



Advanced Learner Loan Bursary Policy

Version: 1. effective from October 2025

Policy Summary: Cheynes Training is committed to supporting vulnerable and disadvantaged adult learners undertaking hairdressing training funded through Advanced Learner Loans. This policy complies with the Advanced Learner Loans Funding and Performance Management Rules 2025/26 issued by the Department for Education (DfE) and ensures fair, transparent, and accountable use of bursary funds.

1. Purpose

This policy outlines the criteria, processes, and conditions under which bursary funding is provided to loan-funded learners facing financial barriers that may affect their participation or continuation in hairdressing training.

2. Eligibility Criteria

- Support is prioritised for vulnerable and disadvantaged learners based on assessed need.
- Learners must be aged 19 or older on 31 August of the relevant academic year.
- Learners must have an approved Advanced Learner Loan from the Student Loans Company (SLC) for their hairdressing course fees.
- Learners must meet residency requirements as per DfE guidelines.
- Learners must demonstrate financial hardship or require support for costs such as travel, childcare (for learners aged 20+), residential needs, or course equipment.

3. Permitted Uses of Bursary Funds

In accordance with 2025/26 funding rules, bursary funds may be used to:

- Provide learner support for financial hardship, childcare (for learners aged 20+), and residential costs.
- Enable learning support activities including reasonable adjustments under the Equality Act 2010.
- Cover essential course-related expenses specific to hairdressing training, such as protective clothing and tools.

4. Timescales for applications

The deadlines for applying for an Advanced Learner Loan bursary for the 2025/26 academic year generally encourage early application to secure funding, as bursary funds are limited and awarded on a first-come, first-served basis.

4.1 Key points are:

- The Advanced Learner Loan application service opened on 9 June 2025 for courses starting on or after 1 August 2025.
- Bursary applications are strongly recommended to be submitted before mid to late August 2025 to ensure timely processing; one example deadline given is 18 August 2025.
- We cap bursary funds availability and close applications when funds are exhausted or by late September 2025 (e.g., 26 September 2025).
- We are unable to process late bursary applications in time and payments cannot be backdated.

4.2 Learners who wish to apply are advised to do so as soon as possible after receiving their Learning and Funding Information Letter (LAFIL) to avoid missing out on bursary support.

5. Administration and Payment

- Bursary funds will be allocated based on a needs assessment and fund availability.
- Monthly claims will be made in line with the fixed rates established by the DfE: £50 (low-cost support), £150 (learning support), and £250 (childcare or residential support). Only one rate can be claimed per learner per month.
- Excess costs beyond the fixed rates may be claimed through an Earnings Adjustment Statement (EAS) with appropriate supporting evidence.
- Payments may be made directly to learners or to third parties (for example, childcare providers).

6. How to Apply for the Bursary

Learners applying for bursary support should take the following action:

1. Complete a bursary application form, available from the Cheynes Training Head Office by email at enquiries@cheynestraining.com.
 - Provide evidence of financial need, such as income details, benefit entitlement, or childcare invoices (for learners aged 20+).
2. Submit the completed application and evidence by the published deadline before the start of term, or as early as possible if support needs change during the year.
 - Applications will be assessed individually, and learners will be notified in writing of the outcome and level of support awarded.

7. Compliance and Monitoring

- Cheynes Training will adhere strictly to the terms of the loans agreement and DfE funding rules.
- The bursary fund will only support learners with a valid loan approved by the SLC, who have passed the liability point.
- Records of bursary claims, learner eligibility, and support provided will be maintained for audit purposes.
- Any unspent bursary funds will be returned according to DfE reconciliation procedures.

8. Appeals and Complaints

- Learners may appeal bursary decisions in writing within 10 working days.
- Appeals will be handled under Cheynes Training's complaints procedures, ensuring confidentiality and fairness.

9. Review

This policy will be reviewed annually and updated as required to comply with changes in funding rules or organisational needs.

Last Review: October 2025

Next Review: May 2026 (*if not before*)

Melanie Mitchell, Managing Director, October 2025