



FINANCIAL HELP FOR STUDENTS AGED 16-19 2023-2024

This guidance is for students who are under the age of 19 on 31st August 2023.

Students aged 19 or over are only eligible if they are continuing a study programme they began aged 16-18 (19+ continuers) or if they are aged 19-24 with an Education, Health and Care Plan (EHCP).

WHAT IS THE 16-19 DISCRETIONARY BURSARY FUND?

This is a government fund provided to help students overcome barriers which may prevent them accessing education or training.

The financial support you receive is linked to attendance and behaviour.

WHO CAN APPLY?

The gross earnings for your household need to be below £30,000. If you are experiencing significant financial hardship and your income is under £31,000 contact us to see if we can offer support.

WHEN CAN I APPLY?

Bursary applications can be made online. Please apply as soon as possible as the funds are limited. We will consider applications throughout the academic year if emergencies arise.

We process all payments as quickly as possible because we know that this money is very important to our students. Usually, the first payment will be made within the first 2 to 3 weeks from approval of your application. Students must be enrolled and have started a course before a bursary payment can be made.

HOW CAN I APPLY?

We have a simple online application on our website. If you need help applying, please contact us; details are at the end of this guidance. Paper application forms are available for those who cannot apply online.

Payments will be made into the student's bank account.

BURSARY TRANSITIONAL PROTECTION

If you were in receipt of 16-19 Bursary in 2022-23 and your financial circumstances have not changed, you will not need to provide new evidence of your household income. You will be asked to confirm that your financial circumstances have not changed on the application form.

WHAT CAN THE DISCRETIONARY BURSARY FUNDS HELP ME WITH?

We will cover the cost of transport if you live over 2 miles from college, based on the most cost-efficient method of getting to college. Depending on the bus provider you use we might be able to buy you a bus pass. If you would like us to do this, please indicate on the application form.

If you are 19-24 with an EHCP, you should be entitled to a free travel pass via your EHCP co-ordinator at the Council.

We will award £40 each half term towards your college costs, a total of £240.

We will contribute towards equipment costs for courses with exceptionally high costs and pay for your DBS fee if required.

We will help with the costs of attending your Industry Placement. This category has an increased qualifying threshold of £35,000 family gross income.

WHO IS THE VULNERABLE YOUNG PERSON BURSARY FOR?

If you are under 19 and in one of the following categories, and you have a financial need, you may be eligible for up to £1200. We will assess the student's financial need to enable them to participate in learning, e.g., travel costs, study trips, lunches, equipment costs etc. If these costs are met from other sources of support, then we may not be able to award any money.

- Disabled and receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right.
- A care leaver, which 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.
- In care which is defined as 'Children looked after by a local authority on a voluntary basis' (section 20 of the Children Act 1989) or under a care order

(section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child'.

- Receiving Income Support, or Universal Credit because you are financially supporting yourself, or yourself and someone who is dependent on you and living with you such as a child or partner.

HOW DO I QUALIFY FOR FREE COLLEGE MEALS?

You or your family need to be in receipt of one of the following benefits:

- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa
- 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 you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC)

FREE MEALS TRANSITIONAL PROTECTION ARRANGEMENTS

If you had Free Meals at School or College last academic year, then you can continue to receive these this year if you meet the age and course eligibility criteria.

HOW DO I GET MY FREE MEALS?

We put £5 on your student ID card each day, this can be spent on food and drinks at any of the catering outlets in the college via our contactless payment system.

If you attend lessons off site, or will be on a work experience placement, we can pay your free meals money into your bank. Your tutor will need to fill in a form to confirm this, so please contact us.

16-19 RESIDENTIAL BURSARY FUND (EASTON ONLY)

We can help Easton students on land-based courses and specialist provision with the cost of accommodation on the Easton campus when that provision is not available locally and/or requires the student to attend at unsociable hours on a regular basis and consequently the student needs to live away from home. We will cover 80% of the residential costs for students whose gross household income is below £27,000. In exceptional circumstances we may be able to offer some help to households whose earnings are below £35,000. The fund is limited and is allocated on a first served basis, so we advise you to apply as soon as possible.

16 -19 BURSARY FUND AND RECEIPT OF DWP BENEFITS

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Universal Credit, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

However, if a student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.

APPEALS PROCEDURE

If your application is declined, please contact us and we will be happy to explain to you why this has happened. It may be that we need you to provide us with more information in the first instance. If this does not resolve the matter and you would like us to look again at your application, then please write to the Assistant Principal of Student Services for consideration by the Appeals Committee.

FRAUD

Any application which is found to be fraudulent through false representation of household income or of other eligibility rules may be cancelled. The money will be recovered, the student will be subject to the College's disciplinary procedure and the matter will be referred to the Police.

City College Norwich	Paston	Easton
Financialadvice@ccn.ac.uk	Tina.Swann@ccn.ac.uk	Financialadvice@ccn.ac.uk
Bursaryadmin@ccn.ac.uk		Bursaryadmin@ccn.ac.uk
01603 773322 01603 773063	01692 668113	01603 773797
The Advice Shop City College Norwich Ipswich Road Norwich NR2 2LJ	The Advice Shop Paston College Grammar School Road North Walsham NR28 9JL	The Student Centre Easton College Bawburgh Road Easton NR9 5DX

Apply online on our website: see the Student Finance page under Support and Advice.