

16-19 FURTHER EDUCATION BURSARY 2019-20

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1. POLICY STATEMENT

The 16-19 Bursary Fund is provided by the Education Funding Agency (EFA) and is designed to help with the essential costs associated with accessing post 16 education. The funding is designed to support those learners most in need of financial support to enable them to engage in education provision.

2. INFORMATION

- The EFA publishes guidance which set out the criteria for these funds.
- Students wishing to apply for support with the essential costs of coming to college including transport need to complete the college bursary application form.
- Forms are available from student support, as well as on the college website and Student/Parent Advantage. Application forms will be made available to all year 12 students offered a place at Induction, and year 13 students during their A2 Induction.

3. BURSARY ENTITLEMENT

All Bilborough College students are eligible to apply for bursary support however the following groups will be prioritised for support:

PRIORITY GROUP A:

- Young people in care (eg in foster care)
- Care leavers (have been in care for a period of at least 13 weeks after the age of 14)
- Young people in receipt of Income Support/Universal Credit
- Young people in receipt of Disability Living Allowance **and** Employment Support Allowance/Personal Independence Payments

PRIORITY GROUP B

- Young people who are carers
- Young people with a **total** (inclusive of benefits) household income of less than £25,000 (sliding scale of support)

4. ELIGIBILITY

- All applicants must complete a bursary application form. Those that need help to complete the form should see Helen Ginns-Farrow in Student Support.
- Applications to the bursary are means-tested and proof of eligibility such as wage slips, bank/building society statements, benefit letters, wage slips or Tax Credit Award Notices **must** be provided to verify income
- The college is required to make a minimum award equivalent to £1200 to students in **priority group A**. Priority will be given to those identified in section 3; however these categories are not exclusive. If there is proven

hardship the applicant will be assessed as eligible for support.

- Students identified as **priority group B** will be given support in accordance with their needs (see below), subject to funding being available.
- Bursaries will usually be paid 'in kind' eg the issue of travel passes, college meals or equipment, rather than monetary payments. The bursary is not intended to cover the full cost essentials involved in attending college, but can provide a contribution towards these costs. Cash payments will only be made in very exceptional cases and **will be paid to the student, not parent/guardian.**
- Bursary students will have priority access in terms of borrowing technical equipment for example laptops and cameras, subject to availability.

5. CONDITIONS TO RECEIVING THE BURSARY

- It is expected that students in receipt of a college bursary, along with all other students, will adhere to the terms and conditions set out in the core expectations and student agreement, particularly in terms of attendance, commitment to study and behaviour. **Students who do not adhere to these terms and conditions may have all or part of their bursary allocation withdrawn.**
- Students and their parents/carers will be asked to sign a declaration on the application form confirming that the evidence given in support of the application is correct and complete to the best of their knowledge and belief. By signing the declaration, the student and their parent/carer are agreeing to all of the conditions and eligibility criteria. Unsigned forms or incomplete applications will not be processed and will be returned to the student. Giving false information which results in an overpayment will mean that future awards will be stopped and the college will seek repayment of the value of any awards made so far. The matter may also be referred to the police and student and or their parents/carers may face prosecution.

6. TRAVEL COSTS

- Students who live within a 1.5 mile radius of college will **not** receive support with travel costs, as it is expected that they can walk or cycle to college. Exceptional circumstances, such as disability, will be taken in to account.
- We aim to offer students from the lowest household incomes free travel on local public transport networks or college buses, subject to funds being available.
- Any support towards the cost of a college bus pass will be paid directly to the college Finance department.
- Support with Nottingham City Transport will usually be in the form of an academic 'Easyrider' travel pass and bursary contributions towards these will be paid directly to NCT.

- Robin Hood Pass – the maximum funding available will be the equivalent full cost of an academic 'Easyrider' travel pass. Any additional funds will need to be met by the student.

7. MEALS AT COLLEGE

- Assistance towards the cost of meals in college is provided, with a value of £2.41 per day.
- Meal tokens are only to be used by the allocated bursary student. Students are not permitted to sell, exchange or buy food for other students with them.
- Students who received/were eligible for free school meals in year 11 are likely to be eligible for free meals in college.

8. ADMINISTRATION

- Learners will be informed of the bursary fund and how to apply through a variety of means, including in letters to parents, tutor group sessions, emails and social media.
- Bursary application forms are available from Student Support, the college website, Student and Parent Advantage, or can be posted home to individuals on request.
- A bursary application form must be fully completed and signed before any award can be made.
- Up to date, valid supporting evidence **must** be produced at the time of application. Staff administering the fund will verify this evidence against the application form. Applications that do not include appropriate evidence will not be processed, and returned to the student to resubmit.
- Decisions will be made in accordance with the guideline from EFA and the criteria agreed at the beginning of the year, and will vary depending on the amount of funding received by the college. This will be reviewed annually; **an award in one year does not guarantee an award being made the following year**, a new application and supporting evidence will need to be submitted each year.
- The panel administering bursary applications are members of the Student Support team.
- Applicants will be informed of the outcome of their application by letter, sent to their home address, along with an outline of the rationale behind the decision.
- Decisions will usually be communicated to applicants within two weeks of an application being submitted, however at busy periods, this may take longer.
- If a learner leaves their course early or their attendance drops below 95% they may be required to return equipment supplied/bought through the fund or repay a relevant amount to the college.

9. APPEALS

- If a student is unhappy with the decision regarding their application, they should appeal in writing to the Assistant Principal - Guidance and Support.
- Students should state clearly why they are appealing and give reasons, together with additional supporting evidence, as to why their case should be reviewed.
- The letter of appeal should be addressed to Karen Lowe, Assistant Principal, Guidance and Support, who will review the case. A decision will be made and supplied to the student, along with the reasons behind the decision, usually within 10 working days of the receipt of the appeal.

More information can be found by visiting <https://www.gov.uk/1619-bursary-fund>

10. HOW WE PROCESS YOUR DATA

The information required to process a bursary application is detailed on the Bursary Application form.

Data Protection - How we process your information

Bursary applicants are required to submit a completed bursary application form with supporting evidence of income. This information is used to evaluate bursary applications; it is not used for any other purposes. We only keep this data for as long as we need it. Bursary application forms are retained until the end of the academic year in which you cease to be a student with us. Supporting evidence is retained for a period of 6 months after which it is securely destroyed.

Data is recorded in our student records system to indicate where individual students are in receipt of a bursary, no other information relating to bursary is recorded in the student records system. This data is retained in accordance with our retention policy and used for analysis purposes and statutory data returns.