



Date as Postmark

Dear Sir/Madam

**16-19 BURSARY FUND 2018/19**

Further to your request, please find enclosed an application form for the 16-19 Bursary Fund, and the separate 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 guaranteed bursary 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 Services.**

If you have any queries, or require any assistance in completing your application, please contact the College Finance Office through the main College switchboard.

Yours faithfully

Clare Perez  
Finance Manager

# HEREFORDSHIRE & LUDLOW COLLEGE

## 16-19 Bursary Fund 2018/19

### 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)
- Essential course related equipment and materials
- Essential course related field trips
- Disability related costs

Under the arrangements for 2018/19, certain students are entitled to guaranteed support; all other students may receive awards on a discretionary basis, for which assessment of household income will be performed prior to any award being considered.

### Eligibility for discretionary awards

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

- All students enrolled on a EFSA (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 2018.
- Students attending specialist rural crafts courses who have to live away from home.

#### ***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 2018
- On an Adult and Community learning course
- On an apprenticeship
- On **ANY** courses not funded by the EFSA

Discretionary awards can be made to cover:

- Essential course materials for the students 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 to study at HLC – 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.

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

## Entitlement to guaranteed awards

Students wishing to claim a guaranteed 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 **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 guaranteed payments up to £1,200. In the first instance, unless a third party (eg Social Service) agrees to make such payments on the students behalf, the award will pay for:

- Essential course materials for the students 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 guaranteed bursaries may also apply for a residential bursary of up to £3,000 annually (see above), any such payment will be over and above the guarantee of £1,200.

## Application procedure

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 policy 16-19 Bursary Fund Policy will accompany the application form. Guidance in completing the form will be available through the College Learner Services and Finance departments.

Applications received from students who qualify for the guaranteed bursary scheme 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.

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.**

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 upon delivery to main reception at Folly Lane campus, Holme Lacy campus or Ludlow College to ensure applications are dealt with chronologically.

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 15 working days of receipt.

### **Payment method**

Payment to successful applicants will be in the form of a direct bank payment. Payments due to the College and other third parties (eg landlords, LEA for bus passes) will be made directly wherever possible. 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.

### **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 Finance Manager and Head of Learner 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 Finance Manager/Head of Learner 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.

### **Publicity**

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

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



OFFICE USE ONLY	
Date of Receipt	Log Number

### Application for 16 – 19 Bursary Fund 2018/19

Please read the information on this page carefully before completing your application. Clarification on any issues you may have is available from HLC’s Learner Services department, or HLC Finance department.

16-19 Bursary Funds are available to assist students who may have difficulty participating in Further Education because of financial considerations. Certain students are entitled to a guaranteed bursary – Section 2 if the form determines eligibility. All other awards are discretionary and subject to availability of funds.

Applicants should note that all requests for discretionary bursary assistance are assessed on the basis of ‘relative financial need’ and that **not all applications will be successful**. In most cases, applicants may not receive all monies requested – often a percentage only is paid. 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 before enrolling on a course.

**NB: NO APPLICATION WILL BE CONSIDERED IF HOUSEHOLD INCOME EXCEEDS £23,000 PER ANNUM. OUTCOMES FOR INCOME LEVELS BELOW THIS AMOUNT WILL VARY ACCORDING TO INDIVIDUAL / HOUSEHOLD CIRCUMSTANCES.**

Proof of all household income information given will be required in order for an application to be processed. You must include **all** pages of any tax credit award notices or benefits notifications.

**NB: BANK STATEMENTS CANNOT BE ACCEPTED AS EVIDENCE.**

When your application is complete, you **MUST** sign the final declaration before sending it to us. Any forms received unsigned will be returned and only accepted as valid when they come back with your signature on.

The completed application form should be delivered (with supporting evidence) to Main Reception at either the Folly Lane, Holme Lacy campus or to Student Services at Ludlow College as soon as possible. All applications will be logged on receipt to ensure they are processed chronologically.

If your application is successful, payments will be available within two weeks of enrolling at College. If you have received bursary assistance and leave before the completion of your course, you will be required to repay all or part of your award. Also, if your progress or attendance are deemed unsatisfactory, money will be withheld.

