

16-19 Discretionary Bursary Fund 2017/18



Guidance Notes

PLEASE APPLY BY 30 SEPTEMBER 2017 or WITHIN THREE WEEKS OF COURSE START DATE

WHAT IS THE 16-19 BURSARY FUND?

The 16-19 Bursary Fund is provided by the government to help support Seevic College students who face barriers to continuing their education or training.

The financial support you receive is linked to attendance, behaviour and performance.

WHO CAN APPLY FOR THE DISCRETIONARY BURSARY?

All Seevic students under the age of 19 as of 31 August 2017 can apply if they have been in full-time residence in the EEA/EU for the last 3 years and have a low income, or has been granted refugee status.

Priority is given to students who live in a household where the income is £16,190 gross or below.

If your household income is higher, but £20,000 gross or below, you can still apply.

Students who are eligible for support are not guaranteed payments. There is a finite amount of funds available.

You are expected to attend all timetabled lessons. Failure to do so will put your financial support at risk.

WHO CANNOT APPLY FOR THE DISCRETIONARY BURSARY?

- Those not resident in the EU/EEA for the last 3 years (except where a refugee status was confirmed in the 3 years prior to starting the course)
- Students aged under 19, studying Higher Education courses
- Waged Apprenticeships or students enrolled on provision identified as wholly funded from other sources
- Students in prison or a young offender institution who have been released on temporary licence, i.e. day release
- Students enrolling on a course which is not funded by the government e.g. EFA funded
- Students aged under 16
- Students aged 19 and over @ 31 August in the year they start their study programme. This includes students starting the second year of their course. Students who are 19 and over may be able to access the [Discretionary Learner Support provided by the Skills Funding Agency](#).

WHAT CAN THE DISCRETIONARY BURSARY FUNDS HELP ME WITH?

- Meals
- Course materials.
- Transport contribution if you live outside a 1 mile radius from College.
- Contribution towards essential trips.

Often the funds allocated to you will be a contribution toward the costs you face as a student – you are likely to face some costs yourself.

WHEN CAN I APPLY?

Bursary applications can be made from August 2017. Applications should be received by Finance no later than *30 September 2017 or within three weeks of your course start date. Applications can be submitted throughout the year and will be considered all the time funds are available.

Applications will only be considered for the current year September 2017 – July 2018.

*Application forms **must** be submitted to the Finance office by 30th September **with or without** supporting evidence. Funding can therefore be allocated but will not be processed until supporting evidence is received.

Late applicants will not receive the first payment and will therefore not receive any funds until the second half term.

The first payment will be made in the second week of October 2017.

Free school meals (if applicable) will commence once a completed application form and full supporting evidence has been received. This will not be backdated.

Students must be enrolled and have started a course before a bursary payment can be made.

HOW DO I APPLY?

Complete an application form; these are available on our website, from Student Services and Finance.

All forms need to be completed and returned with the relevant up-to-date proof of **household income**. Please see **Section 5** of the application form. Evidence of household income **must** be included with the Bursary application; incomplete forms will delay payments.

Applicants under 18 require parent(s)/carer(s) signature on the application form.

If you need help with applying for financial support visit Finance where staff can help you complete the form, make it available in other formats (e.g. large print) and discuss other sources of funding.

Payments are made directly into the **student's** bank account.

APPEALS PROCEDURE

If you are unhappy with a Bursary decision you should speak to the Finance Office Manager in the first instance. If you are still unsatisfied, you can follow the College's Complaints procedure.

If you are **worried about money** and would like to find out what help and support is available - please speak to a **Student Adviser** in **Student Services**.

If you have any **queries regarding your Bursary application** – please speak to the **Finance Team**.

In Person	Visit Finance
By Email	yourfuture@seevic-college.ac.uk
By Phone	01268 882 666