



Newbury College

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# FURTHER EDUCATION

## Bursary Funds

### Policy and Procedures

### 2017 – 2018

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This document can be made available in different formats,  
on request

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# 1 Purpose of the Bursary Fund

**The purpose of the Bursary Fund is to support and retain students and promote a positive attitude to learning in order that students may achieve their learning goals.**

Bursary Funds are awarded to institutions by the government's funding agency in order that learning providers can provide financial help to students whose access to, or completion of education might be inhibited by financial considerations.

The priority target group for discretionary funding are students who are economically or socially disadvantaged, who need support with transport, childcare or associated learning costs and are facing financial difficulty. Each application is treated on an individual basis.

Data concerning age, gender and disability is monitored and reported on a yearly basis to the Single Equality Duty Committee. The data of all those who are successful in gaining support from the Bursary will be analysed annually to ensure that there is equal and fair access to the Bursary.

Bursary Funds are made from separate allocations (determined by age) by the government funding agency to meet the general needs for students in the following categories:

**1 Newbury College-Bursary for FE Students (all ages)**

**2 Vulnerable Young Person's Guaranteed Bursary for FE Students**  
(16 – 18 years only)

**3 Childcare Funds for FE students – 20+ years only**  
*(Childcare support for students 16-19 years can apply through a separate scheme called Care to Learn)*

**4 Hardship Funds for FE Students (16+ years)**

**5 Free Meal**

A free meal up to the value of £2.41 per day during term time will be available for students who are in receipt of, or have 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 the 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
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

**6 Transport**

- The College provides a free bus service from Thatcham to Newbury College. There is also a free bus from Newbury Train Station to the College (see attached timetable).
- Further transport assistance may be given to students beyond this route. This will be a Connect Bus Pass or help with the cost of train travel as most appropriate for your circumstances.

Help can be provided for students who receive education or training funded by the Chief Executive Skills Funding Agency (19+) and Education Funding Agency (16-18).

## 2 Eligible Students

You are eligible to apply Bursary Funds if you are a 16+ enrolled student with Newbury College on 31 August 2017 on a government funded Further Education course

Enrolled students aged 14 and 15 years old are eligible to apply for the Free Meal and Transport.

### You must be:

A home student with settled status in the UK and have been wholly and ordinarily resident (for purposes other than only education) in the British Isles, Channel Islands, Isle of Man for three years before your course began. You must have indefinite right of residence and be subject to no restriction on the length of your stay. (A valid passport should be presented to this effect if requested).

Or

A national of any European Union (EU) country or the spouse, civil partner or child or grandchild or dependant parent or grandparent of an EU national, or of the EU national's spouse or civil partner, where the student has been ordinarily resident in the European Economic Area (EEA) for the three years preceding the 'relevant date'.

Or

An EEA migrant worker or the spouse, civil partner or child or dependant parent or grandparent of an EEA migrant worker, or of the EEA migrant worker's spouse or civil partner, where the student has been ordinarily resident in the EEA for the three years preceding the 'relevant date'.

Or

A refugee/direct family of a refugee (with papers proving your status)

Or

An Asylum Seeker under the age of 19

## 3 Table of funding – according to gross family income

The amount of financial assistance a student may be awarded is based on the information in the table below:

<b>Annual Gross Income</b>	Income less than £21,000  This includes all income from employment and all income from State Benefits, Tax Credits etc	Income £21,001 to £25,500	Income £25,501 to £30,000	Income over £30,000
<b>Bursary Awarded</b>	100%	75%	50%	Nil

## **4 Support Available: 16 – 18 Years**

Categories of support are broken down into different age brackets.

### **4.1 The Newbury College Bursary Fund**

Newbury College is committed to supporting and not disadvantaging students from households with an income below £21,000 gross. (This will include all income such as State Benefits, Tax Credits and income from employment). These students may apply for a bursary of up to £800 from the Bursary Fund.

Applications for this bursary will be assessed and evidence will be required to support the application.

Support is made in regular payments spread across the duration of the course. This will be subject to a monthly review by the Admissions Manager to check attendance. Attendance below 90% may result in non payment of the bursary, all absence must be reported to the Attendance Line for every day of absence unless agreement has been made with the Admissions Manager.

For courses lasting less than 30 weeks, the bursary will be pro-rata.

