

Learning Support Grant Payment Guidance

This guidance is to support applications for the academic year 2023-2024.

This guidance contains important information on how we will make payments. Payments are made in various ways depending on what you have been awarded financial support for. Please ensure you read and understand all aspects relating to your award.

Please note that any payments for travel allowance, equipment or any other allocated funding award will only be made if you have met the required minimum **90%** attendance targets and are meeting the requirements of your course.

Please note that no payment will be made for any award until you are fully enrolled at the College, this normally happens within the first 2 weeks on your course.

Travel

- **Your travel allocation will cover the whole of the Academic year (36 weeks). Payment will be divided equally into 5 half term instalments, the last being paid on 19th of April 2024.**
- Travel payments are dependent upon attendance at college. If you do not meet the attendance standards, you may not be paid your travel allowance for that half term.
- **Brinsbury** bus tickets will be issued termly and based upon attendance.
- Travel payments will be made directly into your bank account at the beginning of each half term. The exception to this is the first half term (September to October) when payments will be made as soon as your enrolment has been processed and you have received an award letter confirming your allocation.

Childcare

- Payments for Childcare will be made directly to your childcare provider on a monthly basis.
- Invoices should be sent directly to studentfinance@chigroup.ac.uk for payment to be processed.
- Unspent Childcare allocation will not be credited to you. Childcare allocation can only be spent on childcare. Any unspent allocation will be re-allocated to support other student's applications for financial support.

Equipment and books

PLEASE NOTE WE WILL NOT BE ABLE TO REIMBURSE FOR ANY ITEMS WITHOUT PROOF OF PURCHASE.

- If you have purchased your equipment/books, please send in copies of proof of purchase to studentfinance@chigroup.ac.uk for a refund payment to be processed by BACS transfer straight into your bank account.
- Books and equipment may be ordered directly from departments, or the library/book shop. You will need to show your award email to the department, library/bookshop, and they will arrange for Student Finance to be charged directly. For more information, please contact studentfinance@chigroup.ac.uk.

Exams /UCAS fees

- If you have been allocated funding to support exams/UCAS, please provide proof of purchase to studentfinance@chigroup.ac.uk who will arrange a reimbursement to be made by BACS transfer straight into your bank account.

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Trips

- If you have been allocated money to support College trips, then you just need to show your award letter to your lecturer or student experience coordinator and they will arrange for Student Finance to be charged directly.
- If you have paid for your trip you will need to produce your receipt to studentfinance@chigroup.ac.uk who will arrange payment to be made by BACS transfer straight into your bank account.

Vulnerable Bursary

Vulnerable Bursary payments will be equally divided into 6 equal payments and paid at the beginning of each half term.

- Alternatively, we can use some of your allocation to purchase equipment on your behalf. For further information on how to do this please contact the Student Finance team.
- Vulnerable Bursary payments are dependent upon attendance at college. You will not receive your half-termly payment if you do not meet the College's attendance criteria.

Free Meals

If you are eligible for FCM, once your funding is processed and you are fully enrolled, a daily amount of **£3.80** will be added to your student ID card for this current year for you to spend each day you are timetabled to be in college. (Current Government Guidance states this allowance should be **£2.41**)

Additional information

- All payments are made by BACS transfer. **Please note this should only be paid into the student's bank account.**
- If you withdraw from college payments will no longer be made.
- If you submit an in-year application, your travel/bursary funding will not be automatically backdated to the start of the academic year.

For further information or if you have any queries, or need any advice or guidance, please contact a member of the Student Finance Team either by email;

studentfinance@chigroup.ac.uk,

or on the contact numbers below:

Telephone:

Chichester / Brinsbury 01243 786321 ext. 2119 or 2325

Crawley 01293 442204

Brighton MET 01273 667788 ext. 474 or 394

Northbrook 01903 273014 ext. 3088