

University College Birmingham

Learner Support Fund Administration Costs Policy

Purpose

To ensure that administration costs associated with the delivery of the Department for Education's Learner Support Fund (LSF) are managed efficiently, transparently, and in accordance with DfE expectations.

Scope

This policy applies to all staff involved in managing and administering the Learner Support Fund for eligible learners aged 19 and over.

Policy Statement

1. Administration costs must be **reasonable, necessary, and directly linked** to the delivery and oversight of the Learner Support Fund, which supports learners aged 19+ facing financial hardship to meet essential study-related costs.
2. The university will **minimise overheads** by using established financial support infrastructure and streamlined processes wherever possible.
3. All administrative expenditure must be **clearly recorded**, retained for audit, and managed in line with DfE requirements for evidence, eligibility assessment, and record keeping as reflected in sector policies inspired by DfE rules.
4. Administration costs must **not reduce the financial assistance available to students**, and funds must be used solely for purposes permitted under the LSF.
5. Any changes to administration processes or related costs must undergo **periodic review** to ensure value for money and compliance with relevant funding guidance.

Review

This policy will be reviewed annually or following any update to DfE Learner Support Fund guidance.

Next planned review date: January 2027