Payments will not be back-dated for more than 3 months.

### **Course Costs**

Materials essential for the course are provided by the College for 16 – 18 year olds and all fully funded students.

### **Free Meal**

A free meal up to the value of £2.41 per day when at College during term time will be available for all students who are in receipt of, or have 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 the 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
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

### **Transport costs.**

- The College provides a free bus service from Thatcham to Newbury College. There is also a free bus from Newbury Train Station to the College (see attached timetable).
- Further transport assistance is given to students beyond this route where they are eligible. This will be a Connect Bus Pass or help with the cost of train travel, as most appropriate for individual circumstances.
- Students may be required to provide proof of purchase of travel each month.
- If the student does not meet the attendance criteria of 90% assistance may be withdrawn.

### **4.2 Childcare for 16 – 19 year olds**

Students aged under 20 years at the start of their course may be supported by the Care to Learn Scheme. Application forms are available from the website:

[www.direct.gov.uk/caretolearn](http://www.direct.gov.uk/caretolearn)

They cannot be supported for childcare costs from the Bursary Funds.

### **4.3 Vulnerable Young Person's Guaranteed Bursary**

A bursary of £1,200 per academic year may be applied for by the following students aged 16 – 18 years (aged under 19 years on 31 Aug 2017):

- Students in care aged 16 – 17
- Students who are care leavers aged 16, 17 and 18
- Students aged 16, 17 and 18 in receipt of income support
- Students aged 16, 17 and 18 who are in receipt of both Disability Living Allowance and Employment Support Allowance or Personal Independence Payments.

For courses lasting less than 30 weeks, the bursary will be pro-rata.

All eligible students applying for this bursary will be assessed and evidence will be obtained to support the application.

Support is made in regular payments spread across the duration of the course.

For further information please see link below

<http://www.education.gov.uk/aboutdfe/executiveagencies/efa/studentsupport>

### **4.4 Hardship Funds**

Where a student suffers exceptional circumstances an application may be made for emergency support. Applications will be considered on a case by case basis. The student may be interviewed to ascertain the most appropriate support and will be expected, where appropriate, to engage with other relevant support agencies to determine a sustainable outcome and engagement with learning.

Applications for emergency hardship are not restricted to the beginning of the academic year but subject to availability.

## **5 Support Available: 14 – 15 Years**

### **5.1 Free Meal**

A free meal up to the value of £2.41 per day during term time and whilst at College will be available for all students who have parents/guardians 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 the 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
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

### **5.2 Transport costs.**

- The College provides a free bus service from Thatcham to Newbury College. There is also a free bus from Newbury Train Station to the College (see attached timetable).
- Further transport assistance is given to students beyond this route. This will be a Connect Bus Pass or help with the cost of train travel, as most appropriate for individual circumstances.
- Students may be required to provide proof of purchase of travel each month.

## **6 Support Available: 19+ years**

### **6.1 The Newbury College Bursary Fund**

#### **Transport**

19+ students may apply for grants to aid transport costs to and from their place of study. In the first instance this will be by bus or train via public transport routes although exceptionally a payment towards the cost of fuel may be paid where this aids a 19+'s route to education and can be deemed to remove a barrier to education.

Students may be required to provide proof of purchase of travel each month.

A student cannot be supported with travel costs if they are already receiving travel or expenses through another agency.

Transport routes may encompass childcare providers or schools where this is deemed practical and removes a barrier to participation.

### **6.2 Childcare for 20+ year olds**

The Bursary meets the separate needs of all students who are primary carers of a dependent child under 15 years (16 years for children with disabilities) and who satisfy general eligibility for Bursary funds. Priority is given to Lone Parents and their unwaged dependants.

Students over 19 may be supported by the Bursary for child care costs up to a maximum of £160 per week per child in line with Care to Learn. Any fees exceeding £160 per week for the academic year will need to be met by the student. The fees are for term time education and not through holidays. This support may be withdrawn if the student does not meet the attendance criteria of 90%. The maximum amount to be paid for childcare per student will be £6000 per annum.

