What is the Residential Support Programme?

The Further Education Residential Support Programme (Residential Support Programme) is intended to support students with residential support where a similar course is not available within reasonable daily travelling distance.

Manchester City Council administers the scheme on behalf of the Learning and Skills Council. The Residential Support Programme information and application pack are available at www.dfes.gov.uk/financialhelp or, by calling the National Helpline on 0161 234 7021. Applications are processed on a first come, first served basis.

What support is available?

The student can claim up to a maximum of £3295 (£3886 in London area) towards residential living costs. If the student is eligible for funding in excess of their residential costs, then additional funds may be claimed for travel costs incurred through travel to the college, or home and term time lodgings address. It is not possible for a student to claim an award through the Residential Support Programme for travel costs only.

Receipt of a Residential Support Programme award will not exclude the student from applying for other support funding (e.g LSF).

Who can apply?

The Residential Support Programme is available for students aged 16 and over who are offered a place on a LSC funded full time course at Level 2 or Level 3 within the eligibility framework (see below).

Who is eligible?

To fulfil the eligibility criteria the student must:

• be 16 years of age or over at 31 August 2006;
• be ordinarily resident in England;
• plan to attend a course with a minimum duration of 10 weeks, and at least 15 hours attendance a week. The course must be LSC funded and a first Level 2 or first Level 3. Students already holding a level 3 qualification will not be eligible for support. Students already holding a level 2 qualification cannot get assistance for a further level 2 course but could qualify for assistance for a level 3 course;
• the term time lodgings must be no further than 15 miles from the college campus.
How does the student apply?

The student must first have an unconditional offer of a place before applying. The completed application form is returned to the institution. The institution should be prepared to assist the student with the application process and form.

The institution must request confirmation from the student’s ‘home’ local LSC that a similar course is not available locally. When confirmation is received from the home local LSC the institution should complete the Declaration (including the local LSC contact details) and forward to Manchester City Council for assessment.

Manchester City Council will inform both the institution and the student of the outcome of the application. Awards will only be backdated to the beginning of the term in which the application was received by MCC.

The 8 pilot specialist colleges manage their own administration process and do not send the completed applications to Manchester City Council. However, they must receive ‘home’ local LSC confirmation before progressing the student’s application.

How is the payment made?

Manchester City Council will send a cheque to the institution who then directly pays the landlord or agency. Payments will normally be made in termly instalments and will be sent with a remittance advice slip. Colleges are asked to check that students are in attendance before issuing payments.

The institution should retain proof of payment. If the student has already paid rent you may refund the student’s costs (not outside the period agreed in the award) but you should retain proof of payment. Payments for travel can be made to the student but you should retain receipts from the student to confirm the money has been used to fund transport costs.

Colleges receiving funding from Residential Support Programme must advise Manchester City Council if a student stops attending or withdraws from her/his course. Colleges will be liable to repay any unused funds to MCC.

How much funding is available?

The residential support is available for a maximum period of three years and is awarded as a pro-rata payment based on the length of the course. Assistance is income assessed on gross household income in accordance with the scales below. There is a maximum award for 2006/07 of £3,295 (£3,886 in the London Area).

Residential Scales 2006-2007

<table>
<thead>
<tr>
<th>Gross income level</th>
<th>Outside London</th>
<th>Inside London</th>
<th>EMA Allocation*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £20,817</td>
<td>£3,295</td>
<td>£3,886</td>
<td>£30</td>
</tr>
<tr>
<td>Over £20,818 up to £25,521</td>
<td>£2196</td>
<td>£2,588</td>
<td>£20</td>
</tr>
<tr>
<td>Over £25,522 up to £30,810</td>
<td>£1098</td>
<td>£1291</td>
<td>£10</td>
</tr>
<tr>
<td>Over £30,810</td>
<td>NIL</td>
<td>NIL</td>
<td>NIL</td>
</tr>
</tbody>
</table>

*Amounts are shown for EMA comparison purposes only.
Definitions

| Specialist Pilot Colleges | There are 8 specialist pilot colleges;  
|                          | Bicton College  
|                          | Brooksby College  
|                          | Broxtowe College  
|                          | Duchy College  
|                          | Leeds College of Music  
|                          | Merrist Wood College  
|                          | Oaklands College  
|                          | Warwickshire College |

| Inside London            | Indicates those colleges whose boroughs are policed by the Metropolitan Police Force |

| Home LSC                 | The LSC which is local to the student’s home address |

| Full Level 2             | 5 GCSEs at grades A* to C or an NVQ 2 or its equivalent |

| Full Level 3             | 2 A levels or an NVQ 3 or its equivalent |

| Reasonable daily travelling distance | This is defined as:  
|                                      | a daily return journey which takes less than 2 hours by public transport, or a distance of under 15 miles from the student’s home to the college, or a journey that requires only one change on public transport |

| Similar provision | The qualification is identical and the content of the course fulfils the awarding bodies criteria. |

| Ordinarily resident | Normally resident in England when not on the course. |

Continuing Students

There have been amendments to learner eligibility for the Residential Support Programme. Continuing students who find themselves disadvantaged under the new criteria, were eligible in 05/06 and in receipt of Residential Support Programme funding should not be disadvantaged by the changes and will remain eligible whilst continuing their course. For example, continuing students who have undertaken a level 4 and were in receipt of funding through the Residential Support Programme will continue to receive support (remaining on their course up to a maximum of three years) providing they remain eligible within the previous criteria for the programme.