


Westminster Adult Education Service

Learner Bursary Policy

Ref No: LE2

Version: 6

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|-----------------------------|-----------------------------|---------------------------|-----------------|--------------------------|-----------|
| Owner: | Head of Learner Development | Approved by: | Executive Board | Date of approval: | Sept 2025 |
| Effective From Date: | Sept 2025 | Effective To Date: | Sept 2026 | Next Review Date: | June 2026 |

|  WAES VALUES – Indicate & comment on which values are attributed to this policy procedure | | |
|---|---|--|
| Value | ✓ | Comment |
| R espect – We are inclusive and fair and strive for equality in everything we can do. | / | All applications are processed equally and consistently. |
| A spiration – We aim high for our learners and do not accept mediocrity. | / | All learners are encouraged to apply and receive support towards their learning. |
| I nnovation – We strive for continuous improvement, embrace change and take risks, across all parts of the service. | | The process is updated annually and any learner feedback recorded. |
| S ustainability – We always assess our impact on the environment, whether that be physical, social or economic. | / | All orders processed electronically, and all suppliers are monitored. |
| E xcellence – In all that our staff do, they strive to be the best they can be. | / | Staff value all learners and strive for excellence throughout their role. |

1. Purpose and Scope

Introduction

1.1 The Westminster Adult Education Service (WAES) Learner Bursary is available to support learners who are experiencing financial hardship. This fund is used to support learners on a low income for assistance with any associated costs with their study, while studying at WAES. The course being studied must be fundable through:

- The Greater London Authority (GLA) Adult Skills Fund (ASF)
- Department for Education (DfE)
- Department for Education (DfE) (16 to 19, or 19 to 24 with an Educational Health Care Plan.
- Advanced Learner Loan

All Learner Bursary application requests must be related to the course study requirements. These costs could include support with travel, essential course materials, internal or external childcare, or exam related fees. Applications are individually assessed; the outcome is based on individual needs.

Scope

1.2 This policy applies to all WAES learners. This policy sets out the framework for the fair and transparent allocation of the WAES Learner Bursary fund to eligible learners. The fund aims to support learners in overcoming financial barriers to their education, ensuring equitable access to learning opportunities.

1.3 Funding Allocation

- The Learner Bursary is limited and will be allocated on a first-come, first-served basis to eligible learners. Once the fund is fully committed, no further applications or awards will be processed.

1.4 Eligibility

- Only learners enrolled on a qualification course are eligible to apply. Learners studying through WAES Community Learning or WAES Full Cost provision are not covered by this fund.

1.5 Application Process

- Learners must complete an online application via the WAES Portal and upload relevant evidence to support their request for funding.

1.6 Award Levels

- Awards may be reduced if the demand for support exceeds the available funds to ensure that as many eligible learners as possible can benefit.

1.7 Support for Learners with EHCPs

- Learners with an Education, Health and Care Plan (EHCP) may apply for travel support unless they already receive Local Authority travel assistance or hold a Freedom Pass.
- WAES recognises that the Freedom Pass can only be used after 9:30 am. In cases where learners need to travel before this time, the Learner Bursary may cover travel costs for the morning journey.
- Not all EHCP learners are eligible for a Freedom Pass (eligibility is based on a minimum score of 24 points).
- EHCP learners may also be eligible for free meals through the Learner Bursary, subject to assessment criteria (managed through Inclusive Pathways)

2. Learner Bursary (Financial Support)

2.1 The priority group for accessing the **Learner Bursary** are learners who are assessed as being 'economically disadvantaged', this includes those learners who may need support for travel, or costs associated with their learning or learners who are facing financial difficulty or hardship, this fund can assist and support.

2.2 Application Process

- Learners enrolled on an active course will be required to make an online, completed application accessed via the WAES Learner Portal.
- Documentation will be required that must include proof of low income, income related benefits and a valid UK bank statement. The most recent evidence must be provided and must be dated no more than 30 days before the date of their Learner Bursary application.
- Learners will need to demonstrate they are earning below £27,007.50 or £29,708.25 (London Living Wage plus 10%) as the household income. Learners will be requested to provide a three-month payslip, or contract of employment.
- Documents related to the application, **must clearly** show a learner's name, address, as well as entitlement for proof of income and sort code and account number for proof of bank details. All documentation must have the same name and address.
- Payments will not be paid into a spouse, relative or friends bank account.
- Bank statements must be valid and from a UK Bank, with a sort code and account number. *Please note we cannot make payments into Aspen cards or any international account.*
- All communications relating to a learner's Learner Bursary application will be made via their personal email account that they provide during enrolment.
- Learner Bursary will not backdate payments.

