

Student Enablement Fund Policy

Owner	Director of Student Services		
Version	1.0		
Changes	New policy		
Approval date	March 2026	Approved by	Academic Council
Implementation date	March 2026	Date of next review	March 2027
Related internal policy	Hardship Fund Policy Laptop bursary policy Student Inclusion, Disability & Wellbeing policy		
Related external policies and regulations	<ul style="list-style-type: none"> • Office for Students (OfS) regulatory expectations (including transparency, fairness, and complaints scheme expectations) • Equality Act 2010 • Data Protection Act 2018 / UK GDPR 		

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Introduction and Policy Statement

The Regent College London Student Enablement Fund is intended to remove study-related barriers that may not be wholly covered by statutory or institutional support, such as the Disabled Students Allowance (DSA) or the Hardship Fund. The SEF can be used for items such as specialist study materials, assistive technology or other study related adjustments not covered by DSA.

The fund works alongside the Disabled Students Allowance (DSA) and supports Regent College London's commitment to providing an inclusive learning environment and making reasonable adjustments.

Eligibility Criteria

The Student Enablement Fund (SEF) is available to students enrolled at Regent College London who have a declared disability. Under the Equality Act 2010, a disability is defined as a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on ability to do normal daily activities. This includes physical disabilities, learning disabilities, and progressive health conditions.

Students can apply for the SEF if they meet the following criteria:

- They are enrolled on a foundation or undergraduate degree with Regent College London.
- They are domiciled in the United Kingdom (the UK is their permanent home)
- They have formally declared a disability to Regent College London.

The SEF is a fund awarded based on individual circumstances. It is intended to cover any cost that prohibits a student with a disability from accessing and participating in their course. Students who are eligible can apply for the SEF in **each year** of their course.

Applicants may not apply for funds to cover equipment or other resources already fully funded by the DSA.

Application Process

How to Apply

1. Ensure you have disclosed your disability to our Student Disability and Wellbeing Team.
2. Make an appointment to speak with the Student Disability and Wellbeing Team to discuss a support plan, reasonable adjustments and advise on what the application can be used for.
3. Complete the online application form ([Student Enablement Fund Application Form – Fill in form](#)) identifying the items or services that are to be purchased with the fund and appending the appropriate evidence (see below).

Evidence Required

- Letter from your GP or medical practitioner.
- Support Plan from RCL.
- An approved Disabled Students Allowance report setting out what you have already been funded for.

Deadlines

This is a rolling application although students are encouraged to apply as early as possible in their academic year to ensure they have the resources they need to participate effectively in their course. Applications should typically be reviewed within two weeks.

Assessment and Awarding

Needs Assessment

Applicants should first meet with our Student Disability and Wellbeing Team to receive specialist advice and guidance on applying, other funds available and how to navigate the application process.

Payment Method

Payment is made for goods or services directly to the supplier wherever possible. Where this is not possible students should supply receipts for reimbursement.

Terms and Conditions

To qualify for support from the Student Enablement Fund, applicants must meet all of the following conditions:

Be up to date with the payments of their fees.

1. *Enrolment Status*

- Applicants must be enrolled and active (i.e. not suspended) on an Undergraduate course or a Foundation Engineering Course at Regent College London.

2. *Engaged with Studies*

- Applicants must be actively engaged with their course and demonstrate commitment to their studies through engagement with the VLE, their Personal Academic Tutor, and where relevant, engagement with student support services such as Academic Skills, English Language Support and Employability and Graduate Outcomes.
- Students who have not regularly and recently engaged with the VLE and their PAT as a minimum are not eligible.

3. Application Process

- Eligible students must complete the official application form and provide any supporting documentation requested.
- Applications will be reviewed by the Regent College Student Support Panel within two weeks of submission.
- Decisions will be communicated via the student's official college email address within three weeks of submission.

4. Conditions of Funding

- The Student Enablement Fund is limited and awards are made on the basis of demonstrated need, impact on learning participation at the discretion of Regent College
- Receipt of support from the SEF does not constitute a legal entitlement to ongoing financial assistance.
- Students who receive funding must continue to meet the eligibility requirements throughout the term of support.
- Students in receipt of the SEF must attend their classes in line with our [Attendance and Engagement Policy](#).
- The College will monitor the distribution of this fund to ensure equitable access across protected characteristics

5. Cessation of funding

Regent College reserves the right to suspend or cease funding if:

- False or misleading information is provided in the application.
- The student's engagement or attendance falls below standards set out in the Attendance and Engagement Policy.
- The student ceases to be enrolled or withdraws from their course.

6. Data Protection

All personal information submitted as part of the application process will be handled in accordance with the RCL Data Protection Policy and relevant data protection legislation.

7. Review of Terms

Regent College reserves the right to review and amend these Terms and Conditions at any time. Any updates will be published on the college website or communicated directly to students.

8. Student agreement

Students should sign to indicate they understand these terms and conditions.

Appeals and Complaints

Appeals Process

Students who are dissatisfied with the outcome of their application to the Student Enablement Fund (SEF) may submit an appeal. Appeals must be based on valid grounds and follow the two-stage review process outlined below.

Grounds for Appeal

An appeal may be submitted on one or both of the following grounds:

1. **The student believes the decision to decline their application was incorrect**, based on the evidence originally provided.
2. **New, relevant information or evidence has become available** that was not included in the original application and may have materially affected the outcome.

Appeals that do not meet one of these grounds, or that simply express disagreement with the decision without further rationale or evidence, will not be considered.

Stage 1: Operational Review

- The appeal must be submitted by email to bursariesandfunds@rcl.ac.uk within 10 working days of the original decision.
- The review will be undertaken by a staff member who was not involved in the original decision.
- The outcome of the Stage 1 review will be provided within 10 working days of receipt.

Stage 2: Procedural Review

- If the student remains dissatisfied, they may submit a Stage 2 appeal using the Appeal Form within 10 working days of Stage 1 outcome.
- The Stage 2 review will be conducted by Academic Quality and will consider procedural fairness only.
- The outcome of the Stage 2 review will be provided within 15 working days.

Complaints Process

If a student wishes to raise a concern about the service they have received, rather than the outcome of their SEF application, they should follow the College's standard

Complaints Procedure. This includes issues such as communication, delays, or conduct.

The Complaints Process is separate from the Appeals Process and cannot be used to challenge funding decisions.

Review and Monitoring

The policy and its implementation will be monitored and evaluated (both its implementation and its impact) annually for the duration of the Regent College London Access and Participation Plan.