

16-19 Bursary Fund Policy 2018-19

What is the 16-19 Bursary Fund?

The fund is made available from the government through its funding body - Young People's Learning Agency (YPLA) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The Bursary Scheme for 16 – 18 year olds has been put in place as a partial replacement for Education Maintenance Allowance (EMA).

Who is eligible to apply for 16-19 Bursary Funding?

Students following government (YPLA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

- Students aged at least 16 and under 19 years of age on 31/08/18 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance.
- Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties.
- Students who have been in care, on probation, are young parents or are otherwise considered at risk.
- Students who are asylum seekers.
- Students who are Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Students who are lone parents.

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age on 31/08/18.
- Students who do not meet the residency qualifications.
- Students who do not fulfil any of the criteria described above.

Residency qualifications

- Please refer to paragraphs 31 to 42 of the YPLA funding guidance regulations at http://readingroom.lsc.gov.uk/YPLA/ypla-Funding_Guidance_Regulations_2011-12_gn-Jul11-v1.pdf

Proof of income

Proof of evidence will be required to support this application and could include:

- Certified letter from the LA regarding Free School Meals · certified letter from the DWP.
- P60 (additional evidence will also be required).
- Self-Employment Income evidence.
- Other means tested certification.
- Universal Credit (Income Support)

How will Melton Vale Sixth Form College assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a very limited fund and the college will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low. Students who are eligible for any level of funding should complete an application form and hand it to Student Services, Melton Vale Sixth Form College as soon as possible in September. A Bursary Fund Committee will meet to consider applications at all levels. Students who are deemed eligible should be aware that to continue to receive a bursary/funding:

- **They attend all timetabled sessions and briefings punctually.**
- **Discuss with their tutor in advance if they need to be absent from school for a good reason.**
- **Provide a letter or email from their parent/carer to support any unexpected absence.**

The Bursary Fund Committee

- The Bursary Fund will be reviewed three times per year (September, January and May to consider and review applications).
- The Bursary Fund Committee will be made up of the Assistant Head of College and the Head of College.
- The Head of College will make decisions about applications based upon information about a student's circumstances, well-being, behaviour, progress and attendance.
- **Students and their parents/carers should understand that the available fund is limited.** Any appeals against decisions can be made to the Chair of Governors, via the Clerk to the Governors who will follow the school's complaints procedure.

Financial support for College Students in 2018/19

The following information applies to students aged 16 to 18 on 31st August 2018 taking a full time further education course in 2018/19.

We will be operating three levels of bursary funding: High, Medium and Low priority groups.

£1200 Bursary (High priority group)

The government has announced that some students will be entitled to a grant or bursary of £1200* next year. You could get this if you are in one of the following categories:

- You are living in care, or have recently left living in care.
- You, the Student, are receiving income support.
- You, the Student, are disabled and receiving both Employment Support Allowance and Disability Living Allowance.

Payments will be made over 8 months in line with the academic term.

1. September -£150.00
2. October -£150.00
3. November -£150.00

4. January -£150.00
5. February -£150.00
6. March -£150.00

7. May -£150.00
8. June -£150.00

Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this **£1200 bursary**, please complete the main application form and **Appendix 1**.

£800.00 Bursary (Medium priority group)

You could receive this level of funding if:

- You have a gross annual household income of below £20,000.

OR

- You are in receipt of Free School Meals.

OR

- Your household is in receipt of other income based means tested benefits.

If you think you are eligible for up to **£800.00 per annum** support, please complete the main application form and **appendix 2** as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days or other school resources.

Payments will be made on a weekly basis.

Payments will be subject to review by the Bursary Fund Committee.

If you think you are eligible for this **£800.00 bursary**, please complete the main application form and **Appendix 2**.

£200.00 Bursary (Low priority group)

You could receive this level of funding if:

- You have a gross annual household income of between £20,000 and £25,000.

OR

- You have an identifiable financial need and do not fall into high and medium priority groups.

If you think you are eligible for up to **£200 per annum** support, please complete the main application form and **Appendix 3** as you may be eligible for a contribution towards the following specific educational purposes (receipts will be required):

- The cost of transport, essential course equipment, meals in school, course related trips, UCAS fee, travel to open days or other school resources.

Those in the Low priority group will be considered for funding based on the school's allocation and subject to available funding after those in the High and Medium priority groups have been awarded.

- **Payments will be made on an as needed basis after consideration by the Bursary Fund Committee.**
- **If you are late with your application – back-dated payments will not be made.**
- **This information is subject to final government decision and the details may change.**

STUDENT'S DETAILS 16-19 Bursary Fund Application

(Both Student and parent/carers forms are required plus the appropriate appendix form)

Prior to completing this form please read the guidance Financial Support information. Proof of entitlement must be included when the form is returned to the Student Services, Melton Vale Sixth Form College, Burton Road, Melton Mowbray, Leicestershire, LE13 1DN.

