

# 16-19 BURSARY FUND 2023-24

## POLICY & APPLICATION FORM



Contents	Page
Introduction	3
Eligibility for payment	4
Criteria for payment	6
Industrial Placement Bursary	7
Application procedures	7
Appeals	7
Appendix 1	
Bursary application form	

## Introduction

The 16-19 Bursary Fund is a government scheme designed to help young people facing financial hardship stay in full-time education. The College will use this grant to provide financial help to students who are unable to come to college or complete their course due to financial difficulties.

### What can bursary be spent on?

- IT equipment (procured by college).
- Dongle for WiFi for student with no internet at home.
- Books, course materials and equipment.
- course related trips, meals, transport, clothing, or other costs needed to help a young person stay in full time education.
- Universities open days travel costs.
- Transport cost to/from college.
- Uniform and kits.
- Emergency meal support.
- Trips that are an essential part of the curriculum.
- The bursary fund may also be used to provide further help with childcare costs for those young parents in receipt of Care to Learn whose costs exceed the weekly maximum rates for that scheme.

Student must be **aged 16 or over but under 19** on the 31st of August 2023 to be eligible for help in the 2023-24 academic year and a legal resident of the UK or a registered asylum seeker.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing a study programme, they began aged 16 to 18 (19+ continuers) or have an Education, Health, and Care (EHCP) Plan.

Students are **not** automatically entitled to a bursary if they do not have a financial need and/or their financial needs are covered from another source.

Applying for bursary fund WILL NOT affect your existing benefit or household benefits.

The bursary fund cannot support costs not related to education, extra-curricular and enrichment activities or to provide learning support such as counselling, mentoring or extra tutoring.

## Eligibility for payment

There are four (4) levels of bursary, and you can only apply for **ONE**:

- **Level 1 - Vulnerable Bursary**

For those students most in need, such as young people in care, care leavers, young people receiving Income Support (IS) or Universal Credit (UC) in their own right (because they are financially supporting themselves) and disabled young people receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or Universal Credit in their own right and can apply for a bursary of up to **£1,200** per year.

Students aged 19 or over are **not eligible** for **Vulnerable Bursary**.

- **Level 2 – Discretionary Bursary A**

This bursary is for students from a non-working household and who are eligible for Free School Meals. This will be payment for specific items up to a maximum of **£800** per year, according to need. Amounts paid will be subject to the number of students applying for a Level 2 bursary and the availability of funds. Should entitlement to Free School Meals stop, the Level 2 bursary would also cease and transfer to Level 4.

- £500 to assist you with Uniform, Kit, and equipment purchase.
- £300 made up of five (5) maintenance payments of **£60** to be paid at the end of each half term (excluding the end of summer term) provided you have met the terms and conditions of the Student Bursary Agreement.

Maintenance payments will only be issued if you have achieved 95% overall attendance for each half term. Attendance will be reviewed on the Monday prior to each payment. If you have any authorised absences, you will need to have them authorised before these days. You can authorise your absence through your tutor or through the Student Services department in D Block Level 3.

Maintenance payments should be used for costs relating to your education. This could include basic stationery, notebooks, bags & rucksacks, additional course materials not included in the essential equipment list; sports equipment; ad hoc travel or lunch costs; photocopying and printing costs; and appropriate footwear and clothing.

All costs are paid for internally so you must inform me directly if you need funding for any equipment, uniforms, or kits.

You can do this via email [bursary@shc.ac.uk](mailto:bursary@shc.ac.uk), in person at Bursary Office or through your tutor. We do not issue refunds for costs you have already paid.

If you are unsure about what equipment you may require for your course, please talk to your tutor, and subject teachers and they will be able to advise you.

- **Level 3 – Discretionary Bursary B**

This is for those students with a financial need but who do not fall into the above categories, a bursary fund of up to **£500** per year can be available. The criteria are that the total household income must not exceed **£30,000** per annum and that no other income is available from another household to support the student. Evidence of income and benefits will be required.

- **Level 4 - Students on Free School Meals (FSM)**

For any student who has been in receipt of Free School Meals in the last six (6) years. You can apply for a bursary of up to **£500** per year. Receipt of previous entitlement will be confirmed by the school with the local authority and/or Department of Education. Subject to household income.

- **Emergency Food and Severe Hardship**

Students experiencing severe hardship will be provided with meal support on the day's student attends college for study programmes without asking for proof of household income or other evidence.

## Criteria for payment

All bursary awards will be dependent on:

- high standards of behaviour and
- good attendance (90%) to lessons and tutorial classes.

The college reserves the right to **withdraw payment** where above conditions have been breached, this may be a temporary withdrawal or for the duration of the whole Academic Year 2023-24 according to the severity of the breach.

