



Student Welfare and Hardship Fund Policy

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1. Introduction

- 1.1. London Churchill College endeavours to deliver more than just education to its students. The College provides an optimum student experience for anyone studying at the institution and it recognises that it has a clear role to play in the welfare of its students.
- 1.2. To achieve this, the College looks beyond the internal academic framework that it provides and supports students with external factors that may affect their experience at the institution.
- 1.3. This Policy should be read in conjunction with the following non-exclusive list of policies and procedures:
 - a) Health and Safety Policy
 - b) Safeguarding and Security Policy
 - c) Student Support and Reasonable Adjustment Policy
 - d) Prevent Policy
 - e) Mitigating Circumstance Policy
- 1.4. The hardship fund is to ensure that it meets student's short-term, urgent needs and thus enables students to continue their studies at LCC, when they could not otherwise do so without significant hardship. The fund, however, is not suitable for long-term shortfall between the student's income and expenses to compensate for impractical planning.

2. Policy

- 2.1. London Churchill College offers several services for students to ensure a positive student experience as well as to mitigate the effects of external obstacles to ensure that these do not affect the academic performance of the students. The services for students range from support initiatives including employability events and disability support, to recreational initiatives including study trips and extracurricular activities; other services of note include multi-faith Prayer Rooms in all of its campuses;
- 2.2. The College uses filtering as a means of restricting access to harmful content on its IT equipment;
- 2.3. The College has a Student Welfare Officer who is dedicated to ensuring a safe and fair environment for students during their course at the institution. The Student Welfare service, which provides chaplaincy and pastoral support to students, is accessible to the student body both during and beyond office hours;
- 2.4. Applicants of London Churchill College who declare a disability can meet with the College Registrar to discuss any adjustments the College may make. These could include accommodating their disabilities for entrance exams and agreeing continued additional support for them during the tenure of their programmes;
- 2.5. While personal tutors are allocated to all students to help them in academic matters outside their scheduled sessions, the College also has an administrative team that is available to assist students with other matters outside the academic framework. This may include IT assistance or organising one-to-one sessions with a relevant member of staff or referral to the counselling service.

3. Procedures

- 3.1. Applicants of London Churchill College are provided the opportunity to declare any



additional support they might need during the application stage. This allows the College to assess how to best accommodate an applicant's needs and help the applicant's decision to study here. Once admitted, students can have the full support of the College staff in helping them with their additional needs;

- 3.2. Students with declared disabilities are invited to attend a confidential meeting with the College Registrar to work out a Support Agreement Plan that will provide the student with support and opportunities to help them achieve their potential in their chosen courses. The support agreed may include additional time in exams and presentations, extended submission deadlines or permission for technology-aided learning during lectures or extended book borrowing arrangements from the College Library;
- 3.3. The Student Welfare Officer can guide a qualifying student on applying for Disabled Student Allowance (DSA) from Student Finance. Once a student is approved for DSA the Student Welfare Officer can refer the student to a DSA-approved Needs Assessment Centre that will carry out tests with the student to produce an expert report on the needs of the student and how the College can help with the student's needs;
- 3.4. If students have a disability, specific learning difficulty or long-term medical condition, they may be eligible for funding from the Disabled Student Allowances (DSA);
- 3.5. Applications will be processed by the funding body, i.e., Student Finance England.
- 3.6. DSA pays for extra costs that students may incur in attending their programme as direct result of their disability, including but not limited to specialist equipment, non-medical helpers, and other related expenses, i.e., photocopying and printer cartridges.
- 3.7. Students who receive such loans are, at the present time, not required to repay the benefits received;
- 3.8. Further information on Student Finance England's DSA scheme is available at <https://www.gov.uk/disabled-students-allowances-dsas>
- 3.9. Students who are **not** eligible for DSA from Student Finance England but are eligible for NHS Disabled Students' Allowance, which is a separate scheme, should register or login to NHS Bursary account and apply for DSA via <https://www.nhsbsa.nhs.uk/nhs-bursary-students/disabled-student-allowances-dsas>
- 3.10. Students should only apply for **either** Student Finance England's DSA scheme **OR** NHS's DSA scheme.
- 3.11. The College maintains regular contact with its relevant Prevent Duty Co-Ordinator who arranges visits to the College campus and helps the College to comply with the duty and provides advice and guidance on risk and on the appropriate response.



4. Student Welfare Service

- 4.1. London Churchill College appreciates that mental health is a significant factor in ensuring the welfare of a student.
- 4.2. The Student Wellbeing Officer is the contact point for learning, advice and support for students' emotional wellbeing and mental health. Through signposting, a student can access various forms of support from a third-party of wellbeing advisers, counsellors, and mental health advisers.
- 4.3. Students can consult the Student Welfare Officer to book a confidential one-to-one appointment for them with a mental health expert;
- 4.4. Students with a long-term mental illness that has a substantial adverse effect on their ability to carry out normal day-to-day activities are defined as disabled under the Equality Act 2010. The College offers support to students through the support agreement plan and does not discriminate against students with mental health issues, in terms of admission, choice of course and in the operation of education and support services.

5. Bursary and Hardship Fund

5.1. Introduction

- 5.1.1. London Churchill College understands that many mature students have a wide-ranging commitment including financial commitments and face the risk of being withdrawal from their studies. We wish to do our part to ensure that student's financial position is not exacerbated during the time when they face financial hurdles;
- 5.1.2. Financial support in the form of Bursary Package and Hardship Funds will be available to students to ensure that they are able to continue their study at the College and achieve their intended qualification.

5.2. LCC Hardship Fund

- 5.2.1. The College has allocated budgets for an LCC Hardship Fund, access to which will be available to students experiencing unexpected financial hardship. The aim of the Hardship Fund is to provide financial support to all our current students who have experienced unforeseen financial hardship during their studies. The maximum award is £1,000 for students with a disability, dependent children and/or care leavers. It will be used to enable students to refocus on their studies and successfully complete their course.



- 5.2.2. To be eligible, student's residual household income must not exceed £10,000 per annum. In addition, they must meet all the eligibility criteria below:
- a) The student must be enrolled on a full-time undergraduate (HND) course.
 - b) The student must be either a Home or EU student.
 - c) The student must be a student from a Least Developed Country or a developing country.
 - d) The students must have paid their first instalment of the fees.
 - e) The student can apply only once during an academic year.

5.3. Application Process

- 5.3.1. Applications must be sent in writing to the College Registrar with supporting evidence, who will review the merit of the application and submit the recommendation to the Principal for approval/consideration.

5.4. LCC Bursary Scheme

- 5.3.1. A Bursary scheme award is available to prospective students from poor households who are extremely talented but are from a Least Developed Country or a developing country. The student will be entitled to receive up to £1,000 discount from their course fees per annum. This bursary will be aimed at easing the transition into higher education, allowing students in these groups to access educational resources and equipment, reduce the need for part-time work and help them successfully complete their studies.

5.5. Application Process

- 5.5.1. Applications must be sent in writing to the College Registrar with supporting evidence, who will review the merit of the application and submit the recommendation to the Principal for approval/consideration.

5.6. Appealing a Decision

- 5.6.1. Applicants have the right to appeal a decision, providing that they have valid grounds for an appeal. Appeals put forward without valid grounds will not be considered.
- 5.6.2. Applicants must complete Appeal Form which can be downloaded from VLE or obtained from the College reception.
- 5.6.3. On receipt of appeal, the College Registrar will undertake an initial evaluation to check that the student's appeal was submitted under the right procedures. The student then may be referred to a different procedure, appeal being rejected or proceeding to formal consideration.
- 5.6.4. The decision will be communicated to the student in writing.