

## Bursary Scheme

### Introduction

These notes set out the Sixth form College's 2011/2012 Bursary Scheme Policy for:

- students aged 16 to 19 who are attending the College on a full time course of study;
- students who have reached 19 years of age and who are continuing a course that they commenced before their 19<sup>th</sup> birthday.

### What is the Bursary Scheme

The Bursary Scheme aims to provide financial support to young people so that they may overcome financial barriers that threaten their participation in education. The primary priority for the Bursary Scheme are students who are economically or socially disadvantaged, who need support with transport or associated learning costs and are facing financial difficulty.

There are two forms of bursary that the government is providing via the College.

#### 1. Guaranteed Bursary

A **£1,200 bursary** will be made available to students who the government has classed as 'vulnerable'. These include:

- a) young people in care;
- b) care leavers;
- c) young people in receipt of Income Support;
- d) disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

To be eligible for this fund a student would need to complete the relevant application form and provide appropriate evidence such as:

- a letter setting out the benefit to which the young person is entitled;
- written confirmation of the young person's current or previous looked-after status from the Local Authority which looks after them or provides their leaving care services.

#### 2. Discretionary Bursary

For students whose parent(s)/guardian(s) are on:

- a) Job Seekers Allowance (income based);
- b) Pension Credit (guaranteed element);
- c) Employment and Support Allowance (income based); or
- d) if the family income is below £21,000.

We will ask for evidence to support the application in the form of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income.

**No assessment can be made without support evidence.**

## How much funding is available?

### a) Transport

The use of the 16-19 Bursary Scheme, to help meet transport costs, does not replace the statutory duty of local authorities to set out the arrangements they will make to facilitate the participation in education or training of young people of sixth form age.

Support for transport should only be granted when a proven case of hardship has been identified.

- For **AS** students whose household income is below **£16,190** full transport costs will be covered.
- For **AS** students whose household income is from **£16,190 - £21,000** there will be an initial £100 bursary awarded. If there are sufficient funds available a second bursary may also be given later in the year.
- For **A2** students in receipt of EMA there will be a £100 bursary awarded.

These figures are set out as a guide and the College reserves the right to use discretion where there are exceptional circumstances.

### b) Books, stationery, art & photography supplies

A bursary of £50 may be available to help with the costs associated with study.

### c) Compulsory trips and CRB checks

### d) Student lunches (in exceptional circumstances)

**NB** This is a cash limited scheme and will operate on a strict first come, first serve basis. Once all available funds have been allocated, the scheme will be closed to applicants.

## Do you qualify for a Bursary?

Students are able to apply for an award if they meet the residential requirements as stated below\*

- *\*be a UK national born here or have UK citizenship or a UK passport with three years of continuous residence in the UK before starting your course;*
- *\*have 'indefinite leave to remain';*
- *\*come from an EU or EEA country and have lived in the UK for three years.*

If the student is not living with parent(s)/guardian(s) due to exceptional circumstances the application would be assessed as a separate entity. The student would be referred to their local Job Centre and council offices who would assist them in applying for additional financial assistance such as Income Support and Housing Benefits. The Bursary Scheme would not be used to finance accommodation costs.

Receipt of other forms of financial support is neither a pre-condition, nor an exclusion factor, for the receipt of assistance through the Bursary Scheme.

## **How should you apply?**

- The student should be encouraged to speak to his/her parent(s) or guardian(s);
- he/she can speak to his/her Personal Tutor, Subject Tutor, the Health and Wellbeing Co-ordinator or Student Services;
- if he/she is eligible to apply, a Bursary form will be printed by Student Services;
- he/she should complete the application form fully;
- his/her parent(s) or guardian(s) will need to complete the section on family finance, unless they are living independently, in which case they will need to complete it;
- the form and evidence of income should be returned to Tracey Falzon, Health and Wellbeing Co-ordinator or the Student Services office.

Once we have received the application, an appointment will be made for the student to meet with Tracey Falzon, Health and Wellbeing Co-ordinator or Catherine Cole, Deputy Principal, Student Services, to discuss the assistance that may be required.

## **Application forms**

Application forms will be available from **20 July 2011**.

Call on 01252 688201 to request one or ask at the Student Services Office.

**Applications should be submitted prior to 30 September 2011.**

The college understands that circumstances may change throughout the year and therefore applications submitted after this date will still be considered. Any assistance that may be offered to late applications will be dependent on available funds.

## **Successful applicants**

Once we have received the application form and he/she has had their appointment, a decision will be made and the student will be notified in writing within three working weeks.

If he/she has been successful, the student will be notified of the amount that he/she has been awarded, the purpose of the award and when and how it will be paid. In exceptional circumstances funding may be paid directly to a third party.

## **Unsuccessful applicants**

If the applicant has been unsuccessful he/she will be told in writing. If he/she does not believe that the decision is correct in accordance with the policy, he/she can ask for his/her case to be reviewed, giving the reasons why he/she feels that he/she should qualify for the Bursary Scheme.

If an application for an award is refused, an appeal may be made to:

- Catherine Cole, Deputy Principal, Student Services;
- Vince Scannella, Deputy Principal, Curriculum and Innovation;
- Simon Jarvis, Principal.

**Conditions**

- In order to receive an award the student has to abide by their Learning Agreement;
- the College may withdraw payments if the student fails to attend, attendance falls below 80% or if commitment is poor;
- the College reserves the right to use the student award to pay off debts to the College;
- any continuing award will be paid to a nominated bank account either monthly or as periodically agreed.

**Note**

The Bursary Scheme is a new government initiative that has been brought in as a result of the dissolution of the EMA scheme. As such, the College is unable to predict accurately the number of students that will require assistance. It may be necessary during the coming year to make changes to this policy and the administration of funds.