

Date as Postmark

Dear Sir/Madam

**16-19 BURSARY FUND 2019/20**

Further to your request, please find enclosed an application form for the 16-19 Bursary Fund, and the Free Meals scheme.

Please could you ensure that **all required evidence of income is enclosed**, as we are unable to process your application without this. **Unfortunately, we cannot accept bank statements as evidence of income or benefits.**

Under the rules of the Bursary scheme, some young people are entitled to a Bursary for Vulnerable Groups of £1,200. Details of those qualifying are given in the guidance notes enclosed. If you wish to be considered for this, please ensure that you have completed section 1c of the application form and submitted the relevant evidence requested in support of your application.

All other applications will be dealt with through the Discretionary Awards process. Applicants should note that the discretionary bursary fund is limited in value, and applications will be considered on a first come, first served basis. It is important that you return your form as soon as possible. Until completed applications and accompanying evidence are submitted, forms cannot be processed.

**Depending on your circumstances or chosen course of study, you may also be eligible for other types of assistance. Further information can be obtained from Learner/Student Services.**

If you have any queries, or require any assistance in completing your application, please contact Student Finance through the main College switchboard for the campus at which you are intending to study.

Yours faithfully

Student Finance

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Hereford Campus  
Folly Lane, Hereford, HR1 1LS  
Tel: (01432) 352235

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# HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

## 16-19 Bursary Fund 2019/20 Policy

### 1 College Policy

The 16-19 Bursary Fund is designed to provide targeted financial assistance to students who may otherwise be prevented from accessing or completing a study course. The aim is to widen participation and to include learners from low-income backgrounds, those with disabilities and students from disadvantaged backgrounds.

***The 16-19 Bursary Fund can be used to financially support students with:***

- Accommodation (where a student has to stay away from home)
- Transport (normally through the LEA travel scheme), unless supported by the EMA in Wales
- Essential course related equipment and materials (including uniform)
- Essential course related field trips
- Disability related costs

Under the arrangements for 2019/20, certain students are entitled to bursary for vulnerable groups; all other students may receive awards on a discretionary basis, for which an assessment of household income will be performed prior to any award being considered. Not all applications will be successful, and in most cases, applicants may not receive all monies requested. Maximum grant amounts are set for each category of support. It is a student's responsibility to ensure that they have adequate financial arrangements in place prior to enrolling on a course.

**No application will be considered if household income exceeds £25,000 per annum. Outcomes for income levels below this amount will vary according to individual / household circumstances.**

### 2 Eligibility for discretionary awards

***The following students are eligible to request discretionary support from the 16-19 Bursary Fund:***

- All students enrolled on a ESFA (Education and Skills Funding Agency) funded full or part-time Further Education course.
- Students who have been resident in the EU for 3 years prior to the start of their course, and are aged between 16 and 19 years on 31<sup>st</sup> August 2019.
- Students attending specialist rural crafts courses who have to live away from home.
- Students who have an Education, Health and Care Plan (EHCP)

***Students may not claim support from the 16-19 Bursary Fund if they are:***

- Under 16, or over 19 on 31<sup>st</sup> August 2019 unless they are continuing on a course started aged 16 - 18 (known as being a '19+ continuer')
- On an Adult and Community learning course
- On an apprenticeship
- On **ANY** courses not funded by the ESFA

Discretionary awards can be made to cover:

- Essential course materials for the student's own use
- Essential field trips
- Travel costs (where required)
- Essential course equipment

Additionally, students may apply for a residential bursary of up to £3,000 annually if they need to live away from home or the course specifically requires regular, repeated study out of normal college hours – this will be particularly relevant to students on Rural Crafts and certain Outdoor Adventure courses.

It is not envisaged that discretionary funds will be available for making regular payments for ad-hoc living expenses.

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**Students with entitlement to bursary support whilst on a Study Programme with County Training will receive regular reimbursement of travel expenses to classes based on actual attendance, and on production of receipts for travel costs incurred.**

### **3 Entitlement to bursary for vulnerable groups**

Students wishing to claim this award must first satisfy the eligibility criteria for discretionary awards (above), and be resident in **ENGLAND**.

