

# Procedure for the Administration of 16 – 24 Bursaries

<b>SLT Member responsible for policy</b>	Vice Principal – Finance and Resources
<b>Date of policy</b>	February 2020
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## 1. Introduction

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This procedure provides guidance on how the College will administer support funds to help young people overcome specific financial barriers to participation so they can remain in education.

The funding that may be available to young people is summarised below:

- 16-19 Bursary Fund (also available to young people aged 19+ who have an Education, Health and Care Plan (EHCP))
- Bursary for Vulnerable groups
- 19+ Learner Support
- Free School Meals (FSM)

Student Services administer the funds in accordance with the eligibility criteria.

### Supporting Documents

- Bursary Fund Application Form
- 16 to 19 Bursary Fund guide (Available at [www.gov.uk](http://www.gov.uk))
- 16 to 18 education: free meals in further education (Available at [www.gov.uk](http://www.gov.uk))

### Important information

Funding is limited and offered on a first come, first serve basis. The college aims to support all eligible learners; however, this may not always be possible. The funding awarded by the college may not cover 100% of the costs.

The College will not award funding to learners who:

- Are under 16 years old on 31<sup>st</sup> August prior to the start of the academic year
- Have outstanding debts to the college
- Plan to enrol on a course that does not receive government funding

## 2. 16- 19 Bursary Fund and Bursary for Vulnerable groups

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The 16 to 19 Bursary Fund provides financial support to help learners overcome specific barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups of up to £1,200 a year
- Discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

All learners are encouraged to apply for support from the Bursary Fund. This is achieved by:

- A bursary form being sent to all learners as part of their new learner/returning learner information pack
- Inviting parents/carers to attend drop-in sessions during the summer holiday for assistance to complete the application form and/or to check eligibility
- Application forms being available and visible within Student Services throughout the academic year
- Progress Coaches encouraging learners to apply
- Promoting the Funds internally for example on the Student Services Noticeboard

## Vulnerable Bursary

### Criteria

Learners aged 16 – 18 on 31 August can apply for a bursary payment of up to a maximum of £1,200, if they are on a study programme which lasts for 30 weeks or more in the academic year and meet the residency criteria as described in ESFA funding regulations.

To be eligible the learner must meet one of the following criteria:

- To be in care
- To be a care leaver
- 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

A 'care leaver' is defined as:

- *a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or*
  - *a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16: or*
  - *a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16*

In some cases, a young person might be eligible for a bursary for 'vulnerable groups' because they meet one or more of the criteria. However, their financial needs may already be met and/or they have no relevant costs, for example a learner in Local Authority care whose educational/transport costs are covered in full by the Local Authority. In such cases, it may be decided that they do not need support from the scheme. Qualifying relevant costs will be identified upon application and if these amount to less than £1,200 the lower amount will be claimed.

### Payment

- Payments can be made in either monthly or termly instalments directly to the learner/parent/carer bank account
- Payments can be made weekly, monthly or termly and are subject to a minimum attendance of 85%
- Where possible, the college will make direct payment for transport, meals etc

## Discretionary Bursary

### Criteria

Learners are eligible to apply to the 16-19 Bursary Fund dependent upon household income, receipt of benefits and the learner's needs.

- Priority will be given to learners with a household income of less than £25,000 **or** receipt of a means tested benefit, but applications from all learners will be considered
- Financial assistance can be requested for:
  - Travel to College e.g. (bus pass or contribution to LA assisted transport) full cost of travel may not be fully met if costs are excessive/disproportionate. Travel costs amounting to more than £50 per week will only be considered if no cheaper alternative is available. Mileage costs will only be paid when there is no other appropriate means of transport into college and this will be limited to 2 journeys per day. The college will contribute 50% of the cost at a mileage rate of 47p per mile.
  - Books and equipment
  - Food
  - Trips related to the study programme.
- Equipment should be discussed with the relevant curriculum or support department to ascertain needs and requirements
- Trip requests should be discussed with the relevant curriculum/support department to ascertain the needs and requirements of the trip

**Interns** – if eligible for the bursary, interns can receive support with their transport and meal costs whilst at their place of work (as well as at College). Evidence of travel costs are required and receipts for food purchased (which will be reimbursed up to the value of a free College meal).

