



July 2018

Dear Student and Parent/Guardian,

Financial support for students: 16-19 Bursary Fund

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund has two parts:

- A statutory element which is for a restricted category of young people in defined vulnerable groups
- A discretionary part enabling post-16 providers to give support to other young people according to their needs and circumstances

Who is eligible for the Bursary Fund?

Young people who fulfil the following criteria:

- who are under 19 on 31st August in the academic year in which they start the programme of study
- who satisfy the residency criteria laid down by the Education and Skills Funding Agency (EFSA)
- who follow a programme of study funded by the Education and Skills Funding Agency (EFSA)

Who might receive money from the Bursary Fund?

The College will pay a vulnerable bursary of £1200 a year to students in the following circumstances:

- students in Care
- students who are coming out of Care
- students in receipt of Income Support or Universal Credit
- disabled students in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments

The College will pay discretionary bursaries to students whose household income is below £16,190 per annum after tax and NI deduction. The amount of the bursary will depend on the money available to the College and the number of students applying.

The College will provide targeted financial support towards **essential** educational expenses for the above groups of students, and will aim to help students whose household income is below £20,000 per annum.

Students who have been affected by a sudden, exceptional change in financial circumstances which bring them into the categories above may also apply for financial support.

Further Education Free Meals

To be eligible to receive free meals, the Government has identified that students or parents need to be in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under the part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided that they are not entitled to Working Tax Credit) and have an annual gross income of not more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7400 per annum

A student is only eligible to receive a free meal when they or a parent/guardian have made a successful application to the College (evidence of benefit entitlements will need to be submitted with the application form).

Funds for Free Meals will be uploaded at regular intervals onto the students ID card (which is also a cashless card issued to all students). Meals can then be purchased at the catering outlets in College.

How much money will be available for Discretionary Bursaries and how can this money be used?

The amount of money available to each eligible young person will depend on the number of applications and the level of individual need.

The College will assess the extent of the likely need at the beginning of the academic year, before deciding how much money to allocate to young people.

Money from the Bursary Fund could be used to support essential expenses such as meals or the cost of files/paper/computer printing etc., as well as course-related costs which will support post-16 participation, including:

- specialist materials relating to courses followed e.g. Art/Photography
- additional course costs e.g. **essential** educational trips/visits or **essential** music tuition and **essential** text books
- transport costs
- **essential** exam/test expenses required for post-18 progression (e.g. Bio Medical Admission Test BMAT, National Admission Test for Law LNAT, UKCAT, STEP etc)

We regret that we are unable to provide financial support for College trips which are not essential to the academic programme.

How will applications be assessed?

Students applying for a bursary will need to provide in confidence evidence of benefit entitlement such as Working Tax Credit, Child Tax Credit, Universal Credit Award Notice, Income Support, JSA or other similar documents. We will also require proof of income such as a recent P60.

Students applying for targeted financial support will be asked to say what they might need to spend for their course as well as the evidence of total household income.

The Student Services Administrator will assess each application, consulting with the Associate Principal (Student Services & Support) and the student's Tutor, as appropriate.

If a student considers that an application has not been assessed fairly according to the principles laid down by the College, an appeal can be made to the Deputy Principal, who will review the assessment of the application. The Deputy Principal's decision will be final.

If a claim is proved to be fraudulent, no award will be given and any money already allocated will be reclaimed.

How will the Bursary be paid?

This will depend on the nature of the award. It may take any of the following forms:

- a payment into a student's bank account in the case of a guaranteed bursary normally paid monthly or a discretionary bursary normally paid termly in three instalments.
- a payment onto the student's ID card for Free Meal entitlement
- a payment into the student's (or parent's) bank account to partially reimburse a cost already incurred (e.g. transport cost)
- a payment in kind, such as an internal College transfer to pay part of the cost of a College trip or course materials

Are there conditions attached to the receipt of a Bursary payment?

Students receiving an award will be expected to meet the normal expectations of students at the College, as outlined in the learning agreement. Failure to do so, may lead to the student's eligibility for an award, whether current or future, being reassessed by the Associate Principal (Student Services & Support).

How do I apply?

You need to:

- Complete an application form (available from Student Services or college website)
- Return it to Student Services, or email to BursaryFund@hillsroad.ac.uk together with the supporting evidence of financial circumstances. Examples of evidence are Child Tax Credit Award Notice, Working Tax Credit Award Notice, Universal Credit Award Notice, Income Support, Job Seekers Allowance, Employment Support Allowance and a recent P60

Deadlines for applications:

Students are asked to apply by Friday 27 September 2018, so that an initial assessment of demand can be made by the College. However, applications can be made throughout the year as needs are known, subject to funds being available.

The outcome of applications will be advised in writing within 3 weeks of the application deadline date, including any conditions for the payment.

Appeals against unsuccessful applications may be made to the Deputy Principal via Student Services, in writing within 2 weeks of notification being received.

Appeals will be settled within 2 weeks and advised in writing.

For emergency or temporary financial difficulties please contact Student Services.

Confidentiality

Please be assured that all applications will be kept confidential.

If you have any queries please email BursaryFund@hillsroad.ac.uk or 01223-247251, ext. 1499.

Yours sincerely,



Lucy Edevane
Associate Principal
Student Services & Support