**16-19 College Bursary Fund 2023/24**

**Policy and Procedure**

**Guidance to Students and Parents/Carers**

**Introduction**

The 16-19 Bursary Fund is money provided by the government for schools/colleges to support students to overcome financial barriers to participation in education.

A bursary is money that you, or your college, ‘Lighthouse on the Marsh’ (on your behalf), can pay for things like:

* Trips, books, and other equipment or specialist clothing (such as protective overalls, for example) to support you on your course.
* Transport and food on the days you attend
* Contributions towards educational visits and trips
* Contribution towards the cost of college open days or interviews.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Eligibility**

You must be aged 16 or over but under 19 on the 31st August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.

If you are aged 19 or over you are only eligible to receive a discretionary bursary if you are continuing at the College where you began aged 16-18 (‘19+continuers’) or have an Education, Health and Care Plan (EHCP)

If you are aged 19 or over you are not eligible for bursaries for vulnerable groups (see below).

To be eligible for the 16 -19 Bursary you must also follow our College expectations, which you will need to sign up to each new academic year.

The bursary fund is intended to help students with essential costs of participating at College. So, to help with the cost of essential books or equipment or with the cost of travelling to college, for example. The bursary fund may also be used to provide further help with childcare costs for those young parents in receipt of Care to Learn whose costs exceed the weekly maximum rates for that scheme.

The bursary fund is not intended to support costs not related to education or extra-curricular activities.

**Bursary Type**

There are two types of ‘Bursary’:

* Vulnerable Bursary
* Discretionary Bursary

You need to decide which one you might be able to apply for.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vulnerable Bursary**

To receive this bursary, one of the following must apply.

* You are in Care
* You are a Care Leaver
* You receive Income Support or Universal Credit because you are financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner
* You get Disability Living Allowance (DLA) or personal Independence (PIP) in your name as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in your name.

**Evidence: We must see evidence that you fit one of these categories before we are able to authorise a vulnerable bursary. This could be:**

* Confirmation of your ‘looked after/ in Care’ status from the Local Authority (KCC)
* A letter from the Department of Work and Pensions (DWP) stating you are entitled to and that you are able to participate in education or training

If this is you, please complete Student Form A

**Discretionary Bursary**

To receive this bursary you must live in what is called a ‘low-income’ household which means your parent(s) is in receipt of at least one of the following:

* Income Support or Universal Credit
* Working Tax Credit/Child Tax Credit
* Income based Employment and Support Allowance
* Other benefits or pensions

The household income may come from benefits and or earned income

**Note**

Students who live in a1.5 miles radius of college will **not** receive support with travel costs, as it is expected that they can walk or cycle to collage. Exceptional circumstances, such as disability, will be taken into account.

**Evidence: We must see evidence that you fit one of these categories before we are able to authorise a Discretionary bursary. This could be:**

* The 3 most recent monthly awards notice in full.
* Certified letter from DWP confirming the benefits and amount you receive
* 3 most recent wage slips
* Recent P60
* Self-Employed Income Evidence
* Other means tested certification (including Tax Credits)

If this is you, then please complete Student Form A **and** Discretionary Form B

**Free School Meals**

A student who received /was eligible for free school meals in school is likely to be eligible for free meals at College

Assistance towards the cost of meals will also be given if you qualify for a bursary. This will also include placements and trips.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application**

All students must complete a ‘Student Bursary Funding Form A’ and also complete ‘Form B’ if applying for the Discretionary Bursary.

 These forms are available on our website or from a member of the College team. These should be submitted in full by 30th September 2023. Applications after this date will be considered if sufficient funds are available.

If you need help to complete the paperwork, please ask and we will assist you.

Consideration will be given to any young person who wants to make an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/carer(s).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Process**

All applications for a Bursary will be assessed by a Bursary Application Panel, consisting of Lighthouse on the Marsh:

* Finance Manager
* Head of College
* Deputy Head of Colleges

The Panel will review the applications, supporting evidence and any other personal circumstantial evidence and students will be notified of the outcome.

**Appeals**

If any student or their parent/carer(s) are not satisfied with the outcome of their application, they should write to the CEO outlining their concerns why.

The CEO will convene a Bursary Appeals Panel, consisting of:

* CEO
* Deputy CEO

The Panel will consider and respond to appeals within ten working days of receipt. If the appeal is upheld or partly upheld, it will be referred back to the Bursary Application Panel with recommendations. If the appeal is not upheld the appealing party will be able to follow Lighthouse on the Marsh Complaints Procedure.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Conditions to receiving the bursary**

* It is expected that students in receipt of a college bursary, along with all other students, will adhere to the terms and conditions set out in the core expectations and student agreement, particularly in terms of attendance, commitment to study and behaviour. **Students who do not adhere to these terms and conditions may have all or part of their bursary allocation withdrawn.**
* Students and their parents/carers will be asked to declare that the evidence given in support of the application is correct and complete to their best of their knowledge and belief.
* By submitting an application, the student and their parent/carer are agreeing to all of the conditions and eligibility criteria. Giving false information which results in an overpayment will mean the future awards will be stopped and we may seek repayment of the value of any awards made so far.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Payments to eligible students**

Payments will be paid weekly by BACS transfer in the student’s own bank account. The bank account (which students can open at the age of 16) must allow BACS transfers and allow the student to withdraw money.

The bursary money will be awarded for a particular reason and must only be spent for that reason. Whether it is to pay for travel costs and /or a meal during the day, to buy equipment or any other support that has been agreed.

To confirm that the bursary funds are being used for the reasons they were awarded we ask you to supply us once a month with any receipts you have that show how the bursary has been spent. Please give these receipts to Tracy Paice in the Finance Office.

Consideration will be given to any student who has learning difficulties and my need support from their parent/carer(s).

If you need help setting up your bank account, please ask a member of the College team.

**Emergency Food**

In individual cases of severe hardship, we can use our bursary fund to provide **food** support whilst a student attends College *without* undertaking the checks on household income or gathering other evidence that would normally be required.

This arrangement will not be on an ongoing basis for any individual student – we will exercise discretion in each case and this flexibility relates to food support only.

**Supporting Placements**

In individual cases we will support students on work placements for a short period of time that may find themselves facing financial difficulties due to incurring extra participation costs, for example they need to pay for additional travel to their placements.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you think you may qualify for a Vulnerable Bursary or Discretionary Bursary or need Emergency Food, please email accounts@lighthouseonthemarsh.org or speak to Tracy Paice in the finance office or one of the College team.