- Payments will be made from the date a full application is received; this must include valid evidence of income and bank statement.

2.3 Change of Personal Details and Banking Information (NEW)

Learners must notify the Learner Bursary team (LearnerBursary@waes.ac.uk) immediately if any of their personal details change during the academic year. This includes, but is not limited to:

- **Home address**
- **Primary bank account**

Learners are required to provide:

- An updated **bank statement** reflecting the new address or bank account details (as applicable).
- New **proof of income evidence** if relevant to their change in circumstances.

Failure to notify the bursary team of changes in personal details may result in **delays to reimbursements** or **withdrawal of the bursary application**.

Additionally, if a learner moves to a new address, this could affect the **amount of travel support they are entitled to** due to changes in distance. It is therefore essential that learners update their address promptly, through Admissions to ensure they receive the correct level of support. Failure to do so may result in underpayment or delays in adjusting their bursary award.

If a learner changes their bank account and does not inform the bursary team before a payment is processed, **WAES cannot guarantee reimbursement if funds are sent to the previous account**.

2.4 Learners Not Eligible for the Learner Bursary Include

Eligibility criteria must be followed, only applications that meet the set criteria will be supported through this fund.

- Learners not meeting the ASF DfE/GLA eligibility rules.
- Learners on courses not funded by the ASF, DfE/GLA
- Learners who are under the age of 19 unless they hold an EHCP.
- Learners accessing a Loan are not supported through this fund. Learners in receipt of a loan may be able to access loans bursary. Learners must be in receipt of the Loan to access this bursary (see below Loans Bursary section).

2.5 WAES Discretionary Allocation of Learner Bursary Funds

- Travel to and from WAES centres (Lisson Grove, Amberley or Pimlico)
- Travel to and from WAES approved and signed work-related placements (part of the course or as experience of work, linked to the course).
- Travel and any costs associated with approved educational visits.
- Equipment and material costs required for the level of the course studied (kit lists must be approved and provided by the appropriate department).
- Support with entry to appropriate trade shows, such as Salon International.
- Examination costs (if applicable).
- Accreditation and professional membership fees that are approved through the area of study.
- Internal Childcare support through the WAES Nurseries (Lisson Grove or Pimlico)
- External Childcare support through breakfast, after-school clubs and registered childminders, approved by the Childcare Manager.

3. Travel Allocation

- Travel reimbursements are a contribution towards travel costs and not the full amount of a learner's travel expense.
- For journeys less than 1 mile (approximately 20-minute walk), **no travel support** will be available. The only exception would be if evidence regarding a physical disability was made available.
- For journeys 1 mile or more, we will pay a contribution towards bus travel up to £4 per day and a maximum contribution of £9 per week (e.g. a learner attending college 3 days a week, bus travel £1.75 a journey).
- For journeys involving more than one bus/ tube, we will pay a contribution towards travel up to £8 per day and a maximum of £18 per week.
- In exceptional circumstances, WAES Learner Bursary contributions could be higher. This must be approved through the Head of Learner Development.
- Learners' travel reimbursements will be determined by their recorded attendance, as reflected in the course register. To be eligible for travel reimbursement, learners must maintain an average attendance of 85% or above. Reimbursements will only be issued for the days a learner is marked present.
- WAES **will not** backdate travel reimbursements, payment will only be made from the date of the full approved application (including relevant evidence).

3.1 Material Costs and Course Kits (NEW)

Learners enrolled in **Ceramics, Art, or Fashion** who meet the bursary eligibility criteria may also apply for additional support towards material costs. This support is capped at the following rates, as agreed with the Head of Department:

- **Level 1:** £20 per term
- **Level 2:** £30 per term
- **Level 3:** £40 per term

In addition, specific **course kits** are provided for learners studying **Hair and Makeup, Floristry, and Graphic Design**. These are pre-approved, course-specific kits containing essential materials and tools. Once an application is approved, the course kit will be distributed directly to the learner by the Central Administration team.

