

Ambitious College 16-19 Bursary Fund Policy 2016-17

The government provides two types of Bursary Funds for 16-19 year old students:

- Vulnerable Student Bursaries
- Discretionary Bursaries

Vulnerable Student Bursaries

The following groups are defined as vulnerable groups:

- Young people in care
- Care leavers
- Young people in receipt of Income Support or Universal Credit in place of Income Support, in their own right
- Disabled young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

In addition the following eligibility criteria will need to be met:

- Be aged over 16 and under 19 at 31 August 2016
- Meet the residency criteria in the EFA 2016 to 2017 academic year funding regulations for post-16 provision

Where learners meet one or more of the vulnerable group criteria and both of the eligibility criteria above they are eligible for a bursary of £1,200 (which is calculated on a pro-rata basis where appropriate, at a maximum rate of £40 per week). Full time is defined as 5 days for 30 weeks (teaching weeks) or more.

The agreed standard for a learner's attendance would be expected to be 95% or above should a bursary be awarded. An exception to this may be in circumstances where a learner's health and/or medical needs impact upon their attendance, in which case discretion would be exercised at the College Principal's authority.

Due to the nature of the learners special needs who attend the College it would be difficult to set a standard for behaviour / attainment that would be meaningful for all our learners.

Please complete the form in Appendix 1 and supply the necessary evidence so that the school can apply to the Education Funding Agency (EFA) via the Student Bursary Support Service (SBSS) who will normally make a decision within two weeks.

Discretionary Bursaries

Ambitious College will administer the Bursary Fund awarded within the Education Funding Agency's (EFA) 16-19 Bursary Fund Guidelines.

The funding available for 2016-17 is £3,787.00 which is made up of £2,714.00 new funding and £1,073.00 carried forward from 2015-16.

This may be awarded in identified needs basis and at the discretion to cover costs such as books/equipment, transport, meals, accommodation, exam re-sit fees and other miscellaneous items associated with being in learning and will meet the following assessment criteria:

- Applicants must be under 19 on 31 August 2016
- Meet the residency criteria in EFA 2016 to 2017 academic year funding regulations for post-16 provision
- Evidence of household income below £25,521 must accompany the application prior to assessment. As each application is individually assessed, there may be some flexibility, e.g., consideration would be given to the number of dependents in a household.
- Based on the information received and if financial hardship is identified, the learner will be provided/reimbursed with:
 - Contribution toward meal expenditure for school meals
 - Re-imburement of travel costs upon submission of evidence. e.g. travel tickets/weekly pass
 - Other as mentioned above.

The agreed standard for a learner's attendance would be expected to be 95% or above should a bursary be awarded. An exception to this may be in circumstances where a learner's health and/or medical needs impact upon their attendance, in which case discretion would be exercised at the Principal's authority.

Due to the nature of the learners special needs who attend the College it would be difficult to set a standard for behaviour / attainment that would be meaningful for all our learners.

Please complete the form in Appendix 2 and supply the necessary evidence so that the College can consider the application. A meeting of the College Senior Leadership will be convened to consider your application and usually a decision will be made with 4 weeks.

The outcome of the decision will be advised in writing.

When the Discretionary Bursary Fund is exhausted the College will advise via the College Parent meetings and no further applications will be considered until further funding is received from the EFA.

Complaints/Appeals process

All complaints/appeals must be made in writing:

Complaints/appeals fall into 2 categories which are:

- If the complaint concerns an operational processes or a complaint about customer service this will be dealt with under the Ambitious College complaints procedure.
If the complaint or appeal is not resolved than it will be passed to the Education Funding Agency (EFA).
- If the complaint/appeal concerns 16 to 19 Bursary Fund policy then it will be referred to the EFA policy manager.

Name of Policy:	Ambitious College Policy for 16-19 Bursary Fund
Contractual/Non-Contractual	Non-Contractual
Date last approved	August 2016
Policy reviewed by	Ambitious College Governing Body
Date to be reviewed	August 2017
Responsibility of which ELT member	Vivienne Berkeley
Type of Policy	Ambitious College

Appendix 1 Vulnerable Bursary Application Form

Please completed the form and submit it together with your supporting evidence to the Principal.