The following must be followed by the student who is applying for support with childcare costs

1. They use an OFSTED registered provider. Informal childcare (eg, provided by a relative) cannot be included, even if charged for. If a family member is a registered child minder, then their fees can be paid
2. They apply and use all free childcare provision (Early Years Fund for 2 & 4 year olds and 2 year olds where applicable) to provide childcare for their timetabled course content in the first instance
3. They maximise the use of Working Tax Credit - Childcare element by the student or the other parent to fund additional hours over the free provision (see 2 above) before receiving the bursary childcare element
4. They do not have a partner, who is not seeking work, who is able to provide childcare

Evidence will be required of the above and of a student's status and income as an individual or joint where living with a spouse or partner to support an application for childcare support.

Childcare funding will only be provided to support a student's timetable whilst they are attending regularly. Any costs incurred beyond these hours will be the responsibility of the student.



If the student does not meet satisfactory levels of attendance then childcare payments may be withdrawn and be the responsibility of the student. The College will confirm details with the childcare provider and request a monthly invoice. The College will pay the childcare provider direct on a monthly basis – subject to attendance checks.

The College may support fees to hold a place over Christmas and Easter breaks and half-terms in order to facilitate continuity of education for both the student and child/ren.

Responsibility for a child's welfare and safety lies wholly with the student and not with Newbury College. Payments are made for childcare with a registered child minder or OFSTED registered after school club/nursery as arranged by the student to support their timetable.

### **6.3 Free Meal**

A free meal up to the value of £2.41 during term time will be available for students aged between 19 – 25 who are subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) and also meet the eligibility criteria as detailed on Page 5.

### **6.4 Fees & Exams**

For full fee remission details see - Newbury College Fee Guidance Notes

In exceptional circumstances and at the discretion of the College a student may fall outside of the regular fee remission categories for full funding. This may occur where the student:

- is unable to claim state benefits, JSA (WRAG) or ESA
- is over the free entitlement age thresholds
- has level 2 or 3 which is classified as 'full' yet unable to undertake the suitable progression route due to funding, awarding body or age changes, particularly as a route to Higher Education or employment
- was previously entitled to fee remission but their circumstances have changed and they wish to complete the natural next stage of that qualification at that level.

In these situations a student may apply for support with fees, exam costs and other accreditation costs linked to their course. Fee remission may be granted on a case by case basis.

The fee grant may cover all of the fees OR be used to cover the cost elements (eg, exams, registration fees or professional membership fees)

The student MUST demonstrate how the funding will benefit their ability to access education, remain engaged in the learning setting and achieve the desired outcome.

This fund is limited and priority will be given to previously enrolled students who would be disadvantaged by being unable to continue a programme of study.

Students are not able to claim for the cost of exam re-sits.

### **6.5 Course Costs**

Materials essential for the course are provided by the College for fully funded students, with the exception of educational visits and other enrichment activities.

## 6.6 Hardship Funds

Where a student suffers exceptional circumstances an application may be made for emergency support. Applications will be considered on a case by case basis. The student may be interviewed to ascertain the most appropriate support and will be expected, where appropriate, to engage with other relevant support agencies to determine a sustainable outcome and engagement with learning.

Applications for emergency hardship are not restricted to the beginning of the academic year.

## 7.0 Miscellaneous Applications - All Ages

Where a student feels they have a financial barrier to learning not outlined above they may make an application to the fund. Funds will only be granted *where there is a clear need and a barrier to learning is determined*. These will be dealt with on a case by case basis

In particular cases a student may have an interview with the Admissions Manager to draw up a payment plan based on the individual student's needs and circumstances.

All general grants are subject to eligibility criteria set out within government guidelines for Bursary.

Evidence will be required to support applications demonstrating that the student or student household is receiving benefits. Relevant supporting documentation required is detailed in the application form.

## 8.0 Disbursement of Funds

- a. Bursary Funds are intended to provide appropriate financial support for students in individual cases where need and hardship is established.
- b. The student must be an enrolled student at Newbury College.
- c. Support is provided by BACS transfer to the student. In the case of childcare it may be paid by BACS to the childcare provider directly. Cash payments may only be made to students under exceptional circumstances.
- d. The Fund will take into account the applicant's efforts to reduce expenditure by exploring other sources of support. For example:
  - Mandatory or discretionary awards
  - Social Security benefits
  - Payments through Career and Professional Development Loans and similar schemes

Applications may be submitted at any time during the year and acknowledgement of receipt will be made in writing within 14 working days. The application will be processed as quickly as possible but cannot be processed unless all supporting evidence is supplied.