Learners enrolled in any of the courses mentioned above who meet the bursary eligibility criteria must clearly indicate on their application if they wish to request material support or a course kit. Failure to select this option in the application may result in the support not being processed.

3.2 Exam Costs

In exceptional circumstances, the bursary could support with exam fees. This will be supported alongside a tutor reference.

3.3 2025/26 Learner Bursary Schedule

Learner Bursary travel reimbursements will be processed six times throughout the academic year. Travel reimbursements are processed twice per term, with payments commencing from the learner's start term.

Material support payments for learners enrolled in Art, Fashion, and Ceramics courses will be processed once per term, resulting in three payments across the academic year. This is all in line with the below scheduled processing periods.

| Start | Cut-off date (to make a completed application) | Paid up until | Payment Expected (from the cut-off date) |
|--------------------------------|--|--------------------------------|--|
| 8 th September 2025 | 11 th October 2025 | 25 th October 2025 | 14 working days |
| 3 rd November 2025 | 6 th December 2025 | 19 th December 2025 | 14 working days |
| | | | |
| 5 th January 2026 | 7 th February 2026 | 14 th February 2026 | 14 working days |
| 23 rd February 2026 | 21 st March 2026 | 28 th March 2026 | 14 working days |
| | | | |

| | | | |
|-----------------------------|----------------------------|----------------------------|-----------------|
| 13 th April 2026 | 16 th May 2026 | 23 rd May 2026 | 14 working days |
| 1 st June 2026 | 27 th June 2026 | 16 th July 2026 | 14 working days |

Please note: all applications for travel and material support must be approved through WAES Finance, it is possible that in exceptional circumstances, a delay in payment may occur.

3.4 Laptop Loans

- Before a laptop loan is issued, learners will be advised of the Learning Resource Centre options across the three different centres.
- Learners must be applying through the Learner Bursary.
- Laptop loans will only be issued to learners following a tutor reference.
- Once the application is approved, learners will be required to sign a laptop loan agreement before a laptop is issued.
- Laptops must be returned by the date advised.
- Laptops must be returned in working order, with all accessories returned and in good condition as when they received.

4. Internal and External Childcare Support (for learners' children aged between 2 and 11)

4.1 Learners will be asked if they are in receipt of a 2-year or 3-year childcare offer. We are asking learners to use this local authority funding entitlement towards their childcare nursery fees, whilst studying at WAES. This will be discussed with you by our Childcare Manager.

Government funding for the funded 15-hour childcare must be taken into consideration before any payments are made from the Learner Bursary to avoid duplicate payments.

Funding for childcare will only be available whilst you are enrolled at WAES or attending an approved work experience placement.

WAES will support with one hour travel to and from a WAES centre. This will be agreed when your application has been approved.

4.2 Internal Childcare

- WAES Nurseries are at the Lisson Grove and Pimlico centre.
- Childcare Manager will meet with all internal childcare applications.
- WAES nursery places are limited and in great demand; please register early.

4.3 External Childcare

- We support with breakfast, after school club or a registered childminder. You must be attached to your child's school details - we fund children aged between 4 – 11 years old.
- We do not pay childcare over the summer holidays, half-terms, or at weekends.

- For breakfast and after school club support, WAES will pay a maximum contribution up to £7.00 per hour session, we also reserve the right to refuse external childcare if funds are limited.
- All childcare providers must be Ofsted registered; the registration number needs to be added to the Childcare application.

4.4 Internal and External Childcare Application Process

- Learners must submit a full, completed Learner Bursary application via the WAES Portal and select 'childcare' with requested and required evidence (proof of benefit or low income, all in the same name and address).
- Learners will need to demonstrate they are earning below £27,007.50 or £29,708.25 (London Living Wage plus 10%) as the household income. Learners will be requested to provide a three-month payslip, or contract of employment. The most recent evidence must be provided and must be dated no more than 30 days before the date of their Learner Bursary application.
- Learners must select on the application that they are requesting for childcare support and detail whether it is for internal or external support
- Learners will be notified of the outcome of their Learner Bursary application within 14 working days.
- Once notified, learner will be provided with either the internal or external application form to complete, sign and date.
- Learner must submit their application to Childcare@waes.ac.uk or alternatively to LearnerBursary@waes.ac.uk.
- Childcare Manager will communicate with learner regarding their application and receive a decision.
- Once external childcare is approved and confirmed, learners **must not** pay the external childcare provider. We will not reimburse costs should a learner pay their external childcare provider once approval has been made.
- WAES may require additional evidence if it is felt that the current evidence provided does not clearly match the set criteria required.
- Learners need to be aware that all Learner Bursary evidence must be seen by the Administrator who is managing the fund.

