

Bursary Policy Statement to support students aged 16-19 years

The purpose of this **Bursary Fund** is to support students to meet the costs of continuing in full-time education such as for transport, books, equipment, trips and other course-related costs; it may also be used towards the costs of attending university interviews and open days.

There are two types of Bursaries that you may be eligible to apply for:

If you are aged 16-18 and in one of the groups below, you can apply for a vulnerable bursary: (See 'about you' section for details age & eligibility)

- In Care
- care leavers
- receiving Income Support or the equivalent 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, or
- 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
- and have a financial need

How much will I get paid if I'm eligible?

You could get up to £1,200 if you study full time for a minimum of 30 weeks. If your course is less than 30 weeks, you will get less. **Note:** You will only receive the amount you actually need to participate and we will not automatically award the full £1,200 if you do not need that level of support.

Proof you're eligible for a Vulnerable Bursary

You will need to provide proof that you are eligible. This is either:

- a letter from your local authority showing you're in care or a care leaver
- a letter from the Department of Work and Pensions showing the benefits you get
(Benefits must be in your own name to get a Vulnerable Bursary)

If you don't fall into one of the vulnerable groups, but you need financial help to stay in education, you can apply for a **Discretionary bursary**. *We use Household Income / Benefits as criteria for assessing the amount of support you may get.*

Free School Meals

If you meet the following eligibility criteria then you may also be able to apply for Free Meals. If your application is approved we will supply you with a meal for each day that you are in attendance on your course. Meals maybe provided via an in house canteen or vouchers redeemable at local food outlets.

Exceptional Hardship Fund

We also have a small Hardship Fund for students who do not meet the above criteria but who experience particular financial difficulties during their period of study. This may provide one-off funds in exceptional circumstances so please speak to your tutor / student services to discuss any issues you need help with.

Conditions for receiving bursary awards

To be eligible to receive payments, you must:

- Attend all timetabled lessons. Any periods of sickness / absence will impact on the amount you receive.
- Be up to date with classwork, coursework and homework;
- Demonstrate excellent effort and attitude to learning; and
- Retrospective adjustments will be made and future payments may be stopped for failing to meet these terms.

About you

Age - You must be aged:

- over 16 at 31 August 2020
- under 19 at 31 August 2020
- the only Students aged 19 or over who are eligible to receive a bursary are those who have an Education, Health and Care Plan (EHCP) – you can only apply for a Discretionary Bursary NOT a Vulnerable Bursary
- Residency - You must meet the residency requirements set out by the ESFA (*Education & Skills Funding Agency*) We will check this during your enrolment process

How to apply

You will need to fill in an application form and supply the necessary supporting evidence. These are available from the Education Centre / College that you will be attending.

You should apply as soon as you know where you're going to study. The sooner you apply, the sooner your support can start. We have limited funds available and allocate funding on a first come first served basis.

NOTE:

Receipt of bursary funding does not affect other means-tested benefits paid to families such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

Confidentiality - How we use your personal information

Under the General Data Protection Regulation we have a legal duty to protect your privacy, and as such this means that we ensure your data is secure and that your information is shared ONLY with those who are allowed and need it within our organisation. You can view our privacy statement here -

<https://www.nacro.org.uk/home/privacy/>

<https://www.totton.ac.uk/home/privacy/>