



# Procedure for the Administration of 16 – 24 Bursaries

<b>SLT Member responsible for policy</b>	Vice Principal – Finance and Resources
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<b>Date of approval</b>	June 2022
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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 Discretionary 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 £30,000 **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 up to 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 £30,000)
- Universal Credit (3 most recent monthly award statements)

### Evidence of household income below £30,000

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 contributing 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 £30,000 **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 up to 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~~ £30,000)
- Universal Credit (3 most recent monthly award statements)

### Evidence of household income below £30,000

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 contributing 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

### Application for Bursary Fund / Free College Meals 2022-2023

Please complete this form to apply for the Bursary Fund and/or Free College Meals.

Completed forms and supporting evidence must be returned to Student Services at Hereward College.

If this form is not fully completed or evidence is not provided we will not be able to process your claim.

<b>STUDENT NAME:</b>	<b>D.O.B:</b>		
<b>Have you the right of abode and been resident in the UK for the last 3 years?</b> <i>If you have answered no to this question or are unsure please contact Student Services for further advice</i>	<b>Yes</b>		<b>No</b>

<b>VULNERABLE BURSARY (AGED 16-18 ONLY)</b>			
To be eligible for the vulnerable bursary you must be aged between 16-18 on 31 <sup>st</sup> August 2022 and meet one or more of the criteria below.			
<b>Please tick to show which criteria you meet.</b>			
Are you a care leaver or currently looked after in care?	<b>Yes</b>		<b>No</b>
Are you in receipt of Income Support or Universal Credit in your own right?	<b>Yes</b>		<b>No</b>
Are you in receipt of Disability Living Allowance or Personal Independence Payments and either Employment & Support Allowance or Universal Credit in your own right?	<b>Yes</b>		<b>No</b>

<b>DISCRETIONARY BURSARY (16-18 or 19+ with EHCP)</b>
To be eligible for the Discretionary Bursary you must be aged between 16-18 on 31 <sup>st</sup> August 2022, or 19+ and have an Education, Health & Care Plan (EHCP). Your household income should be less than £30,000 or a member of your household should be on a means-tested benefit.

**BENEFITS**

If you are applying because you or someone in your household claims a means-tested benefit you must supply all pages of a letter or award notice dated within the last 6 months showing this.

**Please tick to show which benefit(s) you or someone in your household are claiming. You need to provide evidence for anything you have ticked.**

Income Support	Yes		No	
Housing Benefit	Yes		No	
Employment Support Allowance	Yes		No	
Job Seekers Allowance	Yes		No	
State Pension Credit	Yes		No	
Tax Credits Award (with an annual income of below £30,000)	Yes		No	
Universal Credit (3 most recent monthly award statements)	Yes		No	

**INCOME BELOW £30,000**

If you are applying because you have an annual household income below £30,000 please supply one of the sources of evidence listed below for all household members.

**Please tick to show which evidence you will be providing.**

P60 for the previous tax year	Yes		No	
Pay slips covering the last two months	Yes		No	
Tax return from the previous tax year	Yes		No	
Accountants letter confirming annual income from previous tax year	Yes		No	

**TELL US WHAT YOU NEED THE BURSARY FOR**

Please indicate below the support you require from the bursary including costs where known. Please note we cannot process your application without this information.

<b>SUPPORT</b>	<b>TICK</b>			
Transport e.g. assisted transport charge or bus pass	Yes		No	
If you are claiming transport please tell us how much this will cost: £ _____				
Meals	Yes		No	
Sports Kit (sports students only)	Yes		No	
Other (please provide further details):	Yes		No	

### FREE COLLEGE MEALS

To be eligible to receive a free college meal you must be aged between 16 – 18 on 31 August 2022, or over 19 and have an Education, Health & Care Plan. You or your parents must be in receipt of one or more of the following benefits and must provide evidence (which is no more than 6 months old).

**Please tick to show which criteria you meet.**

Income-related Employment and Support Allowance	Yes		No	
Income-based Job Seekers Allowance	Yes		No	
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	Yes		No	
Income Support	Yes		No	
Universal Credit with net earnings not exceeding the equivalent of £7,400 per year	Yes		No	
Support under part VI of the Immigration and Asylum Act 1999	Yes		No	
The guarantee element of State Pension Credit	Yes		No	
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.	Yes		No	

### BANK ACCOUNT DETAILS

If you are applying for the bursary, please provide your bank details below as bursary payments are made via BACS.

Full name of account holder	
Name of Bank/Building Society	
Account Number	
Sort Code	

## DECLARATION

I can confirm the information I have given on this form is accurate to the best of my knowledge and I will inform you immediately of any changes in my/my family's personal circumstances. I understand that if I am found to be giving false or incomplete information that leads to incorrect/overpayment, this may result in future payments being stopped and any incorrectly paid funds being recovered. This might also result in a referral to the police with the possibility of me and/or my family facing prosecution.

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.

I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.

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

Student Signature:

Date:

Parent/carer  
Signature:

Date

**Please tick to confirm you have attached all the relevant evidence to support your claim e.g. copies of Universal Credit statements or benefit entitlement letters.**

Yes

No

Footer on each page of application form:

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>	Sophie Dent Vice Principal of Finance & Resources
<b>Date impact assessment completed</b>	June 2022
<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 June 2022

<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.**