PLEASE USE CAPITAL LETTERS

SURNAME:	
FIRST NAMES:	
DATE OF BIRTH:	
ADDRESS:	
POST CODE:	
EMAIL ADDRESS:	
HOME PHONE:	
MOBILE PHONE:	

STUDENT BANK OR BUILDING SOCIETY DETAILS – check that your details are correct – mistakes will delay payments.

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder:	
Name of Bank::	
Address:	
Sort Code:	<input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 30px; height: 20px; border: 1px solid black;" type="text"/>
Account Number:	

I CONFIRM THAT THE DETAILS ARE TRUE AND ACCURATE. I ALSO ACCEPT THAT IF I HAVE ANY UNAUTHORISED ABSENCES THROUGHOUT THE COLLEGE DAY OR EFFORT AND/OR BEHAVIOUR FALLS BELOW ACCEPTABLE STANDARDS SO THAT PARENT/CARER HAS TO BE CALLED INTO COLLEGE, FUNDING MAY BE REMOVED.

Student's Signature:

Date:

Please ensure you have completed this form correctly and signed as having read and understood the conditions of payment.

The application form and appropriate appendix needs to be handed to the College Office as soon as possible.

PARENT/CARER'S DETAILS 16-19 Bursary Fund Application

(Both Student and parent/carers forms are required plus the appropriate appendix form)

Prior to completing this form please read the Policy information. Proof of entitlement must be included when the form is returned to the Student Services, Melton Vale Sixth Form College, Burton Road, Melton Mowbray, Leicestershire, LE13 1DN.

SURNAME:	
FIRST NAMES:	
DATE OF BIRTH:	
ADDRESS:	
POST CODE:	
NATIONAL INSURANCE NUMBER:	
HOME PHONE:	
MOBILE PHONE:	
HOUSEHOLD INCOME (Please attach required evidence to this application form).	

HIGH £1,200.00 APPENDIX 1		MEDIUM £800.00 APPENDIX 2		LOW £200.00 APPENDIX 3	
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(Please tick one category and fill in the relevant form)

I confirm that the details are true and accurate.

Parent/carer Signature:

Date:

Bursary Eligibility Checklist

- Disability Allowance/Personal Independent Payments
- Universal Credit (Income Support)
- P60
- Tax Credit Awards
- Self-Employment Income
- Free School Meals
- Residential Criteria

APPENDIX 1

APPLICATION FOR HIGH PRIORITY FUNDING – £1200 PER ANNUM

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full Name:

Date of Birth:

I wish to apply for High Priority funding under the following criteria (please delete as appropriate):

- I am living in care
- I have just left living in care
- I am in receipt of income support
- I am disabled and receiving both Employment Support Allowance and Disability Living Allowance

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Student)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Bursary Fund Committee:

Outcome:

The application form and appropriate appendix needs to be handed to Student Services as soon as possible.

APPENDIX 2

APPLICATION FOR MEDIUM PRIORITY FUNDING – MAXIMUM AVAILABLE £800 PER ANNUM

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for Medium Priority funding under the following criteria (please delete as appropriate):

- My gross household income is below £20,000
- I am in receipt of Free School Meals
- My household is in receipt of other means tested benefits

I wish to apply for support towards:

SPECIFIC NEED (I.E. TRANSPORT)	AMOUNT APPLIED FOR	TOTAL

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Student)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Bursary Fund Committee:

Outcome:

The application form and appropriate appendix needs to be handed to the Student Services as soon as possible.

APPENDIX 3

APPLICATION FOR LOW PRIORITY FUNDING – MAXIMUM AVAILABLE £200 PER ANNUM

This form should be completed in addition to the main application form and should be submitted with appropriate evidence

Full name:

Date of birth:

I wish to apply for Low Priority funding under the following criteria (please delete as appropriate):

· My gross household income is below £20,000 and £25,000

· I have another identifiable financial need (please explain below)

I wish to apply for support towards:

SPECIFIC NEED (I.E. TRANSPORT)	AMOUNT APPLIED FOR	TOTAL

I attach to this form the following evidence to support my application (please specify below):

I confirm that the details on this application and the evidence provided are true and accurate.

Signed: (Student)

Signed: (Parent/Carer)

Date:

Date application received:

Date reviewed by Bursary Fund Committee:

Outcome:

The application form and appropriate appendix needs to be handed to Student Services as soon as possible.