5. Loans Bursary

5.1 Learners who have used an Advanced Learning Loan to fund your course, may be able to apply for additional financial support through the Loans Bursary. Evidence of a loan being in place must be agreed through our Management Information System (MIS) team.

5.2 Loans Bursary Support

- Registration and exam fees will be paid through the bursary at the point of enrolment.
- Support with Equipment (subject to course and funding amount) this will support with any resources needed to assist and complete your study.
- A contribution towards travel if required.
- Support with nursery fees (breakfast or after school club)
- A valid application will be needed to support any requests through the Loans Bursary.

6. Appeals Procedure

- If you are unhappy with the award entitlement made to you, in the first instance, please contact the Learner Bursary team via LearnerBursary@waes.ac.uk who will investigate your appeal. This investigation may include obtaining further information regarding your personal circumstances, your financial position and information about your attendance and motivation on the course. Failure to provide any requested information or evidence requested will invalidate your appeal.
- All appeals will be discussed with Head of Learner Development.
- You will be advised of the outcome and any action that has been taken.
- If you are unhappy about the decision made following the initial investigation outcome, your case will be referred to the Assistant Principal for Business Support Services. Any referral will need to be recorded and followed through the WAES Compliments and Complaints procedure via Feedback@waes.ac.uk.

7. Administration

- All applications will be recorded onto the Learner Bursary tracker spreadsheet.
- All applications must have the appropriate evidence to validate and meet the Learner Bursary criteria.
- All applications through the Learner Bursary or Loans Bursary will be assessed and validated with Central Administration and Head of Learner Development.
- All equipment or requested resources will be purchased in line with WAES suppliers and our financial regulations set by WAES and Westminster City Council Finance.
- Any delays with ordering or any supplier related issues will be communicated with the learner or tutor. This is only applicable when department kits are being ordered.
- All external childcare providers need to be OFSTED registered in line with WAES and Westminster City Council regulations.
- All external childcare providers not already registered as a supplier with WAES, will be required to complete a New Supplier Form and submit the required bank details, etc and need to follow the WCC No PO No Pay procedures of invoicing.

- Payments to childcare providers will be made on the provision that the parent (active learner) has attended the minimum requirement of four weeks of classes before payment to the provider is made.

8. Special Circumstances

8.1 When a learner needs emergency support, this could be priority support instigated through a WAES Safeguarding lead, or external agencies, funds will be made available. The request will be raised by the Head of Learner Development who will identify support options. This will then be discussed with Head of Finance or Principal (Head of Service). Emergency financial support will need to be agreed through Westminster City Council Finance and a confidential case overview presented alongside the request.

8.2 Urgent support would indicate funds need to be issued within 1 working day, routine support would indicate funds need to be issued within 3-4 working days.

9. Fraudulent Claims

9.1 WAES takes fraud seriously and will act if it is found that a claim through the Learner Bursary has been made fraudulently and will take appropriate action to recover funds if necessary. This may result in disciplinary action being invoked.

10. Associated Documentation/Linked Policies/Procedures

- WAES Portal link to Learner Bursary Application
- Information and support on how to apply as well as log in information
- Learner Bursary Application Video Guide

11. Access to the Policy

The policy will be published on the WAES website under the 'About Us' 'Policies and Procedures'.

12. Monitoring and Review

The **Head of Learner Development** will review this document annually. The operation and effectiveness of this policy will be monitored and evaluated through:

- Updated legislation
- Funding Guidelines
- Financial Approvals
- Maintaining central record funds



Appendix 1

Various Online Learner Bursary Application forms via WAES Portal

WESTMINSTER ADULT EDUCATION SERVICE **Learner Bursary Application Details** Support

Application Evidence Declaration

Bursary Needs

* Do you need travel support?
 Yes No

* Do you need equipment support?
 Yes No

* Do you require childcare support (breakfast or after school)?
 Yes No

* Do you require a course kit?
 Yes No

* Please provide further details of the support needs you've selected
 I would like support travelling to College.