### Evidence of means tested benefits

A list of accepted means tested benefits is shown below. All evidence should be dated within the six months prior to application (if evidence is not within the six months a recent bank statement showing receipt of the benefit will be accepted). All pages must be supplied.

A letter confirming that someone in the household is in receipt of one or more of the following benefits:

- Income Support
- Housing Benefit
- Employment Support Allowance (WRAG)
- Job Seekers Allowance (Income Based)
- State Pension Credit
- Tax Credits award (with an annual household income of below £25,000)
- Universal Credit

### Evidence of household income below £25,000

A list of accepted evidence for annual household income is shown below. Evidence is required for both parents/guardians if they reside at the same address.

- P60 from latest tax year (or most recent three payslips)
- Tax return from latest tax year (if any member of the household is self- employed) – An accountant’s letter confirming annual income will be accepted as an alternative
- Award letter for any other benefits e.g. tax credits

### Payment

- Where the college is making a contribution to costs (e.g. LA Transport) payments are made at the beginning of each term. Continuing financial support for Term 2 and Term 3 will be dependent on satisfactory reports (from Progress or Job Coaches) for attendance and effort. Attendance is to be over 85% for ongoing financial support to continue
- Payments will be made to learners/parents/carers via their bank account
- Where possible the College will aim to pay supplier or service providers directly
- Where the above is not possible, receipts should be requested for expenditure
- Where petty cash forms are used, copies of the forms should be retained and receipts requested for goods purchased
- The Catering department is notified of those learners eligible for meals; the College is invoiced for the cost by the Catering department

### Deadline

There is no deadline for when an application can be made; however, allocations of funds are subject to availability. In order to process all bursary applications in a timely manner, the college recommends that applications are submitted in the first week of August.

### 3. 19+ Learner Support

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#### Criteria

Learners are eligible to apply to the 19+ Learner Support Fund dependent upon household income, receipt of benefits and the learner's needs.

- Priority will be given to learners with a household income of less than £25,000 **or** receipt of a means tested benefit, but applications from all learners will be considered
- Financial assistance can be requested for:
  - Travel to College e.g. (bus pass or contribution to LA assisted transport) full cost of travel may not be fully met if costs are excessive/disproportionate  
Mileage costs will only be paid when there is no other appropriate means of transport into college and this will be limited to 2 journeys per day. The college will contribute 50% of the cost at a mileage rate of 47p per mile.
  - Books and equipment
  - Food
  - Trips related to the study programme.
- Equipment should be discussed with the relevant curriculum or support department to ascertain needs and requirements
- Trip requests should be discussed with the relevant curriculum/support department to ascertain the needs and requirements of the trip

#### Evidence of means tested benefits

A list of accepted means tested benefits is shown below. All evidence should be dated within the six months prior to application (if evidence is not within the six months a recent bank statement showing receipt of the benefit will be accepted). All pages must be supplied.

A letter confirming that someone in the household is in receipt of one or more of the following benefits:

- Income Support
- Housing Benefit
- Employment Support Allowance (WRAG)
- Job Seekers Allowance (Income Based)
- State Pension Credit
- Tax Credits award (with an annual household income of below £25,000)
- Universal Credit

#### Evidence of household income below £25,000

A list of accepted evidence for annual household income is shown below. Evidence is required for both parents/guardians if they reside at the same address.

