

## Terms and Condition's of Learner Support Funding

### Childcare

- Childcare funding is for course timetabled periods only (i.e. not academic holidays, half term breaks). Learners eligible for government funded childcare sessions must apply for and utilise these for their course timetabled days. We will however agree funding for wrap around childcare requirements that exceed these.
- You will not receive funding for unauthorised absences. If you cannot attend your course due to sickness or your child's sickness, you must contact Student Services by 9.00am, per each day of absence. This will ensure that your reason for absence is recorded. Failure to do this is deemed as unauthorised absence. Contacting your tutor direct or sending a message via another learner is not acceptable and your funding will be affected.
- Childcare funding will cease with immediate effect if you withdraw from your course OR your attendance falls below 95%.
- You must provide the required notice (usually 1 month) to the childcare provider in lieu of your course end date (as detailed on your learning agreement) or withdrawal. Charges incurred due to failure to give notice are your responsibility.
- Childcare providers **must** submit invoices to us on a **monthly** basis. The invoice must show a breakdown of the session dates attended and the cost per session. This should be within 28 days of the end of the billing period. Failure to submit monthly invoices may result in refusal of payment. Invoices can be emailed to [finance@bacoll.ac.uk](mailto:finance@bacoll.ac.uk) or posted to Student Funding & Transport, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, Co Durham, DL14 6JZ. They must be addressed to the college, include the date, an invoice number and the name of the student and child.
- Invoices are paid in arrears as payment is subject to your attendance. We cannot make childcare payments in advance. Unauthorised absences will be deducted from the value of the invoice. The remaining balance will therefore be your responsibility. Childcare providers should liaise with the learner directly with regards to this.
- Any subsequent changes to childcare needs must first be authorised by Student Funding and Transport. Learners should do this at their earliest opportunity to ensure funding is still available.

### Wi-Fi Dongle

- Dongle will remain the property of Bishop Auckland College and must be returned at the end of your course or if you withdraw. Failure to do so will result in an invoice being issued.
- Dongles will be loaded each month with a maximum of 20GB
- Dongles cannot be topped up under any circumstances
- Dongles should only be used for course related research/sending college e mails etc.
- Dongles will be monitored
- Learner **must not** have access to the internet at home to qualify to apply for this

## **Kit/Uniform/Books/Other essential course Items**

- Items will be purchased by the college except for in exceptional circumstances
- All items remain the property of Bishop Auckland College. Should you withdraw early you will need to return these items to your course department. Failure to do so will result in an invoice being issued.

## **Stationery**

- This will be issued as a one off, standard pack
- Any unrequired items should be returned to the Finance department, room 275

## **Transport**

- Transport for the academic year 2023-2024 will be provided by Arriva and Weardale dependant on where you are travelling from. The following areas will be covered by Weardale:
  - Willington
  - Crook
  - Howden
  - Wolsingham
  - Stanhope

All other areas will be covered by Arriva.

- Eligible learners can travel free on any Arriva North East or Weardale bus required to get to and from campus and work placement, Monday to Friday, 0630 to 2200, during term time only and on scheduled days only. You will be issued with a Weardale Travel Card or an Arriva Smart Pass upon approval unless stated otherwise in your outcome letter. It will be deactivated should you no longer attend your course and must be returned to us. There is no cash value equivalent and this is non-transferable. There is a £15 charge to replace any lost or damaged passes
- Buses used are not exclusive to Bishop Auckland College/SWDT, these are part of the public transport network. All buses have CCTV installed. Travel is subject to the operator's normal terms and conditions.
- The operator retains the right to refuse travel. Bishop Auckland College/SWDT reserves the right to withdraw your free travel entitlement at any time on the grounds of unacceptable behaviour either on campus or while using the travel network. Learners must be at their bus stop 10 minutes prior to collection/departure time.
- Any absence resulting from refusal of travel is your responsibility. You will not be reimbursed for public transport costs incurred in this instance. In the event of poor behaviour on or damage to Arriva buses, Bishop Auckland College/SWDT will work with Arriva and review CCTV and you will be subject to disciplinary action.
- Route information can be accessed via the Transport pages @

[www.arrivabus.co.uk/bacoll](http://www.arrivabus.co.uk/bacoll)

[www.weardale-travel.co.uk/wpc2.html](http://www.weardale-travel.co.uk/wpc2.html)

[www.swdt.co.uk/students/transport](http://www.swdt.co.uk/students/transport)

We recommend downloading the Arriva app to check your journey in real time. You can also visit <https://bustimes.org/operators/weardale-motor-services/map> to follow Weardale busses

**Please be advised, giving false or incomplete evidence or information that leads to an incorrect or overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This may result in a referral to the police with the possibility of prosecution.**

**Please read declaration. You will need to select that you agree to terms and conditions before your application will be processed.**

- I/we certify that the information in this application is true and accurate
- It is our/my responsibility to inform [finance@bacoll.ac.uk](mailto:finance@bacoll.ac.uk) if my circumstances change or I withdraw from my course and I understand that I/we will be required to return uniform/kit/campus ID/travel pass card/Wi-Fi Dongle otherwise I will be invoiced for the value of these.
- I understand that any financial assistance given is subject to satisfactory attendance/behaviour and may be withdrawn at any time and that I/we may be liable to repay any payments made
- I understand that if I withdraw from my course or have any unauthorised absences all funding will stop.
- I/we understand that if I/we give false information or do not give all relevant information requested, funding will be withdrawn and I/we may be liable to repay any payments made
- I/we understand that by applying to the Learner Support Fund I am agreeing to all the terms and conditions of the Learner Support Fund as detailed on this application form and within the guidance information.
- I/we understand that illness is not an authorised absence unless a medical certificate is provided. Unauthorised absences will affect my funding.
- I/we have provided the required income proofs i.e. tax credit award notice, all pages.
- My information will be shared with third parties only where necessary to provide uniform/equipment/travel passes.
- I/we understand that if I am declined funding, I am responsible and liable for any charges incurred.
- I/we understand that Bishop Auckland College/SWDT reserves the right to change or alter the terms and conditions of Learner Support & Bursary Funding.