

Student Financial Support Policy: The use of student bursary and discretionary support



1. Policy Statement

This policy sets out the criteria that the college will apply in order to administer and distribute the funds that are allocated to the college by the EFA and SFA to provide financial support for individual students. All funds will be allocated in line with EFA and SFA guidance with the aim of reducing or removing financial hardship that might otherwise cause students to drop out of learning.

2. Scope

This policy applies to financial support for all Coulston Sixth Form College students.

3. Definitions

n/a

4. Legislation

n/a

5. Policy Approval History

Impact reassessed February 2012
Revised and approved by SLT June 2014
Revised and approved by SLT July 2015
Revised and approved by SLT July 2016

6. Policy Content

6.1 Eligibility:16-19 Bursary fund

To be eligible to apply for a 16-19 bursary, students must:

- be aged under 19 on 31 August in the academic year in which they start their programme of study (young people who turn 19 can continue to receive funding until the end of the academic year in which they turn 19 or the end of their programme of study, whichever is sooner).
- Satisfy the residency criteria set out by the EFA
- be studying a programme of learning funded by the EFA

Bursaries cannot be paid to young people in prison or a young offender institution or who have been released on temporary license.

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16-19 Guaranteed bursaries

You could get up to £1,200 if at least one of the following applies:

- You're in or recently left local authority care
- You get Income Support (or Universal Credit in place of Income Support) in your name
- You're disabled and get both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name

You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks. You'll usually get less, or no bursary, if your course is shorter, you study part time or have few expenses.

You'll be told what evidence you need, eg benefit letters.

16-19 discretionary support

Young people not from the above groups who are facing financial hardship will be eligible for support, subject to availability of funds if they meet one of the following criteria

- They are the dependent of someone receiving a means tested state benefit as listed below:
 - Income Support (Universal Credit)
 - Income-based Jobseekers Allowance
 - Income-related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - the guaranteed element of State Pension Credit
 - Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
 - Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

Evidence of entitlement to benefits must be supplied with any application.

- They live in a household where the total income is below £22,000 per year. This must be supported by a P60 from 2015/16 or recent payslips.

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- Under exceptional circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the Colleges Student Services Office for more details.

6.2 Eligibility: 19+ hardship support

To be eligible to apply for 19+ hardship funds students must:

- meet the standard residency criteria as contained in the most recent notes - Learner Eligibility Guidance
- be studying a programme of learning funded by the EFA or SFA

Income criteria (students must satisfy one of these)

- They are receiving themselves, or are the dependent of someone receiving a means tested state benefit from the list in section 6.1.
- They live in a household where the total income is below £22,000 per year.
- They cannot prove entitlement under the above criteria but are nevertheless facing extreme hardship – for example because of a sudden change in circumstances.

6.3 Application process

Students should use the Coulsdon College Bursary Application Form to make an initial application. Applicants will need to include evidence of income and/or benefit entitlement. Where possible forms should be downloaded from the College Website, completed and handed in to Student Reception with supporting evidence. **Students must make a separate application each year.**

Students will be informed about this policy at enrolment and induction and will be encouraged to apply as early as possible.

All applications received by the last day before the October half term break will be backdated to the start of the academic year.

Students can submit an application for funding after the October half term break and if successful will receive funding for the remainder of the academic year.

Guaranteed bursary applications that are submitted after the October half term will be backdated to the start of the half term in which the application was received.

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Applications for discretionary funding received after the October half term will be considered subject to availability of funds.

6.4 Regular Payments

Bursary payments will be made directly to the student's bank account.

Students entitled to a Guaranteed Bursary will receive a weekly payment of £34.00. Payments will be made directly into the students bank account on a Monday based on the previous weeks attendance.

Students who make a successful application for discretionary funding will receive an initial payment of £50 during the first half term. Subsequent half termly £50 payments will be made subject to attendance and punctuality. (see 6.6)

Every student on the Discretionary and Guaranteed Bursary will be entitled to receive a daily meal allowance to be used in the on-site catering facilities.

6.5 Additional payments

Students who receive the guaranteed or discretionary bursary may apply for extra help to meet additional costs as set out in the table below, subject to availability of funds.

In exceptional circumstances the Deputy Principal has the discretion to authorise payments above this threshold in individual cases, subject to availability of funds.

All payment amounts for discretionary support and the associated income threshold are subject to review and may increase or decrease depending upon the level of funding the college receives and the number of eligible students who make an application in any given year.

Applications for extra funding should be made on the appropriate form, available from Student Reception.

