



16 – 18 Bursary Policy 2017/18

Policy Details	
Produced by	Finance Office Manager
Date produced	August 2017
Approved by	
Date approved	
Version number	001
E&D Impact Assessment carried out by	
E&D Group approval date	
Review by	

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1. Statement of Intent

It is the aim of Seevic College to provide financial support through its bursary allocation to students aged 16 – 19 who are experiencing financial difficulty with meeting the costs associated with learning.

The College aims to provide financial information and advice that is impartial to all prospective and enrolled students.

2. Introduction, Purpose and Eligibility

2.1 The Bursary Fund is provided by the government to help support Seevic College students who face the greatest barriers to continuing education or training.

2.2 Learners should exercise their entitlement to other forms of financial support before eligibility for discretionary funding is considered, e.g. Care to Learn.

2.3 The Bursary has two elements, Vulnerable Bursary (Weekly paid Bursary) and Discretionary Bursary which is made up of two tiers and is dependent on household income.

2.4 To be eligible for the Vulnerable Bursary of up to £1,200 a year, the young person must fall into one of the defined vulnerable groups. Discretionary Bursaries are targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment.

2.5 A student must satisfy the residency criteria as set out in the EFA (Education Funding Agency) Guidance document 2017/18. They must also be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). That provision must also be:

- funded by the EFA (either directly or via a local authority); or
- funded or co-financed by the European Social fund; or
- otherwise publicly funded and lead to a qualification (up to level 3) that is accredited by Ofqual or is pursuant to Section 98 of the Learning and Skills Act 2000

2.6 Applications can only be considered when a completed bursary application form and all correct supporting evidence/paperwork has been submitted.

2.7 Vulnerable Bursary; to be eligible to receive £1,200 a year (pro-rata for less than one year) the young person must meet one of the following criteria;

- young people in care, including unaccompanied asylum-seeking children
- 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

2.8 Discretionary Bursary; to be eligible students must be over 16 and under the age of 19 as of 31 August 2017. Students must meet the residency criteria in the EFA funding guidance for the 2017-18 academic year and have a low income.

Seevic will follow the guidance given by the EFA for unaccompanied asylum seeking children (UASC); as the responsibility of the local authority they are treated as looked after children. As such, and in accordance with the 16-19 Bursary Fund guidance, they are eligible for the £1,200 bursary.

3. General Principles

Application Procedure

3.1. Students who live in a household where the income is £20,000 gross or below are eligible to apply. Additional consideration can be given to household income where there are other dependents under 18 years and in full time education.

If the household income is higher but the student is in hardship, an application can still be made, the case will be considered; however, a supporting statement and evidence of financial difficulties must be included.

3.2 Students must complete either a 16-19 Vulnerable Bursary Application form or a 16-19 Discretionary Bursary Application form which are available from the Finance Office and the College website.

3.3 Applications will be accessed individually and the award calculated on household income, the distance they live from the College and the course that they have enrolled on.

3.4 All completed applications should be returned to Finance, with the appropriate evidence by the 30 September 2017 or within three weeks of the course start date.

3.5 Evidence must be attached to all applications confirming receipt of; Income Based Job Seekers Allowance/Employment and Support Allowance, Income Support or Universal Credit. Evidence must be recent and dated within one month of application. Guaranteed Pension Credit or Working Tax Credit 2017/18 confirming income for 2016/17. (Max income p.a. £20,000 – estimated income not accepted). Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services.

4. Payment

4.1 Payments will be paid weekly in arrears for Vulnerable Bursary applicants. This is made by BACs directly into the student's bank account. Students must fulfill the necessary attendance requirements to receive their payment. Monthly payments will be made to Discretionary Bursary students who fall into the first tier via BACS payments. Students falling into the second tier will be awarded a payment half termly throughout the year (October, November, January, February & April) which will also be paid into the student's bank account by BACS. If a student's attendance falls below 90% payment will be affected. The Students must also adhere to the Seevic College code of conduct for behavior.

4.2 Bursary payments or support can be withheld as a result of a disciplinary outcome; this to be approved by the Head of Pastoral Support and/or the Vice Principal of Quality and Curriculum.

4.3 The £1,200 payment will be divided via the number of weeks of the student's course. Payments will be transferred by to the student's bank account via BACs. Students attending a course of less than 30 weeks will receive pro-rata payments.

4.5 The bursary will be tiered according to the household income.

Tier 1 Full Bursary will be for Students whose parents are in receipt of the following benefits;

- Income Support,
- Income-based Job Seekers Allowance
- Income-Related Employment & Support Allowance
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC.

Seevic College will award students a daily allowance of £2.70 to spend in the canteen, a percentage of travel costs, course costs, cost of a UCAS application, essential trip costs and DBS checks.

Tier 2 For Students whose household income is between £16,191 - £20,000 and they are in receipt of the following benefits;

- Tax Credit/Universal Credit with an annual income below £20,000 (Working Tax/Child Tax Credit) for 2017/18 confirming income from 2016/17

Seevic College will award students a daily allowance of £2.70 to spend in the canteen. They will also receive half termly payments to help support them with transport and course related costs.

4.6 Applicants of the Discretionary Bursary will be advised of the outcome of their application by the second week of October. Midyear applicants will be advised within two weeks of the application closing date.

4.7 Applicants to the Vulnerable Bursary will be advised of the outcome within two weeks of their application.

4.8 Appeals against actions/decisions taken in accordance with this policy must be made in writing and addressed to the Finance Office Manager within seven working days of the receipt of the outcome letter.

5. Contingency Fund

Students who are successful with their application will also be able to access a small emergency fund for exceptional circumstances. They will need to complete a separate application form and provide evidence of the financial need.

6. Free Meals

Free meals (FM) are targeted at disadvantaged students, for the purposes of eligibility for FM, 'disadvantaged' is defined by the student being in receipt or having parents who are in receipt of, one or more of the following benefits.

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (providing they are not entitled to Working Tax Credit) and have a annual gross income of no more than £16,190, as assessed by HMRC

Students eligible for FM will be allocated funds for the days that they are timetabled to be in College. This can be use in the College canteen or Coffee Shop. The fund needs to be used on the day and will not be carried over. For those students on block placement, they need to inform Finance of this prior to their placement commencing so that alternative arrangements can be made.

All other bursary students will also be provided with a daily allowance for the days they are timetabled to be in College to be used in the College Canteen or Coffee Shop.

7. Linked Policies and Procedures

Other related Policies include:

- Student Attendance Policy
- Plagiarism and Cheating Policy
- Student Code of Conduct
- Positive Behaviour Management Policy
- Equality and Diversity Policy

8. Link to Procedure

Guidance notes and bursary application forms are available from Finance and from the College intranet.

9. Responsibilities – Nominated Persons

The Finance Office Manager is responsible for the financial support for students aged 16 – 18 years.

10. Monitoring, Review and Evaluation

The College will review the Financial Support Policy every year or sooner to take account of any new Government legislation or best practice documents.

11. Communication

10.1 This Policy is published on the College Intranet for members of staff and on the VLE for students.

11.2 **Information** regarding the bursary will be provided to students via the College website, at enrolment and student bulletins.

11.3 **This policy** will be made available to students on request in a number of formats as required; this includes one to one verbally.

11.4 **Under the Freedom of Information Act 2000**, the policy will be listed in the Publication Scheme and made available to the public on request.