she has been ordinarily resident in the UK, the Channel Islands, the Isle of Man or the EEA wholly or mainly for purposes other than receiving full-time education.

20 In applying these rules, institutions will need to take account of the following:

- i. a student will be settled in the UK if he/she is ordinarily resident in it and is not subject under immigration law to any restriction on the length of his/her stay
- ii. a person is not subject to any restriction on the length of his/her stay in the UK if he/she is a British citizen or if his/her passport has been stamped to the effect that the holder has an indefinite right of residence in the UK
- iii. evidence of British citizenship for a student born in the UK, a birth certificate. If a student was born outside the UK, a valid passport, unless he/she is a refugee and does not hold one, and another document issued by a responsible person (minister of religion, doctor, lawyer, teacher, established civil servant, police officer or consular officer) stating the details of the applicant's date, place and country of birth and full name on birth
- iv. students who have lived outside the British Isles during all or part of that period because they or their family were temporarily employed abroad may be treated as if their ordinary residence had not been interrupted
- v. a student who lived in the British Isles during that period for the sole or main purpose of receiving full-time education, and who would otherwise have lived abroad, would not meet the above requirements.

Settled Status

21 From 1 September 1999, an addition to the ordinary residence requirement has been made so that an applicant for a student award would need to be settled in the UK at the beginning of the first year of his/her course, within the meaning of the *Immigration Act 1971* (that is, ordinarily resident here without being subject under the immigration laws to any restriction on the period for which he/she may remain).

22 In certain circumstances, outlined below, students can meet the residence requirement although they do not comply with this three-year rule. Further guidance on ordinary residence is given in paragraphs 25 and 26 below.

Refugees

23 The residence conditions do not apply to students who have been granted refugee status in the UK, or whose parents or spouse have been granted that status. They are eligible to receive access funds as soon as refugee status has been granted. Students who have been granted exceptional leave to remain are not eligible until they have satisfied the three-year ordinary residence rule mentioned above, although they are not required to satisfy the requirements of settlement.

European Economic Area Migrant Workers

24 European Economic Area (EEA) nationals employed in the UK, including UK nationals, their spouses and children, who do not pass the three-year ordinary residence test, will meet the residency requirements provided that:

- i. the EEA national has 'migrant worker status' through having been employed in the UK (not necessarily continuously) since he or she last entered the UK (brief absences abroad, for example, on holiday, should be disregarded); in the case of a UK national having moved to the UK after a period of employment elsewhere in the EEA

- ii. where the student is the spouse or child of the EEA national with migrant worker status, the student is ordinarily resident in the UK as a result of the migrant worker's employment in the UK; and
- iii. the person with 'migrant worker status' has been ordinarily resident in the EEA (the European Union, Iceland, Liechtenstein and Norway) throughout the period covered by the three-year rule, and has not during any part of that period been so resident wholly or mainly for the purpose of receiving full-time education.

Definition of Ordinary Residence

25 Interpretation of 'ordinary residence' is, in the last resort, a matter for the courts. A judgement by the House of Lords in 1982 (reported in [1983] 2WLR 16) clarified the law, but questions of interpretation can arise for which that judgement does not provide a ruling. The DfEE can offer advice in such cases but is not able to provide definitive rulings.

26 Temporary or occasional absences from the British Isles may not break ordinary residence. For example, a student will pass the three-year ordinary residence test if absence from the British Isles was solely caused by the temporary employment of the student (or the student's parents or spouse) abroad. As the courts have not defined 'temporary or occasional', each case must be judged on its merits. Institutions should not apply universal rules of thumb or specified periods of time to decide what constitutes a temporary or occasional absence.

Existing Award Holders

27 The position of students who began their course before September 1997 will not be affected by the new requirement for settled status. A student who completes his/her course and embarks immediately on a second course (an 'end-on course') will not need to fulfil the settled status requirement.

28 Institutions should note that an applicant's immigration status may readily be established or verified by reference to the stamp(s) in his/her passport or travelling document. If an applicant's case is currently under consideration at the Home Office, he/she should be able to provide some documentary evidence from them.

29 If an applicant's immigration status is not clear, institutions can contact the Immigration Status Enquiry Unit (ISEU) at the Home Office. The unit deals with all enquiries about known asylum seekers. Addresses for these are given at the end of this annex.

Further Advice

30 The information above is a summary of the principal points likely to be of relevance to institutions. More detailed information on student loans for existing students is available in the publication *Student Loans: Certifying Eligibility, A guide for colleges 1999-2000* which can be obtained from:

Student Support Division
Department for Education and Employment
Mowden Hall
Staindrop Road
Darlington
DL3 9BG
Tel. 01325 392822.

The enquiry points given below operate independently and if access to both is required, it will be necessary to telephone (on 0181 760 8686) or write to both.

Immigration Status Enquiry Unit
3rd Floor
Apollo House
Wellesley Road
CROYDON
Surrey
CR9 2BY

Asylum Screening Unit
2nd Floor
Lunar House
Wellesley Road
CROYDON
Surrey
CR9 2BY.

Examples of Good Management Practice

1 The following are examples of good practice which were noted by DfEE officers during visits or which colleges suggested might usefully be brought to the notice of other colleges:

- careful targeting of publicity for the funds
- wide publicity for the availability of financial advice and support, rather than for access funds alone, ensuring that prospective students receive information which may encourage them to apply/enrol
- ready availability of counsellors to discuss financial difficulties and possible means of support; many students do not seek advice until difficulties have reached crisis point
- a well-publicised timetable for applications to be received, decisions taken and payments made at the start of each term
- applications accepted only from students who could show that they had explored all other sources of support
- using standard application forms to ensure a consistent basis for assessment
- using a panel to make decisions on students' applications
- involvement of the governing body, which may be better able than staff to take a detached view
- prompt consideration and processing of applications (with very fast decisions by chairman's action where a panel was in place) in cases of urgent need
- prioritisation of applications according to need
- identifying disadvantaged groups, for example, through research by student services staff
- one college had agreed with the local education authority (LEA) how discretionary awards and access funds might be deployed
- setting a maximum payment on the basis that spreading support widely though thinly provides better value for money than supporting a few students with high levels of need; to many students, a relatively small amount is crucial, for example, as a deposit on accommodation or to pay bills
- disbursing an agreed proportion of funds at the start of the year, retaining the balance to cover unforeseen needs that may arise later in the year, including those of students who attain the age of 19 during the year
- applicants advised of decisions by letter with any necessary explanation; successful applicants are also advised of conditions attached and procedures for payment
- termly/monthly/weekly payments, as well-regulated cash flow encourages better budgeting by students and minimises losses where students abandon courses, enabling funds to be reallocated; instalment payments are conditional upon satisfactory attendance and progress
- wherever possible, making payments direct to a third party, for example, a crèche, childminder or the college in the case of fees
- requiring students to sign an undertaking to repay funds if they abandon their course
- support from tutors, both by advising students about the funds and by reporting on students' attendance and progress where this was a condition of payment by instalments
- a formal appeals procedure for unsuccessful applicants
- maximising the amount of interest earned by using a high-interest, non-cheque account from which funds are transferred as required into a normal current account.

Educational Maintenance Allowance – Pilot Areas

Bolton

Cornwall

Doncaster

Gateshead

Greenwich

Lambeth

Leeds

Lewisham

Middlesbrough

City of Nottingham

Oldham

Southampton

Southwark

Stoke on Trent

Walsall