Eligibility

[Learner Bursary Requirements](#)

* Are you on low income or a salary below £24000?
 Yes No

* Do you claim an income-related benefit?
 Yes No

* Please tell us more about your situation and reasons for this application to help us better assess your eligibility and circumstances
 I am on Universal Credit with limited support.

Bank Details (Required for Equipment or Travel Only)

Bank Name: Bank Account Number: Bank Sort Code:

Bank Agreement
 I agree to the storage of my bank details for the purposes of processing this application and to be used for receiving funds should my application be approved

CONTINUE TO EVIDENCE



Internal Childcare Support | 2025/26 Application Form | Learner Request

Once completed, please send your application form and the relevant evidence required to Childcare@waes.ac.uk

Personal Details

| | | | |
|-----------------|--|----------|---------|
| Learner Number | | | |
| Name of Learner | | | |
| Address | | Postcode | Borough |
| Email Address | | | |
| Contact Number | | | |

Learner Timetable Details

| Course Code | AM | PM | All Day | Start/End date | Number of weeks | Circle days childcare required |
|---------------|-----|----|---------|----------------|-----------------|--------------------------------|
| | | | | | | MON TUE WED THUR FRI SAT |
| | | | | | | MON TUE WED THUR FRI SAT |
| | | | | | | MON TUE WED THUR FRI SAT |
| £40 fee paid? | Yes | | | No | | |

Child Details

| | | | | |
|--|--|------------|----------------|------------|
| Child Name | | Child Age: | Date of Birth: | Ethnicity: |
| Child Name | | Child Age: | Date of Birth: | Ethnicity: |
| Child Name | | Child Age: | Date of Birth: | Ethnicity: |
| Reason for Request | | | | |
| WAES Nursery agreed? | | | | |
| Learner Declaration | | | | |
| I declare the details given above are correct and I understand that I am required to pay a registration fee of £40 per term. If I fail to attend any of my classes listed above, or if I put my child in the WAES Nursery 'Out of Class hours' or 'Out of Term Time', the fund support that I have been given will be withdrawn and any payments due, will need to be paid by myself directly to the childcare provider. | | | | |
| Learner Signature: | | | Date: | |
| WAES Childcare Manager/ Senior: | | | Date: | |

219 Lisson Grove | London | NW8 8LW

www.waes.ac.uk | 020 7297 7297 | info@waes.ac.uk | @waesonline

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External Childcare Support | 2025/26 Application Form | For External Provider

By signing the agreement below, you are confirming childcare is being provided for, **Term Time only**, as a registered childminder, breakfast or after school club (terms and conditions apply).

| | |
|----------------------------|--|
| Ofsted Registration Number | |
| Providers Name | |
| Providers Address | |
| Providers Telephone Number | |
| Provider Contact Email | |
| Print Name of Manager | |

YOUR DECLARATION AS AN EXTERNAL PROVIDER OF CHILDCARE TO WESTMINSTER ADULT EDUCATION SERVICE

- I/we the named childcare provider agree to provide childcare provision for the learners' children named in Part 1
- I/we understand, if the learner fails to attend their Westminster Adult Education Service class according to their timetable or enter their child in 'Out of Class' or 'Out of Term times', the learner will be responsible for the payment of these fees and NOT WAES.
- WAES reserve the right to agree and confirm the hours to be paid per month for childcare provided as set out in Part 1 and according to the learners travelling time and programme of study.
- During this application process, learners **must not pay** their external childcare provider directly, as once approved, payments will be made directly to the chosen provider.
- If you are not a registered supplier via the Westminster City Council's payment system, you will need to complete a NEW Supplier Request Form and attach the documents requested. Failure to comply with Part 1, numbers 1 to 14, will delay in you being set up for payment. NEW suppliers are required to register on the Hants portal, once details are agreed, <https://www.hants.gov.uk/business/suppliers>
- All suppliers are emailed a Purchase Order and Number, (PO), this will amount to the total cost of provision WAES will pay you each term.
(You can send invoices monthly or per term to the value of your PO).
- A PO number MUST be added to each invoice and sent for payment via email as a PDF to: VIMEnquiries@hants.gov.uk
- WCC payment terms are 30 days from the date of receipt of invoice, invoices are paid 4 weeks in arrears for the purpose of confirmation of the learner's attendance.
- This form, once completed should be emailed or handed to the Childcare Manager, Carol Glasgow Childcare@waes.ac.uk
- WAES will make a contribution towards your breakfast and after school club.

