

# **Discretionary Learner Support Funding Claim 2012/13**

**This guidance document sets out details of the funding claim required from colleges and other providers receiving Discretionary Learner Support funding in the contracting year 2012/13.**

December 2012

Of interest to colleges and other stakeholders involved in managing and delivering Discretionary Learner Support provision

## Executive Summary

This document is for providers preparing funding claims for the Skills Funding Agency (the Agency) relating to Discretionary Learner Support (DLS) in the contracting year 2012/13. The Agency, as part of its funding simplification is working towards an integrated learning and learner support fund. However, during the 2012/13 contracting year we will continue to monitor the DLS fund separately.

The Agency requires all providers in receipt of DLS in 2012/13 to return a **mid-year** funding claim on **13 February 2013** and a **final** claim on **14 October 2013**. Information from these funding claims will be used to support the national funding models that determine future funding allocations.

The Agency reserves the right to recover the full allocation from any provider who fails to return a funding claim by the published deadlines.

Providers must send their **funding claims** electronically to the appropriate Skills Funding Agency mailbox (as shown in the Excel version of the form on our [website](#)). A signed copy of the **funding claim** (mid-year and final) should be posted to the appropriate Agency [office](#).

Funding cannot be carried forward from the previous year and neither is any unearned funding allowed to be carried forward to a subsequent year.

### Further information

For further information, please contact your Relationship Manager.

**December 2012**

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## 1 Completion of the Discretionary Learner Support Funding Claim

The Agency allocated the following DLS funds for the contracting year 2012/13, which includes:

- 19+ hardship
- 20+ childcare
- Residential Access Fund.

Providers should record expenditure of these funds on the claim form provided on our [website](#) here. An example DLS claim form is provided at Annex A. Any year-end adjustment will be based on the total DLS allocation for 2012/13, which is documented on Appendix 2 of the condition of funding agreement.

Providers' DLS allocations are detailed on Appendix 2 of their terms and conditions.

Providers must select the relevant claim type from the drop-down box on the claim form when completing it, to distinguish between a mid-year or final claim.

After completing your provider details, funds received and expenditure for DLS should be recorded in boxes A to D, as appropriate. Forecasts for total contract year expenditure should be completed when submitting your mid-year claim.

Providers should send their claims electronically to the Agency through the email addresses shown on the worksheet at the bottom of the funding claim form. Providers should also ensure the claim is signed by the head of the

institution or Chief Finance Officer and then send the hard copy with the original signature to the appropriate Skills Funding Agency [office](#).

The head of the institution or Chief Finance Officer must certify that, to the best of his or her knowledge, the funding claim has been completed correctly in accordance with the guidance and definitions set out in [Funding Rules 2012/13](#) and [Final 2012/13 Allocations Methodology Briefing Note:- Discretionary Learner Support \(DLS\)](#).

Funding cannot be carried forward from the previous year to increase the allocation, and neither can any unspent funds be carried forward to a subsequent contracting year.

## **2 Administration Costs**

Providers can use up to five per cent of their DLS allocation towards administrative costs.

Where it has been agreed that a large central provider will administer the funding for one or more other providers, the central provider will also be able to use up to 5 per cent of each of the other providers' total DLS funds for administration instead of the individual providers using it. Providers' bank charges must not be offset against their DLS allocation.

## **3 Tuition Fees**

Providers have the freedom to vire funding between the three schemes. However, a maximum 20 per cent of a provider's **initial** 19+ hardship allocation can be used for the purpose of paying fees. This rule applies even if the allocation is adjusted up or down in-year.

#### **4 Delays in timing of returns**

The Agency reserves the right to recover the full allocation from any provider who fails to return a funding claim by the published deadline.

In exceptional circumstances, any provider that anticipates that the funding claim will not be received by the Agency by the published deadline must write to their Relationship team, explaining the reasons for the delay and the action to be taken, and include a firm promise date for submission. The Relationship Director will submit a case to the National Allocations team for consideration, but this process does not guarantee agreement to the deferment.

#### **5 Adjustment to payments**

The mid-year funding claim returns allow the Agency to assess the level of demand and identify any surplus funds that can be recycled to support providers with potential budget pressures. Therefore the Agency may adjust the DLS allocation in-year to reflect the levels of demand subject to overall affordability.

Following submission of the final claims, the Agency will assess the overall funding position and at this point agree the recovery of funds at provider level. Any recovery of funds due to underperformance will take place in December 2013. Should the Agency be in a position to pay for any over-delivery, those payments will be scheduled for December 2013.

Please note that the Agency will use the current 2012/13 allocation as the baseline to inform the initial DLS allocation for 2013/14; but there is no guarantee that any increases forecast in the mid-year claim will be consolidated in the baseline for the final allocations for 2013/14.

Any queries relating to the content of this note should be directed to your relationship team in the first instance.

A handwritten signature in black ink, appearing to read 'K. Smith', written in a cursive style.

Keith Smith  
Executive Director Funding and Programmes  
Skills Funding Agency

**Annex A**

**Discretionary Learner Support Funding Claim**



Provider name  
 UKPRN  
 Contact Name  
 E-Mail  
 Tel No

Please read the Funding Rules 2012/13 Discretionary Learner Support document before completing this form.

See NOTES worksheet for footnotes and guidance		Allocation	Actual expenditure to date	Forecast expenditure for remainder of the year	Actual or forecast out-turn for the whole year
<b>A</b>	19+ Hardship				£0
<b>B</b>	20+ Childcare				£0
<b>C</b>	Residential Access Fund				£0
<b>D</b>	Administration Expenditure				£0
<b>E</b>	<b>Total</b>	£0	£0	£0	£0
<b>F</b>	Balance of DLS after deduction of expenditure and administration costs				£0

**Declaration**

I confirm this form has been completed in accordance with the Funding Rules 2012/13 Discretionary Learner Support

**Name of Head of Institution/Finance Office**

**Signature**

**Date**



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