### **Maintenance payments will be withheld if: -**

- If you have less than 80% overall attendance.
- you have been consistently late to lessons and tutorials.
- you have been excluded or expelled.
- you behave inappropriately.
- if you miss deadlines and targets.

Attendance and Punctuality	Discretionary Bursary Amount
Over 90%	100%
85% to 90%	70%
80% to 84%	40%
Less than 80%	0%

## **Equality, Diversity, Inclusion (EDI) and Confidentiality**

The college will process all applications regardless of your race, disability, gender, faith, sexual orientation, and marital status.

Parent/Carers may send in confidential information separately to the application form.

### **Payment**

Payments will be made directly to students **not** to their parents or carers. All students **MUST** have a bank account. Please ensure you have a bank account in your own name and provide the sort-code and account/roll number in your application form.

### **Industrial Placement (work experience) bursary**

Student going for work experience can received financial support for transport cost to and from interview venues, clothing, hair cut cost and shoes.

**Please speak to** Employment and Work Experience team, 3rd Floor, D Block.

## **Application Procedures**

To make an application you must complete an application form (appendix 1) and attach copies of evidence where appropriate.

You can also apply online from the College website and attach copies of evidence where appropriate.

You can apply at any time when the financial position of your household changes.

## **What happens to my application form?**

Payments will be made to successful students after their application have considered their applications. Applications approved will be monitored and grant may be withdrawn at any time if a student fails to meet the criteria and conditions set out above.

## **Appeal**

You can submit an appeal if you believe that the decision to reject your Bursary application was not justified. Please email [bursary@shc.ac.uk](mailto:bursary@shc.ac.uk).

**PERSONAL DETAILS (STUDENT)** – Please write in **BLOCK CAPITALS**

<b>SURNAME:</b>		<b>FIRST NAME(S):</b>	
<b>ADDRESS:</b>			
<b>POSTCODE:</b>			
<b>DATE OF BIRTH:</b>	<b>AGE ON 31.8.2023:</b>	<b>HOME TELEPHONE:</b>	
<b>EMAIL:</b>		<b>MOBILE:</b>	
<b>COURSE TITLE:</b>			

**STUDENT BANK DETAILS\*** – accounts must be in the name of the student above.

<b>FULL NAME (as it appears on the account):</b>	
<b>NAME OF BANK/BUILDING SOCIETY:</b>	
<b>SORT CODE:</b>	
<b>ACCOUNT NUMBER:</b>	
<b>ROLL NUMBER (Building Society account):</b>	

**\*PLEASE ATTACH A COPY OF YOUR MOST RECENT BANK STATEMENT FOR VERIFICATION**

**RESIDENTIAL STATUS** (tick the relevant box that applies to you)

<input type="checkbox"/>	<b>I am a British Citizen/EU national and have been living in Britain/EU for the past 3 years</b>
<input type="checkbox"/>	<b>I have settled status and have been in the UK for the past 3 years</b>
<input type="checkbox"/>	<b>I am recognised as a refugee by the UK government &amp; have been granted “leave to remain”</b>
<input type="checkbox"/>	<b>None of the 3 options listed above.</b> (Use space to explain e.g., awaiting application)



--	--	--

The following section will indicate for which bursary you are eligible.  
 If **none** of the information in the **VULNERABLE** category applies to you,  
 only tick the relevant box in the **DISCRETIONARY** category.

**1. VULNERABLE** (please tick box that applies to you and attach requested evidence)

	<p><b>I am a young person in Care.</b>          (Attach a Letter from the local authority confirming your looked-after status).</p>
	<p><b>I am a Care Leaver</b>          (Attach a letter from the local authority/ transitional services confirming your looked-after status).</p>
	<p><b>I PERSONALLY receive Income Support or a Universal Credit payment.</b>          (Attach relevant Letters from DWP and/or Jobcentre).</p>
	<p><b>I PERSONALLY receive Employment &amp; Support Allowance (ESA) or Universal Credit AND Disability Living Allowance (DLA) or Personal Independence Payments (PIP)</b>          (Attach letters from the DWP and/or JobCentre)</p>

**2. DISCRETIONARY** (please tick box that applies to you and attach requested evidence)

	<p><b>I am from a non-working household and in receipt of Free School Meals.</b>          (Attach a copy of your Free School Meals entitlement letter from the Royal Borough of Greenwich AND proof of family benefits)</p>
	<p><b>Our household income is less than £30,000.</b>          (Attach a copy of your parent/carer('s) latest Tax Credit Award Notice (TC602) dated after April 2019 AND a copy of their latest p60 certificate)</p>
	<p><b>Other (please use the space provided on the next page to explain further)</b></p>

**SUPPORTING STATEMENT**

Use this section to tell us:

- why you need Bursary support.
- what course materials, equipment, uniform you will need to buy for your course
- whether you will need to go on any course trips
- Whether you need help with paying for school meals

**You must complete this section otherwise we will not consider your application.**