| | | |
|---|--------------------------------|----------------------|
| Provider Hourly Rate: | | |
| Provider Per Session Rate: | | |
| Breakfast Club Hours: | Afterschool Club Hours: | Both |
| Please circle days below as appropriate | | |
| MON TUE WED THUR FRI | MON TUE WED THUR FRI | MON TUE WED THUR FRI |
| External Provider Print Name: | | |
| External Provider Signature: | | |
| Date: | | |



Laptop Loan Application Form (for Tutor completion only)



Learner Bursary Laptop Loan | 2025/26 Application Form | Tutor Completion Only

Once completed, please send the learners application to LearnerBursary@waes.ac.uk

WAES has a limited number of laptops available for learners who do not have access to suitable computer equipment and require this support to complete essential coursework linked to their programme of study.

Priority for laptop loans will be given to:

- Learners with an **Education, Health and Care Plan (EHCP)**
- Learners identified as having **SEND support needs**
- Learners in receipt of **financial support** through the bursary scheme

Applications will only be considered for learners enrolled on **substantive programmes** (a minimum duration of 26 weeks) and who meet the eligibility criteria for this fund.

A laptop loan will **not be approved** if there are reasonable alternative methods of completing coursework, such as through handwritten work or printed learning materials. It is expected that any tutor supporting a learner's laptop request will first discuss the application with the **Head of Department** to ensure that the need for a laptop has been fully assessed and justified.

Laptop Loan Application (Tutor Completion Only)

Personal Details

| | |
|-----------------------|--|
| Learner Number | |
| Name of Learner | |
| Learner Email Address | |

Course Details

| | |
|------------------------------------|---|
| Course Title | |
| WAES Centre (Location of study) | <input type="checkbox"/> Lisson Grove <input type="checkbox"/> Amberly <input type="checkbox"/> Pimlico |

219 Lisson Grove | London | NW8 8LW

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Laptop Loan Details

| | | | |
|--|------------------------------|--|-----------------------------|
| Tutor Name (requesting laptop for learner): | | | |
| Date of request: | | | |
| Is the learner vulnerable (EHCP, SEND)? | <input type="checkbox"/> YES | | <input type="checkbox"/> NO |
| Is the learner receiving Level 3 Loans Bursary? | <input type="checkbox"/> YES | | <input type="checkbox"/> NO |
| Is internet access available for the learner? | <input type="checkbox"/> YES | | <input type="checkbox"/> NO |
| Reasons for application: | | | |

Please note: If the request is not supported, the learner or member of staff requesting the device will be informed.

Once completed, please email to LearnerBursary@waes.ac.uk. The learner will be notified of the outcome and next steps (if appropriate) via their personal email.



Laptop Loan Learner Agreement



Laptop Loan Learner Agreement | Terms and Conditions of Laptop Loan Service

1. You must agree to use the laptop in accordance with the IT Conditions of Use and agree and sign the Laptop Loan Agreement.
2. Laptop is on loan and must be returned to WAES at the end of your studies.
3. Laptop loans are not transferrable. You must personally return all loaned equipment back to WAES
4. You must exercise all due care of the equipment to prevent loss or damage during the period of your loan.
5. You accept FULL RESPONSIBILITY for any loss or damage to the equipment caused by negligence or improper use
 - Improper use includes using the equipment that is not in accordance with the manufacturer's and/ or the WAES instructions, using the equipment for a purpose other than intended or allowing the equipment out of your control/ custody and failing to protect it from loss or damage.
6. You will pay the cost of full repair or replacement of any equipment loss or damage as a result of negligence or improper use.
7. You must return all loaned equipment to a member of WAES Careers Development Officers, based in the Learning Centre, in person, so that the equipment can be inspected for any visible damage and loan cleared from the system.
8. In the event of loss due to theft, you must report the missing items as soon as possible to the IT Service Desk and provide a Police Incident Number once it has been reported stolen.
9. Failure to return the equipment on time may result in the equipment being reported as stolen to the Police and recovery procedures being invoked.
10. You must not save any work to the laptops hard drive. Save all your work to either a USB/ flash drive or to your SharePoint. All files on the laptop hard drive will be deleted once the laptop is returned and cannot be recovered.
11. The laptop you loan may not be charged. In this case, please connect to the supplied power supply and connect to a mains power outlet.
12. You must adhere to WAES regulations regarding computer use.