Further to this, they must also be in one of the following groups:

- Aged 16 or 17 and in care **OR** care leavers
- Aged 16, 17 or 18 and *PERSONALLY* in receipt of income support **OR** Universal Credit
- Aged 16, 17 or 18 and *PERSONALLY* in receipt of both Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **AND** Employment and Support Allowance
- Aged 16, 17 or 18 and *PERSONALLY* in receipt of both Personal Independence Payment **AND** Employment and Support Allowance

The application form will contain a section to determine entitlement. Qualifying students will receive payments up to £1,200. In the first instance, unless a third party (eg Social Services) agrees to make such payments on the student's behalf, the award will pay for:

- Essential course materials for the student's own use
- Essential field trips
- Travel costs (where required)
- Essential course equipment

Any remaining monies will be paid direct to the student, provided that attendance at College is at least 90% and course progress is deemed satisfactory by the course tutor.

Such payments will be in five equal instalments timed as follows:

- 1<sup>st</sup> Half term of Autumn Term
- 2<sup>nd</sup> Final week of Autumn Term
- 3<sup>rd</sup> Half term of Spring Term
- 4<sup>th</sup> Final week of Spring Term
- 5<sup>th</sup> Half term of Summer Term.

Students in receipt of this bursary may also apply for a residential bursary annually (see above). Any such payment will be over and above the bursary for vulnerable groups of £1,200.

### **4 Application procedure and supporting documentation**

The 16-19 Bursary Fund is allocated to the college by the ESFA in June for the forthcoming academic year. All applications are considered on an annual basis – continuing students must re-apply requesting support for second or subsequent years of their course.

Application forms for all prospective and enrolled students will be available from main reception. This 16-19 Bursary Fund Policy will accompany the application form. Guidance in completing the form will be available through the College Learner/Student Services and Finance departments.

Applications received from students who qualify for the bursary for vulnerable groups will be given priority, in line with government direction. Other applicants will be considered on a "first-come, first served" basis, until funds are exhausted.

Discretionary funds are strictly limited and awards are, therefore, subject to availability of funds. Should insufficient funds be available, applications which would otherwise be successful will be rejected.

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All application forms requesting discretionary support from the 16-19 Bursary Fund are means tested, and proof of income is required before an application form can be processed. **No application will be accepted if the applicant does not disclose any income source. Bank statements cannot be accepted as evidence.**

Where any required supporting documentation has not been submitted, the application form will be returned unprocessed and will only be considered once the form is re-submitted with the full supporting documentation.

Every application form will be dated, to ensure applications are dealt with chronologically, upon delivery to the main reception at the following campuses of the Herefordshire, Ludlow and North Shropshire College:

- Folly Lane campus, Hereford
- Holme Lacy campus, Herefordshire
- Ludlow College, Shropshire
- Oswestry campus, North Shropshire and
- Walford campus, North Shropshire

All students who apply will be informed of the decision *by the end of August*. Where application forms are received after August 31<sup>st</sup>, the applicant will be informed of the decision within one month of receipt. Decisions may be delayed if all necessary documentation has not been provided with the application.

## **5 Payment method**

Payment to successful applicants will be in the form of a direct bank payment and will be made available within four weeks of enrolling at College. Payments due to the College (eg, to cover fees, etc) and other third parties (eg, landlords, LEA for bus passes) will be made directly wherever possible, and **not** through the student. Payments due to applicants may be paid to parents/ guardians on request. Awards to cover ongoing expenses will be paid in termly instalments subject to continued satisfactory attendance (at least 90%) and progress.

Where students receive financial support and withdraw from their course, or their attendance/progress falls below minimum requirements, steps may be taken to recover monies paid.

## **6 Appeals procedure**

Students who disagree with the decision regarding their application can appeal against it. The appeal must be made in writing within 7 working days of being notified of the decision. Applicants should state clearly their reasons for disagreeing with the decision.

The appeal will be handled as follows:

- The application will be reviewed by the Head of Finance and Head of Learner/Student Services, who will consider whether the initial assessment was correct. The applicant will be notified of the outcome within 10 working days of receipt of appeal.
- If the applicant disagrees with the decision made by the Head of Finance/Head of Learner/Student Services, the applicant will be referred to the College Finance Director, who will review the decision further. The applicant will be notified of the outcome of this review within 10 working days.
- Should the dispute remain unresolved, the Principal will make the final decision as soon as is practicable.