- P60 from latest tax year (or most recent three payslips)
- Tax return from latest tax year (if any member of the household is self- employed) – An accountant's letter confirming annual income will be accepted as an alternative
- Award letter for any other benefits e.g. tax credits

## Payment

- Where the college is making a contribution to costs (e.g. Transport) payments are made at the beginning of each term. Continuing financial support for Term 2 and Term 3 will be dependent on satisfactory reports (from Progress or Job Coaches) for attendance and effort. Attendance is to be over 85% for ongoing financial support to continue
- Payments will be made to learners/parents/carers via their bank account
- Where possible the College will aim to pay supplier or service providers directly
- Where the above is not possible, receipts should be requested for expenditure
- Where petty cash forms are used, copies of the forms should be retained and receipts requested for goods purchased
- The Catering department is notified of those learners eligible for meals; the College is invoiced for the cost by the Catering department

## Deadline

There is no deadline for when an application can be made; however, allocations of funds are subject to availability. In order to process all learner support applications in a timely manner, the college recommends that applications are submitted in the first week of August.

## 4. Free Meals in Further Education

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### Criteria

Learners are eligible for free meals for each day they attend college if they are:

- Aged between 16 and 18 on 31 August. Learners who turn 19 during their study programme will remain eligible for a free meal until the end of the academic year in which they turn 19, or to the end of their study programme, whichever is sooner
- Aged 19 - 24 as at 31 August and have an Education Health and Care Plan (EHC Plan) and ESFA learners aged between 16 and 18 on 31 August are also entitled to a free meal while attending their provision if they meet the eligibility criteria

**Interns** – if eligible, Interns can receive a free meal whilst at their place of work (as well as at College). Receipts for food purchased will be reimbursed, up to the value of a free College meal.

Free meals are targeted at disadvantaged learners. 'Disadvantage' is defined as learners being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI 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 Her Majesty's Revenue and Customs (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 pa

The following groups of learners are not eligible for a free meal:

- Learners aged between 14 and 16 (these learners are already covered by different provision, i.e. Free School Meals (FSM)  
**However, for 14 – 16 learners who may be attending the College whilst still on the school role, the cost of a free school meal can be recovered from the school. The college will invoice the school, based on information provided by the Catering department**
- Learners aged 19 or over at the start of their study programme, unless they have an EHC Plan.
- Apprentices, including those with an EHC Plan

### Payment

- The Catering department is notified of those learners eligible for free meals; the College then pays for the meals direct.

### Financial Support appeals process

Applicants can appeal if they believe that the application has not been assessed correctly or that the level of support is not appropriate.

The appeal should be made in writing within 10 working days of receipt of the award letter.

## APPENDIX 1 – Application for 16 – 19 (+19) Bursary Fund/ Free College Meals

**LEARNER NAME:**

### **VULNERABLE BURSARY (AGED 16-18 ONLY)**

To be eligible for the vulnerable bursary you must be aged between 16 – 18 on 31 August and meet **one** of the four criteria below:

	YES	NO
• In care		
• Care leaver		
• In receipt of Income Support or Universal Credit in your own right		
• In receipt of Disability Living Allowance or Personal Independence Payments and either Employment & Support Allowance or Universal Credit in your own right.		

### **16-19 BURSARY**

To be eligible for the 16-19 bursary you must be aged between 16 – 18 on 31 August, or be aged over 19 and have an Education, Health & Care Plan.

Your household income should be less than £25,000 **or** a member of your household should be on a means tested benefit

**List of evidence accepted for means tested benefits.** All pages must be supplied.

Letter or award notice that someone in the household is in receipt of one or more of the following benefits as detailed below

- **Income Support**
- Housing benefit
- Employment Support Allowance (WRAG)
- Job Seekers Allowance (Income based)
- State Pension Credit
- Tax Credits award (with an annual income of below £25,000)
- Universal Credits

**List of evidence accepted as proof that household income is below £25,000 (please supply for all household members)**

- P60 for the previous tax year; or
- **Pay slips** covering the last two months; or
- Tax return from the previous tax year; or
- Accountants letter confirming annual income from previous tax year

**Please note: evidence must be no more than six months old**

Please indicate what type of support you require e.g. transport, meals, college trips, books, sports kit, and include costs where known.

