



2010/11 Procedures for Payment of Boarding and Accommodation Allowance for Post-16 first and second year Students from the Isles of Scilly

1. The Council of the Isles of Scilly will receive requests from post-16 students normally resident on the Isles of Scilly for funding for residential accommodation who are attending either a further education college or maintained school in England and studying a course funded by the YPLA. The request will be made using the appropriate form which should be returned to the Council of the Isles of Scilly by 24th July 2010.
2. Staff in the Council will process the request form and notify the student about agreement to pay a Boarding and Accommodation Allowance.
3. Funding is provided to the Council of the Isles of Scilly, by the YPLA, via six instalments at the beginning of each half term.
4. The Council of the Isles of Scilly will forward a BACs payment of £722 for the Boarding and Accommodation Allowance to the students' parents/carers at the start of the first term and at appropriate times during the academic year. Where the costs of accommodation exceed the amount of the Boarding and Accommodation Allowance the student/parent/guardian will be responsible for payment of the difference.
5. Students will NOT be eligible for the Boarding Accommodation Allowance if they will be living with a parent on the mainland whilst studying.
6. Students will NOT be eligible for Boarding Accommodation Allowance if they move permanently to the mainland and are no longer a resident of the Isles of Scilly.
7. The Council of the Isles of Scilly should be informed if at any time during the student's programme of study their circumstances change and they are no longer eligible to be funded under the special arrangements, for example, if the Programme of Study changes or ceases.
8. If a student withdraws from the course at any time, including part way through a term, the student should immediately notify the Council of the Isles of Scilly and make arrangements to refund the Council of the Isles of Scilly for the number of weeks for which funding has been received when the student was ineligible. The YPLA will then recover such funds from the Council of the Isles of Scilly.

20010/11 Academic Year

Particular points to note

- Students will be recruited according to the recruitment policy of the post-16 institution of their choice.
- Identification of appropriate accommodation remains the responsibility of the student and their parent/guardian.
- Transport costs to and from the post-16 institution are to be arranged by the students and/or their parent/guardian. It is the policy of the Council of the Isles of Scilly to support travel costs to any YPLA supported post-16 institution. Travel allowance will be calculated by the cheapest means of transport. A maximum allowance of 6 return journeys at a maximum cost of £100 per return journey per academic year will be funded.
- The Council of the Isles of Scilly will pay an agreed annual sum of £4,332 in 6 instalments of £722 to fund board provision for each student. The timing of these payments is arranged to ensure that there is no delay in the payment of funds to landlords and difficulties for students.
- Only students in their 1st or 2nd year of Further Education are eligible for the accommodation and travel grants.
- Funding is available to students attending a YPLA supported programme of learning. Young people enrolled on a Higher Education course are not eligible to claim a Boarding and Accommodation Allowance. For those enrolled on work based learning, funding for accommodation and travel will be available through the Training Provider
- All post-16 institution accommodation arrangements are a separate agreement between the post-16 institution and the individual student. The student must abide by the terms of any such agreement.
- Where the student rents accommodation through a private landlord and the Council of the Isles of Scilly forwards funding from the YPLA to the student's parents/carers, evidence of payment of these funds to the private landlord must be provided to the Council of the Isles of Scilly for audit purposes. This will probably be in the form of a copy of an invoice from the landlord to the student/parent (guardian).
- The Council of the Isles of Scilly will seek confirmation from the Learning Institute of attendance of each student receiving the Boarding Accommodation Allowance, and will request updates from students regarding achievements and progression.

- Evidence of payment to the accommodation provider must be forwarded to the Council of the Isles of Scilly, failure to submit copies of invoices from the accommodation provider could result in non payment of grants.
- The Council of the Isles of Scilly will require proof of expenditure on transport to and from the Isles of Scilly for Audit purposes. Failure to submit copies of receipts from the transport provider will result in non payment of grants.

Any queries arising from these notes should be referred to Helen Pearce

Post 16 Travel and Accommodation Grant Administrator

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