Payment category	Comments	Method of payment to student	Guideline payment
Start of course costs	A voluntary contribution towards the college fund	Transfer to relevant college budget	£25 single payment

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Meals	From the college refectory. Where students are entitled to Free School Meals the allowance will be supplemented from the fund.	A daily allowance will be credited to the student's access card. Any unused funds will be cleared at the end of the day.	£3.50 per day
Educational visits and residential stays	Where these are a requirement for the course, up to 100% of the cost can be claimed. Where funds are available optional trips will also be funded up to 100%.	Transfer to relevant college budget	Generally £400 per year subject to funds
Travel costs for attendance at university interviews	Up to three per year. Students must travel by the cheapest viable route (e.g. coach rather than train where feasible).	Transfer to student's bank account, half termly, in arrears.	£100 per year
Work experience placements	Travel costs	Transfer to student's bank account, half termly, in arrears.	£30 per week
UCAS fee	Application fee	Transfer to student bank account.	UCAS charges applicable
Exam fees	Approved re-sits or re-marks only. For re-sits, students must be currently enrolled on the course.	Transfer to relevant college budget	4 resits per year
Travel to and from College	Students who are entitled to free bus travel whose quickest/simplest route (as shown on TfL Journey Planner or similar) entails 3 or more buses, or lasts 90 minutes or more, can claim for the cost of travel by train. Students are expected to travel by the cheapest viable route and to make use of any discount schemes available.	Transfer to student's bank account.	Maximum £25 per week

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Childcare	Students aged 20 or under at the start of their course should apply to the Care to Learn Scheme. https://www.gov.uk/care-to-learn/overview	Payment will be made directly to the childcare provider.	£175 per week if in London.
Emergency hardship allowance	One-off payment for exceptional hardship	Cash or bank account	Usually no more than £50 on any one occasion

Except for emergency hardship allowance, students will need to submit receipts with their application.

6.6 Attendance and Conduct

Guaranteed Bursary payments will not be made in respect of any week in which the student has attendance below 90% or punctuality below 95% unless the absence and/or lateness is authorised. Payments will not be made for any week in which the student does not attend college at all.

Discretionary or additional bursary payments will be withheld if the student's overall attendance is below 90% or their punctuality is below 95% for the relevant half term period, unless the absence/lateness has been authorised.

Students whose payments are to be withheld will be contacted by email to their student college email address before the payment date and given the reason their payment is stopped and information about how to appeal. (See Para 6.11)

Students and their parents are advised to refer to the college website for a written explanation of these conditions.

6.7 Processing applications

- Applications prior to the October 2016 half term break will be backdated to the start of the academic year for all allowances except a meal allowance which will become payable from the day the application is approved.
- Applicants will be notified by email to their college email account of the decision taken regarding their application.

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- Under normal circumstances, an initial application will be dealt with within 4 working weeks.
- Applications for additional payments made via the appropriate form will be dealt with within 5 working days.

6.8 Fraudulent claims

If the College has reason to suspect that a student or their parents have deliberately provided false information in order to fraudulently obtain money from the fund, we will seek recovery of any overpaid funds and will pass on full details to the funding body. The student may be subject to disciplinary action for Gross Misconduct for their part in the matter.

6.9 Contingency Fund

The College will allocate a contingency reserve of up to £1,000 from the General Reserve. The use of these additional funds will require authorisation from the Principal.

6.10 Administration

5% of the annual fund from the EFA and SFA will be used by the College for the administration of the fund.

6.11 Appeals

- Students have the right of appeal when an initial application is unsuccessful or when payments are suspended or withheld (as outlined in section 6.6).
- Appeals must be made in writing to the Deputy Principal within 5 working days, on the appeal form which will be attached to the notification email.

6.12 Alternative sources of support

- Students who do not meet the criteria for student financial support, or who need a level of support that exceeds the limits set within this policy will be referred to the College Counsellor and Welfare Officer who will discuss their circumstances in order to help them to identify alternative sources of support.
- Students who incur additional study expenses through due to a disability or additional learning needs will be referred to the College's Learning Support Manager.

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6.13 Equal Opportunities

- All applications will be considered according to the above criteria.
- The fund will be administered within the procedures and practice of the College's Equality and Diversity Policy.

6.14 Availability of funds

- With the exception of the Guaranteed Bursary and the FE Free Meals allowance all awards set out in this policy are subject to review dependent upon student numbers and the availability of funds.

EQUALITIES GRID

Were changes made to the Policy when reviewed? If YES complete the Partial Equality Analysis table.

Questions for all Policies	Enter Y / N
Is it likely that the Policy Revision could have a negative impact:-	
Due to ethnic group?	N
Due to gender?	N
Due to disability?	N
Due to sexual orientation?	N
Due to their religious beliefs (or none)?	N
Due to pregnancy	N
On people due to them being transgender or transsexual?	N
Additional questions for Policies relating to Staff	N/A
Is it likely that the Policy Revision could have a negative impact:-	
On people due to their age?	N
On people due to their marital or civil partnership status?	N
On people with dependants/caring responsibilities?	N

Date of Review	June 2016	Did you make changes?	N
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If YES please speak with the Assistant Principal as a full Equality Analysis may be required.

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