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- 13. In the event of a problem with the equipment during your loan period, please contact the IT Service Desk, making it clear that the equipment is a loan item. Do NOT attempt to fix the problem yourself as this could invalidate the warranty and leave you liable for damage/ replacement costs.
- 14. All equipment remains the property of WAES and WAES reserves the right to invoice you for the full value of the laptop should it be damaged or not returned within 7 days of your studies ending.
- 15. You cannot install your own software on the short-term laptop loan. Any software installed or files downloaded using the long-term laptop loan must be in accordance with appropriate software licensing and adhere to UK copyright law.
- 16. You will receive an induction; this includes use of the machine and general IT related advice and guidance.

| | |
|--------------------------|--|
| <input type="checkbox"/> | I understand that I am responsible for the safe and timely return to WAES of this borrowed laptop. |
| <input type="checkbox"/> | I acknowledge that I have read and understood the Terms and Conditions listed above. |
| <input type="checkbox"/> | If damages are incurred or the laptop is not returned, I understand that I am responsible for all charges applicable |
| <input type="checkbox"/> | I understand that intentional vandalism will result in being charged up to the full replacement cost of the laptop as well as a processing fee. |

| | |
|-----------------------|--|
| Learner Number | |
| Learner Name | |
| Signature | |
| Date | |

| FOR WAES OFFICE USE ONLY | |
|---|--|
| Date laptop loan signed out | |
| Loan Agreement uploaded to SharePoint? | |
| Asset Number | |

Equality Impact Assessment / Safeguarding & Sustainability Considerations

Westminster Adult Education Service is committed to the promotion of equality, diversity and providing a supportive environment for all members of our community. Our commitment means that this policy has been reviewed to ensure that it does not discriminate (either intentionally or unintentionally) any of the protected characteristics of age, disability, gender (including gender identity), race, religion or sexual orientation and meets our obligations under the Equality Act 2010.

| Name of Policy/Procedure | Learner Bursary Policy |
|--|--|
| <p>1 If Equality Impact Analysis is not relevant to this function, give reasons and proceed to section 5.</p> | |
| <p>2 In what ways could this function have a negative impact on any of the groups above? What actions have been taken to eliminate these?</p> | <p>There could be resource limitations in helping learners to follow all the requirements of this procedure. We would explore all the options available to us to support all users in their understanding and application of the procedure and make reasonable adjustments to the procedure if required, for instance, providing information in alternative formats, assisting learners with uploading evidence that is required in making an application.</p> |
| <p>3 In what ways could this function have a positive impact on any of the groups above? How will this function be used to eliminate discrimination, advance equality of opportunity and foster good relations between different groups? Are there plans for the future that will further advance equality?</p> | <p>This policy aims to be an open access and all-inclusive process.</p> <p>The annual review the Learner Bursary Policy will look to identify updated funding legislation and support structures in place at WAES.</p> |
| <p>4 What evidence supports your judgement e.g. Observations, Consultations, expert opinions, quantitative or qualitative surveys. If the evidence is in the form of additional documentation where is this stored?</p> | <p>Comprehensive and up to date Learner Bursary records maintained.</p> |

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|---|--|
| 5 Has this function taken into account and cross-referenced where appropriate to Safeguarding policy and procedures? Give Details. | GDPR regulations have been considered, and actions comply with data protection requirements. |
| POLICY OWNER: | AE Robson |
| Date: | Annette Elizabeth Robson 24.7.2025 |

Version Control Information

| Version | Date | Revision Author (Name and Job Title) | Summary of Changes |
|---------|-----------|--|--|
| 1 | Oct 2021 | Annette Elizabeth Robson | New Format. |
| 2 | Nov 2022 | Annette Elizabeth Robson | Updated legislation |
| 3 | July 2023 | Annette Elizabeth Robson | Updated legislation |
| 4 | July 2024 | Annette Elizabeth Robson | Full Review and updated legislation |
| 5 | Dec 2024 | Annette Elizabeth Robson | Threshold amount change |
| 6 | 25.7.2025 | Annette Elizabeth Robson – Head of Learner Development | Updated processes and funding guidance |