

## **2018-2019 Financial Support for Learners aged 16-19**

### **Discretionary Bursary Policy**

To be eligible to receive a bursary you must:

- Be over 16 and under 19 years of age on 31<sup>st</sup> August 2018
- Be a legal resident of the UK
- Be studying on a course funded by the Education Funding Agency (EFA) or,
- Funded or co-funded by the European Social Fund (ESF) or,
- Otherwise publically funded and lead to a qualification (up to Level 3) that is accredited by Ofqual
- Be in care, have been in care in the past, be in receipt of Income Support in your own name or in receipt of Employment Support Allowance (ESA) and Disability Living Allowance in your own name or Personal Independence Payments in their own right.
- Have a household income of £25,521 or less.

This fund is available to support students towards the cost of assisted travel, books, equipment, visits and materials.

If you turn 19 during your programme of study, you can continue to be supported to the end of the academic year in which you turn 19, or to the end of the programme of study, whichever is sooner.

The College will also consider application from any student who during his/her time at College faces significant financial hardship due to changes in personal circumstances, such as redundancy, and who needs support to complete his/her studies. To apply for assistance, please complete the application form attached to this policy.

Discretionary Bursaries for travel will not be payable to those receiving the Guaranteed Bursary.

The fund will be available for applications at the start of each term (September, January and April). Therefore, you will need to purchase any equipment that is required for the start of term. Receipts will be required for proof of purchase.

No guarantee can be given that funds will be available when you apply. If there is a high demand on the funds, awards may be given at a reduced rate. The fund will close when fully allocated.

If your attendance falls below 90% your bursary may be stopped. If you withdraw from your course the College reserves the right to reclaim any reward given.

If you are on a two year course you will need to re-apply for financial assistance at the beginning of the second year and termly as above. Awards made in the second year may differ from first year awards.

## **Appeals**

You have the right to appeal if you believe that your application has been assessed incorrectly or you are unhappy with the award made to you. In the first instance, please contact the Finance Office who will investigate your appeal. The investigation may include obtaining information about your attendance and behaviour on your College course. You will be advised of the outcome and action will be taken.

If you are unhappy with the decision made following the initial investigation, you may appeal within fifteen working days of being informed of the decision. Appeals should be made in writing to the Finance Office at Uplands Community College. You will be sent an acknowledgement of receipt of the letter of appeal.

The Finance Office will aim to look at the appeal within fifteen working days of receipt where it will be considered and a ruling given on the appropriateness of the decision, confirming or amending it as is fitting. You will be advised of the decision and any action taken. The decision will be final.

## **Fraudulent Claims**

The College takes fraud seriously and will take action if it is found that a claim for assistance has been made fraudulently.

## **Data Protection**

Uplands Community College and the EFA are registered under the General Data Protection Regulation. The information that you provide may be shared with the EFA and other College departments. Please see College website for privacy policy.

For more information on the bursary, please contact the Finance Office.

**Please keep the first two pages for your records**

**Application for Financial Assistance  
2018-2019 Financial Support for Learners  
Aged 16-19**

<b>Forename:</b>	<b>Surname:</b>
<b>Address:</b>	<b>Course Title/Subjects:</b>
<b>Post Code:</b>	
<b>Home Telephone Number:</b>	<b>Student Mobile Number:</b>
<b>Date of Birth:</b>	<b>Age on 31 August 2018:</b>

**About you – the student:** (please tick the one that applies to you\*)

• I live independently and my income is £25,521 or less, per annum	
• I live with my parent/guardian(s) and their joint income is £25,521 or less per annum	
• I live with my spouse/partner and our joint income is £25,521 or less per annum	
• Other – please provide details	

**Evidence of Income:** (please supply one type of evidence of income from the list below)

• The last three months' payslips	
• Most recent P60	
• 2017/2018 tax return	
• Tax Credit Award Notice for 2017/2018	
• Certified accounts (if you are self-employed)	

\*Evidence supplied should be for *your* income if you have ticked one or *joint with your spouse* or *joint parental income* if you have ticked one of the other boxes.

Please think about how you will use this bursary and supply details e.g. book name, trip name	Actual cost of item(s)
Books/stationery (compulsory books only)*:	
Equipment/Materials*:	
Compulsory Educational Visits:	
Exam re-sits:	
Travel (bus/train fare/fuel costs)*:	
Other*:	

**\*Receipts will be required**

**Local Authority (LA) Travel Grants:**

Have you applied to your LA for help with costs?    Yes .....    No .....

If you were successful, what level of funding did the LA agree to provide? £ .....

If the LA has refused help, please enclose a copy of the letter with this application.

You can apply for the discretionary bursary in addition to the LA Travel Grant, but any other awards received will be taken into account when assessing the discretionary bursary. If you live three or more miles away from the College, any bursary will aim to reflect the distance you have to travel.

We will ask students to provide proof of purchase for any items requested through the Bursary where an award has been made. We may ask that books and equipment awarded as a discretionary bursary be returned at the end of your course to enable them to be used by other students.

## Bank Details

Awards will be paid directly into your bank account using BACS – please complete your bank details below.  
*Please note that the bank account must be in the name of the student.*

Full name of account holder  
as it appears on your bank  
statement:


Name of Bank/Building  
Society:


Sort Code:

--	--	--	--	--	--	--	--	--	--	--	--

Account Number:

--	--	--	--	--	--	--	--	--	--	--	--

Email address for remittance  
advice:


## Declaration:

- I certify that the information I have provided in this application is true and accurate
- It is my responsibility to inform the Sixth Form office if I withdraw from my course. In this case, I understand that I may be required to repay some or all of any award made
- I understand if my attendance or behaviour is below a satisfactory standard, my award may be stopped
- I understand the information given on this form may be shared with other departments within the College
- I understand that if my application for financial assistance is unsuccessful, or successful in part, it remains my responsibility to pay all outstanding fees related to my study at College
- I will tell the Sixth Form office of any change to my address or contact details
- I understand that my application may take up to three weeks from the beginning of each term to process
- I understand there is no guarantee funds will be available when I apply and that if there is a high demand on funds, awards may be given at a reduced rate
- I have read and understood this declaration

Signature of applicant (student): ..... Date: .....

Signature of parent/guardian: ..... Date: .....

**Checklist**

- Have you completed all sections of this form in full? .
- Have you signed the declaration? .
- If you are in care, or have been in care, have you attached your letter from the LA or your support worker? .
- Have you enclosed photocopied evidence of your household income or income-related benefit? .

***The College takes fraud seriously and will take action if it is found that a claim for assistance has been made fraudulently.***