

## Policy Statements and Procedures

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# 16-19 BURSARY FUND POLICY 2018-19

### What is the 16-19 Bursary Fund?

The 16 to 19 Bursary fund is a scheme made available from the government through the Department for Education for 16-19 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers. The 16-19 year old bursary scheme has been put in place as a replacement for the former Education Maintenance Allowance.

There are two types of 16 to 19 bursaries:

1. Vulnerable bursaries of up to £1,200 a year for young people in one of the defined vulnerable groups;
2. Discretionary bursaries that institutions award to meet individual needs (discretionary bursaries are targeted on students who cannot stay in education without financial help for things like transport, meals, books and equipment).

### Who is eligible to apply for Vulnerable Bursary Funding?

**Students following government (EFSA) funded courses which last for more than 30 weeks, who are:**

- Young people in care, including unaccompanied asylum-seeking children, unless in local authority care and students costs are covered;
- Young care leavers;
- Young people getting Income Support or the equivalent Universal Credit (UC) in their own right;
- Young people getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) or Universal Credit as a replacement for ESA, in their own right.

### Who is eligible to apply for Discretionary Bursary Funding?

- 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.
- Asylum seekers
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- 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 have a family income of more than £30,000.

### **How and when do applications need to be made to the Vulnerable Bursary Fund?**

Applications may be made at any time and a claim form can be obtained via the Trust Principal Finance Officer in the Finance Office at Hewens College. However students are advised to apply as early as possible in the Trust Academic Year as only limited funding is available.

The completed form together with documentary evidence of entitlement should be provided to the Trust Principal Finance Officer who will process the application and agree an appropriate schedule of payment which may include the value of in-kind payments such as essential equipment and trips and loan of a Trust laptop.

### **How and when do applications need to be made to the Discretionary Bursary Fund?**

The Trust will allocate the discretionary funding available to applicants who apply as follows:

21<sup>st</sup> September - Initial deadline for receipt of applications for funding

5th October – Notification of initial bursary allocations and payment arrangements

Application forms are available on the Trust website and Finance Office at Hewens College.

Further applications may be made at any time after this date but will be subject to funding availability.

### **Who will consider applications?**

Interviews will be held with all applicants to review individual circumstances and needs prior to applications being considered by the 16-19 Bursary Committee.

The members of the Bursary Committee will be as follows:

- The Secondary Leadership Collaborative – the Principals of the four colleges
- The Executive Principal for the secondary phase
- Director of Post 16

For the purposes of any decision, the quorum shall be three members.

### **How does the Trust assess applications and allocate Discretionary 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the Trust will prioritise allocations. There will be 2 priority groups, categorised as medium and low.

### **Medium priority group**

Students who fall into any the following category:

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

Eligible students in this group may be eligible for:

- A termly cash bursary towards the cost of transport, essential course equipment, Trust events and trips, materials, etc.
- Loan of a Trust laptop during the course of their studies
- Financial support towards UCAS registration and travel costs to attend university visits

### **Low priority group**

- Have a gross annual household income of between £20,000 and £30,000

Those in the low priority group will be considered for funding as above based on the Trust allocation and subject to available funding after those in the medium priority groups have been awarded.

### **Withdrawal of funding**

Students in receipt of a bursary should notify the Trust Principal Finance Officer in the event that their circumstances of eligibility change.

The Trust also reserves the right to withdraw funding in the event of unsatisfactory attendance, behaviour and progress.

### **Appeal process**

In the event of a disagreement regarding the application or allocation process, complaints should be made in writing following the Trust's normal complaints procedure.