## 9.0 Students on Benefits

Students supported by state income-related benefits (JSA, Universal Credit, Income Support, Housing Benefit etc) and who are applying for Bursary Funds must take responsibility for possible risks of benefit deductions with their award. Students may receive payment for the following, without deduction from their benefits:

- Exam fees
- Transport
- Books and equipment

Payment for registration fees, fees for membership of professional bodies, childcare, field trips may be deducted from benefits and should therefore be paid to a third party, not the student.

A student may need to declare grants made from this fund to the relevant government body.

## 10 Application Process

- Application forms for all categories and guidelines are available from Information Services. The College offers help and advice concerning the application process and form filling via Information Services. If you would like any of the documents in an alternative format, please contact Information Services.
- All the sections of the form must be completed, all documentary evidence (photocopies) must be attached as requested and the form sent to the Admissions Manager. Do not send original documentation as the College cannot accept responsibility for them and are unable to return by recorded delivery.
- Applications are dealt with on a first come first served basis and will be processed as quickly as possible. The applicant will be informed in writing of the decision.
- Failure to provide all the required evidence will result in an application being delayed and may result in an award not being made.

## 11 Assessment

Assessment will be made using the evidence supplied by the student and supported by relevant documentation. Any changes to a student's circumstances **MUST** be declared to the College and a re-assessment may be carried out. (See Section 15 Changes in Circumstances)

Whilst students may fulfil the eligibility conditions to apply for Bursary Funds, decisions (positive or otherwise) are made according to individual need. Payments are made subject to minimum 90% attendance (or authorised absence), good behaviour and commitment to the course. Poor attendance and behaviour will result in payments being stopped.

Students being supported for childcare will need to ensure a 90% attendance across all elements of their course. Low attendance will result in the student being at risk of losing childcare provision and being liable for the full costs.

Monthly checks will be made on attendance before payments to providers are authorised. All absence must be reported to the attendance line.

## 12 Appeals and Complaints

There is a formal appeals procedure for unsuccessful applicants. Please see Appeals Procedure and Complaints Policy for details.

Any complaints or queries relating to a bursary application must be submitted in writing before the end of the current academic year in which the application has been made. Complaints or queries relating to applications from previous years cannot be dealt with after this date.

## 13 Payments

- Awards may be calculated at a weekly or monthly rate
- Payments are made in monthly instalments – by BACS.
- Instalment payments are conditional upon satisfactory attendance (minimum 90% or authorised absence) and progress as set out in the Attendance and Punctuality Policy and Procedure. This minimises losses when students leave courses, enabling funds to be re-allocated.
- Payments will only be made to a third party, for example to a parent/guardian/carer, in exceptional circumstances.
- The Bursary Fund is limited and if it becomes exhausted and further students seek support, then a waiting list scheme will come into operation
- Bursary Funds are allocated on a 'first come, first served' basis.

## 14 Reduction or cancellation of payments

The level of support will require re-assessment on a termly basis and possible withdrawal of funds if:

- the student withdraws early from a course
- tutor references and attendance reports are unsatisfactory
- the student is suspended or excluded from College as a result of disciplinary action
- the student is absent from College for any reason for more than 3 weeks
- the student has been detained by a court order
- the student is found to have given incomplete/false information regarding personal circumstances

Any withdrawal of support will be notified in writing, giving guidance for appealing against the decision.

The College may require repayment of any amount overpaid for any reason.

## 15 Change in circumstances

Any student in receipt of financial support from the Bursary Funds must immediately inform the Admissions Manager of any:

- change in permanent address
- change in own or dependant's income during the course
- reduction or increase in parental income
- intention to change course or withdraw temporarily or permanently
- significant periods of illness or absence

### Please Note

**All awards are made at the discretion of the Information Services Team, subject to appeal above. They are based on our level of funding, individual circumstances and Government policies and advice. Government guidelines can change throughout the academic year. Any relevant college procedures will be altered accordingly and could affect your eligibility / award at a later date. A copy of the College policies will become available online.**

### Associated Policies

Attendance and Punctuality Policy and Procedure available from Information Services.

Correct at time of printing

Date: May 2009

Review dates: April 2010/June 2011/March 2012/ April 2012 (minor amendment)

August 2013, April 2014, July 2014, June 2015, April 2016, June 2016, April 17

Next review: April 2018

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