

each term will be dependent on whether it is a vulnerable or discretionary bursary. Payments will continue as long as the learner remains on programme during the period of their eligibility (eligibility will be reviewed each academic year).

If a learner is awarded a payment in kind bursary, e.g. uniform, educational equipment or books, it will be for the period of the study programme only and will remain the property of Derwen College. During holiday periods, equipment will remain on the college premises and surrendered at the end of the programme.

IMPORTANT: Learners will be expected to meet the following requirements to ensure continued bursary each term:

- Attendance and punctuality for all of their sessions (authorised absence excepted)
- Progression statement

Learners failing to adhere to these requirements may have the bursary suspended /withheld depending on circumstances. An action plan will be drawn up to ensure the learner is able to comply with any reasonable terms laid out. Depending on the circumstances, there will be no guarantee that the whole of withheld payments will be paid to the learner, and the payment may be pro-rata from the date of suspension until the agreed action plan is in place and maintained.

Derwen College maintains the right to vary the amount of payments in line with bursary funds awarded by the ESFA, and will not guarantee payments at any time. Derwen College will endeavour to honour the bursary by liaising with the ESFA for additional funds, but will not make up any shortfall at any time.

4. Appeals

Learners are entitled to appeal against any decision made in relation to their application for a bursary or withholding of payments.

First stage

Contact the Director of Business and Finance stating the reason for the appeal.

Second stage

If the student is still not satisfied with the outcome of the first stage appeal, they should contact the Principal with reasons why they disagree. The Principal's decision is final.

5. Fraud

Learners found to make fraudulent claims will be required to refund all payment received, and appropriate action will be taken concerning the learner's placement at Derwen College.