**Please complete all the details required in full All information provided will remain confidential. If you do not provide the information requested your application will be returned to you unprocessed.**

### Section 1

Title ..... Forename(s) ..... Surname .....

Address .....

..... Post Code .....

Telephone Landline ..... Mobile .....

Email ..... Date of Birth ..... Age at 01/09/2018 .....

Course Title: \_\_\_\_\_ Full time  Part time  Year 1  Year 2

Have you been resident in the UK for a minimum of 3 years? Yes  No

Are you entitled to Welsh EMA payments in 2018/19 Yes  No

If over 19, are you still attending the same programme before turning 19 Yes  No

Are you currently in employment? Please tick the appropriate box: Yes  No

### Section 2a – please complete if you may be entitled to a **GUARANTEED AWARD** and **PROVIDE PROOF**

Are you **PERSONALLY** in receipt of Income Support or Universal Credit Yes  No

Are you **PERSONALLY** in receipt of **BOTH** Disability Living Allowance or Personal Independence Payments along with Employment and Support Allowance Yes  No

**Are you in care, or have left care since your 16<sup>th</sup> birthday**  
(evidence is required from Social Services)

Yes

No

If you answered **YES** to any questions in **Section 2a**, please provide evidence and **go to Section 3**.

**Section 2b** – please complete if you are applying for a **DISCRETIONARY BURSARY** and **PROVIDE PROOF**

**Do you have a Tax Credit Award notice that shows your household income for the tax year 2017/18?**

Yes

No

If **YES**, please **supply a copy of the complete award notice** and **go to Section 3**.

If **NO** please complete details of weekly income below. **Note:** Weekly income should be shown *including overtime, bonuses, benefits and maintenance grants to all family members at your address*. **You do not need to declare** Child Benefit, Disability Living Allowance, Housing Benefit and Council Tax Benefit.

**You must include original and complete evidence of all CURRENT YEAR income or benefits**

**Applicant's gross weekly earnings.** Please supply latest P60 (or recent payslips) £ \_\_\_\_\_

**Other household gross weekly earnings.** Please supply latest P60 (or recent payslips) £ \_\_\_\_\_

**Income Support.** Please supply evidence. £ \_\_\_\_\_

**Jobseekers Allowance.** Please supply evidence. £ \_\_\_\_\_

**Employment & Support Allowance.** Please supply evidence. £ \_\_\_\_\_

**Incapacity Benefit.** Please supply evidence. £ \_\_\_\_\_

**Any other source of income.** Please supply evidence. £ \_\_\_\_\_

**TOTAL** £ \_\_\_\_\_

**Section 3 FOR STUDENTS STUDYING AT HEREFORD OR HOLME LACY ONLY**

If you intend to study at Ludlow College, please complete the insert provided and leave this section blank.

**How much financial assistance do you require?**

<b>Essential study materials.</b> Please check costs with tutor.	£
<b>Equipment costs.</b> (eg Beauty/Hairdressing kit, uniform, catering equipment). <b>Use a separate sheet to list if required. Capped at £850 per year</b>	£
<b>Course related field trips</b>	£
<b>Travel costs.</b> This should normally be the cost of an <b>*LEA travel pass</b> . If a travel pass <b>WILL NOT</b> get you to College, please provide a detailed explanation.	£
<b>Accommodation costs.</b> Specialist Rural Crafts courses only. Please supply details of landlord. <b>(Capped at £3,000 per year).</b>	£
<b>Additional costs.</b> Please give brief details.	£
<b>* Only available to students who live over three miles from College and not entitled to Welsh EMA. Passes currently cost £765 pa (Herefordshire), £875 pa (Shropshire). County Training students on a study programme will receive reimbursement for actual travel costs incurred (see policy).</b> <b>TOTAL</b>	£

**Payments due directly to you will be made via BACS transfer. Please supply your bank details:**

Name of Bank.....Sort code.....Account Number.....

Account Name.....