<b>FREE COLLEGE MEALS</b>	<b>YES</b>	<b>NO</b>
To be eligible to receive a free college meal you must be aged between 16 – 18 on 31 August or over 19 and have an Education, Health & Care Plan. You or your parents must also be in receipt of one or more of the following benefits <b>and must provide documentary evidence (which is no more than six months old):</b>		
• Income-related Employment and Support Allowance (ESA)		
• Income-based Job Seekers Allowance (JSA)		
• Child Tax Credit (CTC) (provided you are not entitled to Working Tax Credit) <b>and</b> have an annual gross income of no more than £16,190		
• Income Support (IS)		
• Universal Credit (UC) with net earnings not exceeding the equivalent of £7,400 per year		
• Support under part VI of the Immigration and Asylum Act 1999		
• The guarantee element of State Pension Credit		
In order to receive a free meal, we have to notify our external catering provider that you are eligible. Please indicate that you are happy for us to do this.		

<b>BANK ACCOUNT DETAILS</b>	
<b>Full name of account holder</b>	
Name of Bank/Building Society	
Account Number	
Sort Code	

**Declaration:** The information I have given on this form is accurate and I will inform you immediately of any changes in my/my family's personal circumstances. I understand that if I provide false information I will have to repay my award. I will also have to repay my award if I leave the college.

I understand that monies I receive from the Bursary Fund will be paid on condition that my attendance does not fall below 85% (except in exceptional circumstances); also, that my behaviour meets the required standards expected from all Hereward learners.

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 the college.

**Both learner and parent/carer must sign this form unless the claim is being made in the learner's own right & the amount claimed is paid directly to the learner.**

Learner Signature:		Date:
Parent/carer Signature:		Date

DATA PROTECTION: Hereward College is aware of its obligations under the General Data Protection Regulations (GDPR) and Data Protection Act 2018, and is committed to processing your data securely and transparently. The information contained on this form will be retained in line with the legislation and used only for the purposes for which it was collected. For further information please contact the Data Protection Officer ([dataprotectionofficer@hereward.ac.uk](mailto:dataprotectionofficer@hereward.ac.uk)) or refer to the Learner Privacy Notice.

## Initial Equality Impact Assessment Screening

<b>Name of policy or service</b>	Administration of Bursaries and the Learner Support Fund
<b>Author of impact assessment (name and job title)</b>	Jayne Taylor-Farren Finance Manager
<b>Date impact assessment completed</b>	October 2020
<b>Is this a new or reviewed policy or service?</b>	New policy/service <input type="checkbox"/> Date of policy/service Reviewed policy/service <input checked="" type="checkbox"/> Date of review October2020

<b>Briefly describe the aims and purpose of the policy</b>	To denote the process taken when administering the Learner Support Funds.
<b>Who is intended to benefit from this policy and in what way?</b>	All learners within the college
<b>What could contribute or detract from achieving the aims and purpose of the policy?</b>	None
<b>What evidence or data has been collected and used to determine the impact on equality groups. Have any data gaps been identified.</b>	Full tracking of learner support fund allocations

		Comments / Evidence
<b>Has consultation on this policy indicated any possible concerns or issues in relation to equality, diversity and inclusion?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<b>Is there an opportunity to promote equality of opportunity by this policy?</b>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Vulnerable learners

### Potential impact on grounds of:

<b>Race</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Disability</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	

<b>Gender</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Gender reassignment/identity</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Age</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Sexual orientation</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Religion or belief</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Marriage and civil partnerships</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	
<b>Pregnancy and maternity</b>	Positive <input type="checkbox"/> Negative <input type="checkbox"/> No impact <input checked="" type="checkbox"/>	

**If any potential negative impacts of this policy or service have been identified, then a full equality impact assessment form should be completed.**