Title				
Surname				
First name				
Address				
Postcode				
Phone/Mobile				
Email				
Date of Birth (DD/MM/YY)				
Your Age	<i>You must be 16, 17 or 18 (i.e. under 19 on 31st August 2016 to apply)</i>			
Have you the right of abode and been resident in the UK for the last 3 years?	Yes		No	

Vulnerable Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2016 and meet the Education Funding Agency (EFA) residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard.

To qualify you must fall into one of the categories below and produce the required evidence as stated:

Are you in receipt of Income Support or Universal Credit? (evidence required – Income Support or Universal Credit Statement letter)	Yes		No	
Care Leaver or currently looked after in care? (evidence required – letter from Local Authority)	Yes		No	
Disabled student in receipt of <u>both</u> Employment Support Allowance (ESA) and Disability Living Allowance (DLA)/Personal Independence Payments (PIP)? (evidence required – financial statement showing <u>both</u> ESA and DLA/PIP)	Yes		No	

Please provide your bank details below as printed on your bank card or statement. Bursary payments will be paid directly into learners' bank accounts only (by BACS). Please be aware that the College can choose to pay Bursary awards 'in kind', e.g. by purchasing equipment required.

Account Name								
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 a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- 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 the monies I receive under the Bursary Scheme will be paid on condition of the standards of attendance and behaviour, as explained in the Ambitious College 16-19 Bursary Fund document.
- 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 Ambitious College immediately.
- I will notify Ambitious College of 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 all 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 provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as equipment.

- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made in writing to Ambitious College, but if I feel I have not been treated fairly, I can follow the Ambitious College complaints procedure.

Applicant Signature		Date	
Learner's Representative (if Applicant unable to make own application)		Date	
Capacity of Learner's Representative			
Learner's Representative Phone/Mobile			
Learner's Representative Email			

Appendix 2 Discretionary Bursary Application Form

Please completed the form and submit it together with your supporting evidence to the Principal.

Title				
Surname				
Firstname				
Address				
Postcode				
Phone/Mobile				
Email				
Date of Birth (DD/MM/YY)				
Your Age	<i>You must be 16, 17 or 18 (i.e. under 19 on 31st August 2016 to apply)</i>			
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"/>

Discretionary Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2016 and meet the Education Funding Agency (EFA) residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard.

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £25,521, you will not be eligible for a bursary payment.

Please tick one of the following to show what type of evidence you have provided. **If you cannot provide evidence then we cannot process your application.**

P60		Income Support / Universal Credit (award letter)	
Self-employed earnings (official tax return)		Full Tax Credit Award Notice	
Wage Slips (most recent wage slips)		Other benefits/pension (award letter)	
Number of dependent children in the household			

Student Request for Assistance Form

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 barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance and for how much you will need during the academic year.

This information is strictly confidential and will only be used for this assessment purpose.

Assistance Requested (please provide details)	Amount Required	Number of Days	Office Use Only (Total)
Travel			
Meals			
Appropriate clothing to suit training and placement requirements			
Equipment			
Any other			

If there are extenuating circumstances within your household that have not been covered but you would like to consider as part of this application, please provide the information here:

Please provide your bank details below as printed on your bank card or statement. Bursary payments will be paid directly into learners' bank accounts only (by BACS). Please be aware that the College can choose to pay Bursary awards 'in kind', e.g. by purchasing equipment required.

Account Name								
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 a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- 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 the monies I receive under the Bursary Scheme will be paid on condition of the standards of attendance and behaviour, as explained in the Ambitious College 16-19 Bursary Fund document.
- **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 Ambitious College immediately.

- I will notify Ambitious College of 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 all 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 provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as travel, books, meal costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made in writing to Ambitious College, but if I feel I have not been treated fairly, I can follow the Ambitious College complaints procedure.

Applicant Signature		Date	
Learner's Representative (if Applicant unable to make own application)		Date	
Capacity of Learner's Representative			
Learner's Representative Phone/Mobile			
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