**Section 4 – FOR ALL APPLICANTS**

**PLEASE READ THE DECLARATION CAREFULLY BEFORE SIGNING**

I certify that the information I have provided above is correct. I have read the College Policy on 16 – 19 Bursary Funds and I agree to be bound by all conditions concerning the use of any award made. I also understand that there is no guarantee that my application will succeed, and that neither the College nor the 16 – 19 Bursary Fund will bear any financial liability for any commitment I may enter into until such time as written notification of an award has been issued. Once an award has been made, the liability of the College and the 16 – 19 Bursary Fund will be limited to the value of the award as advised.

**Signed:** .....(applicant) **Date:** .....

**Signed:** .....(parent/guardian) **Date:** .....

# HEREFORDSHIRE & LUDLOW COLLEGE

## Free Meals in Further Education - College Policy 2018/19

The College receives funds to enable certain defined categories of disadvantaged learners to have free meals provided to them whilst they are pursuing their course of study.

**Eligibility** – all three of the following conditions must be met to qualify for free meals

1. Learners must have been resident in the EU for the past 3 years, and be either:
  - aged between 16 and 18 years on 31<sup>st</sup> August 2018
  - aged between 19 and over on 31<sup>st</sup> August 2018 **and** continuing a study programme begun aged 16 – 18 or have an Education and Health Care (EHC) Plan.
2. Learners must be enrolled and active on an EFA-funded further education course. Learners on apprenticeship courses are not eligible for free meals.
3. Learners must be in receipt of, or live with parents who are in receipt of, one of the following benefits:
  - Income Support
  - Income-based Job Seekers Allowance
  - Income-related Employment and Support Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - The guarantee element of State Pension Credit
  - Child Tax Credit (must not also be entitled to Working Tax Credit and have an annual gross income of below £16,190 as assessed by HMRC)
  - Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
  - Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum.

### Application

To qualify for free meals, an application form overleaf must be completed by the student, and signed by both the student and parent (where the student is under 18, or the parent is the benefit receipt). Full documentary evidence must accompany the application, including all pages of any award notice.

Completed application forms should be sent to the College Finance Office for processing. All forms will be dated and numbered at the time of receipt. Original documents supplied will be returned after photocopying for audit records.

Provided the application is successful, a letter will be sent to the address provided on the application form, explaining how to obtain free meals once the learner has enrolled at the College. **No meals will be provided until the college receives a valid application.**

### Rejected Applications

Any application rejected as invalid will be returned by post within seven days, stating the reason for rejection, which will be either failure to meet one of the eligibility criteria, or missing information/evidence.

### Data Protection

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

**Application for Free Meals  
during Academic Year 2018/19**



**Herefordshire &  
Ludlow College**

**Please complete all the details required in full. If you do not provide the information requested your application will be returned to you unprocessed.**

Title ..... Forename(s) .....

Surname .....

Address .....

Post Code .....

Telephone: Landline ..... Mobile .....

Date of Birth ..... Age at 31/08/2018 .....

Course ..... Full time  Part time  Year 1  Year 2

Have you been resident in the EU for a minimum of 3 years? Yes  No

Do you have a current EHC Plan? Yes  No

Special dietary requirements: .....

<b>Benefits income:</b>	<u>Student</u>	<u>Parent</u>
Income Support	<input type="text"/>	<input type="text"/>
Income-based Job Seekers Allowance	<input type="text"/>	<input type="text"/>
Income-related Employment and Support Allowance	<input type="text"/>	<input type="text"/>
Support under part VI of the Immigration and Asylum Act 1999	<input type="text"/>	<input type="text"/>
State Pension Credit guarantee		<input type="text"/>
<b>Child Tax Credit</b> (must not also be entitled to Working Tax Credit and have an annual income of below £16,190 as assessed by HMRC)	<input type="text"/>	<input type="text"/>
<b>Working Tax Credit run-on</b> – paid for 4 weeks after someone stops qualify for Working Tax Credit	<input type="text"/>	<input type="text"/>
<b>Universal Credit</b> with net earnings not exceeding the equivalent of £7,400 pa	<input type="text"/>	<input type="text"/>

**I certify that the information provided above is true, and enclose documentary evidence of benefit entitlement.**

Signed (applicant) ..... Date .....

Signed (Parent/Guardian) ..... Date .....

<b>OFFICE USE ONLY</b>			
Applicant Name	Days Required	Date of Receipt	Log. No.