

16-19 Bursary Fund Policy 2024/25

Introduction

There are two types of 16-19 bursary, Vulnerable Bursary and Discretionary Bursary. One application form is completed and will be considered against both criteria. If successful in applying for the Vulnerable Bursary applications may be considered for support with the costs of essential educational visits and meals through the discretionary bursary.

To be eligible applicants must:

- Be an enrolled student on a further education full time government funded course (this does not include Apprenticeships or Higher Education)
- Be aged 16-18 on 31st August 2024 or 19+ with an education health and care plan (EHCP), or continuing on a study programme which began when aged 16-18.
- Have *home student* status or have been granted *full refugee/asylum seeker* status and in the EU/EEA for the last 3 years.
- Have been *ordinary resident* in the UK continuously for the last three years with *settled status* which means having indefinite leave to remain.

16-18 Vulnerable Bursary

Students in one or more of the groups below can apply for a bursary of up to a maximum of £1,200, which will be used towards the costs of attending College such as equipment and travel costs.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

The fund is to support the learners in full time education by providing a contribution towards the costs of attending the College such as transport, meals costs, equipment and other course related costs. Students must meet the eligibility criteria and maintain a minimum of 80% attendance.

Submission of an application does not guarantee funding. Eligibility for this fund does not mean the full £1,200 will automatically be given.

Bursary payments above the £1,200 limit may be available from the discretionary fund under exceptional circumstances.

Learners aged 19 or over are not eligible for the Vulnerable Bursary.

16-19 Discretionary Bursary

The 16-19 Bursary Fund is available to students aged 16-18 (under 19 on 31st August 2024) and students aged 19+ with an Education Health and Care Plan (EHCP), or are continuing on a study programme which began when aged 16-18, that have a total household income of less than £30,000 per year.

If students are a young parent (aged 19 and under on 31st August 2024), and meet the eligibility criteria, Care to Learn can help pay for their childcare whilst they are at College.

To apply for support with Childcare students will need to go onto www.gov.uk/care-to-learn

The Discretionary Bursary consists of two categories:

| Category | |
|---------------|---|
| Tier 1 | <p>A learner living in a household that is in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> - Universal Credit (with net earnings not exceeding the annual equivalent of £7,400) - Child Tax Credit (with an annual gross income of no more than £16,190 and not receiving Working Tax Credit) - Income Support - Income-based Jobseekers Allowance - Income-related Employment & Support Allowance - the guarantee element of State Pension Credit - support under part VI of the Immigration and Asylum Act 1999 |
| Tier 2 | <p>A student living in a household that has a total income, including means-tested benefits, of less than £30,000 per year. Housing benefit is not included when assessing this.</p> |

What Support is Available?

| | Travel | Work Placement Travel | Meals | iPad Deposit | UCAS Application | Course Specific Materials | Essential College Trips | Maximum Award Cap |
|---------------|------------|-----------------------|---------------|--------------|------------------|---------------------------|-------------------------|---|
| Tier 1 | Yes | Yes | £6.00 per day | Yes | Yes | Yes | Yes | £1000 Excluding Meals & iPad deposit |
| Tier 2 | Subsidised | 50% | No | Yes | Yes | Yes | 50% | £750 Excluding Meals & iPad deposit |

Travel support is only issued to students living more than 1 mile from the College. This is worked out using zeemaps.com to create a 1-mile radius circle.

Discretionary bursary payments above the maximum may be available under exceptional circumstances

How do students apply?

Once enrolled on a course at Harlow College for 2024/25 students can apply for financial support. To apply, students must complete and submit an online application form and upload the required evidence (see table below). A link to apply will be sent by the Bursary team [prior to enrolment](#).

Please note that students must have evidence of eligibility in order to apply.

Returning Learners

Students who applied and qualified for bursary in the 2023/2024 academic year and are returning to College in 2024/2025 will not need to re-apply for bursary. Bursary can be rolled over and will reflect the same tier of bursary received previously, provided that the student (and parent if under 18) sign a self-declaration to confirm that their household circumstances have not changed. If the household situation has changed students are still welcome to re-apply as usual and submit new evidence.

What Evidence Can I Provide to Support My Bursary Application?

| Name of Income / Benefit | Evidence Needed (photocopies accepted) |
|---|---|
| Income | 3 months of payslips for all household bill payers |
| Support under pt. VI of the immigration and asylum act 1999 | A letter from the Home Office showing immigration status |
| Tax Credit Award | All pages of most recent Tax Credit Award Notice dated tax year 2024/2025 |
| Income Support | Letter confirming benefit and amounts (no more than 3 months old) |
| Employment Support Allowance Income Based (ESA) | Letter confirming benefit and amounts (no more than 3 months old) |
| Universal Credit | Last 3 months' worth of statements in full |
| Job Seekers Allowance Income Based (JSA) | Letter confirming benefit and amounts (no more than 3 months old) |
| Pension Credit | Letter confirming benefit and amounts (no more than 3 months old) |
| Authority letter (vulnerable bursary) | Letter from Local Authority confirming looked after status |
| ESA or UC plus DLA or PIP (vulnerable bursary) | Letter confirming benefit (no more than 3 months old) |

What happens next?

We will write to the students to advise them what support they are entitled to and how this will be provided. If their application is not successful or further information is required they will be notified in writing.

How will students be paid?

Where possible, the uniform and equipment will be ordered directly through the College. If direct payments are to be made this will be indicated on the award sheet and will be made as indicated on the Terms & Conditions on the back of the award sheet. Bursary payments are paid directly into the student's bank account, so they must have an account in their own name. If students cannot open a bank account they will be required to inform a member of the Bursary department and if there is a legitimate reason for them not to have a bank account, alternative arrangements will be made.

The Vulnerable Bursary is paid on a monthly basis and the first payment is paid to every eligible student who applies and meets the criteria specified. All following payments are dependent on their attendance and behaviour. ALL students MUST have a minimum monthly attendance of 80% to receive each payment.

Bursary awards are subject to the availability of funds and The College reserves the right to make discretionary award in exceptional circumstances.

Can students appeal against the College's decision?

In the event that a complainant is dissatisfied with the decision taken by the College, and decides to appeal, a member of the Executive will review the decision and will carry out any further investigation deemed necessary, and will decide to either endorse or modify the decision, and will inform the complainant accordingly. The complainant must appeal (in writing) within 15 working days of receiving their decision.

TRACKING and REFERENCE INFORMATION

Date Approved: 27 June 2023, 9 May 2024 (Resources Committee)

Next Review Date: June 2025 (annually)

Author/Responsibility: Vice-Principal with Responsibility for Finance

Equality Impact Assessment: August 2023

List of related policies, procedures and other documents:

Complaints Procedure

Equality & Diversity Policy

Equality and Diversity Scheme

Data Protection Policy

Safeguarding and Prevent Policy

Complaints: If you wish to submit a complaint about the application of this policy or the procedure of it, please send your request in accordance with the provisions of the Grievance Procedure.

Monitoring: The application of this policy and associated procedure will be monitored by Vice-Principal with Responsibility for Finance

Easy reading: To receive this policy/procedure in a different format, please contact: HR Services