## **7 Publicity**

Information leaflets on the 16-19 Bursary Fund, and other advice on alternative forms of funding are available from Learner/Student Services.

All information provided by students will be treated in confidence and will be handled in accordance with current Data Protection law.

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# 16-19 Bursary Fund Application Form 2019/20



Herefordshire,  
Ludlow & North  
Shropshire College

This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

**OFFICE USE: Date Application Received:** \_\_\_\_\_

**Please complete the form and bring it together with your supporting evidence to reception at the relevant campus.**

Learner Details					
Title:		Student First Name:		Student Surname:	
DOB:	Age: (You must be 16, 17,18 (and under 19) on 31 August 2019 to apply):				
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course Title: _____				Yr1 <input type="checkbox"/>	Yr2 <input type="checkbox"/>

Bursary Criteria (see policy section 2)
To qualify you must be aged 16 or over and under 19 on 31 August 2019 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Time sheets must also be completed to enable you to receive bursary payments if you have a work placement.

Bursary for Vulnerable Groups Criteria (see policy section 3)	
To qualify you must fall into one of the below categories and produce the required evidence as stated.	
In receipt of Income Support or Universal Credit? ( <b>evidence required - Income Support or Universal Credit Statement Letter</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Leaver or currently looked after in care? ( <b>evidence required - letter from Local Authority</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of <b>both</b> Employment Support Allowance or Universal Credit <b>and</b> Disability Living Allowance/Personal Independence Payments in their own right ( <b>evidence required, award letter showing in receipt of both ESA (UC) &amp; DLA/PIP</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>

Discretionary Bursary Criteria					
Your household income is one of the criteria which will help us to assess your application. If your <b>TOTAL</b> Household income exceeds <b>£25,000</b> per annum, you will <b>not</b> be eligible for a Bursary payment.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.					
Full TCAN Notice 18/19	<input type="checkbox"/>	Income Support/Universal Credit (award letter – last 3 mths)	<input type="checkbox"/>	P60	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>
Please list <b>all</b> the names of the household members and relationship to learner:					
Householder Name			Relationship to Learner		

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table overleaf, please tell us what you will need financial assistance for and how much you believe you will need for each **day** in learning. This information is strictly confidential and only used for this assessment.

<b>Discretionary Bursary – Continued</b> <i>Applicants to Ludlow College – see separate sheet</i>	<b>How much needed?</b>	<b>Number of days?</b>
<b>Travel</b> (normally LEA travel Pass for students who need to travel over 3 miles from College and not entitled to Welsh EMA)	£	
<b>Essential study materials</b> (please check with your tutor)	£	
<b>Appropriate clothing / Equipment costs</b> to suit training and placement requirements – expected to be less than £850 pa	£	
<b>Course field Trips</b>	£	
<b>Accommodation</b> (see policy for what would be eligible)	£	
Any other additional costs (please specify)	£	

### Free Meals

Free meals are targeted at disadvantaged Learners. For the purposes of eligibility for free meals, 'disadvantage' is defined by the Learner being in receipt of, or having parents who are in receipt of, one or more of the following:

- Income support
- Income based Jobseekers Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- 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.
- Working Tax Credit run-on – paid for 4 wks after you stop qualifying for Working Tax Credit.
- During the initial roll out of the benefit, Universal Credit

**Are you claiming for free meals?** Yes  No

Learners who claim the 'Free Meal' element may still be eligible to claim the Discretionary Bursary.

### Learner Bank Details (see policy section 5)

Please provide your **bank details** below, as printed on your bankcard or statement (see policy for payment process). Bursary payments will be paid directly into Learners bank accounts only (by BACS).

Please be aware that Providers can choose to pay Bursary awards 'in kind' eg, by purchasing any equipment required or providing learners with a travel pass.

Account Name: \_\_\_\_\_ BIB Reference (Admin Use Only): \_\_\_\_\_

Account Number:         Sort Code:

### LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund Policy.  
**HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs ie, meals, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Bursary Policy.

**I confirm I have read the 'Bursary Fund Policy' which was given to me with this application.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_