

16-19 Bursary Fund Guidance 2019-2020

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation, so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- **Discretionary bursaries** which institutions award to meet individual needs, for example, help with the cost of transport, books, DBS checks, study trips and equipment.
- **Vulnerable bursaries** for defined vulnerable groups of up to £1,200 a year

Eligibility – general requirements

Age: You must be 16 or over but under 19 on 31 August 2019. Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or are 19-24 and have an Education, Health and Care Plan (EHCP)

Residency: You must be classed as a 'home' student, which means that you do not have to pay for your course. This includes Refugees, those with Indefinite Leave to Remain and Asylum Seekers aged under 19. If you are unsure whether you qualify as a "home" student, please contact the International Student Adviser in the Advice Shop

Receive a means-tested benefit or are on a low income: Your parents (if you are living in the family home), or you and your partner must be in receipt of means-tested benefits or have gross earnings of **less than £24,000**.

Study: You must be studying a course which is funded directly by ESFA or by ESFA via a local authority; funded or co-financed by the European Social Fund; otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or is pursuant to Section 96 of the Learning and Skills Act 2000 or on a 16 to 19 traineeship programme. You will not be eligible to apply if you are undertaking a 'commercial' course or are a waged apprentice.

Application Procedure

You can apply for the bursary online: <https://www.ccn.ac.uk/bursaries-and-free-meals> where you can upload or scan your evidence. Paper forms should only be completed by students unable to access the online application. Completed forms with evidence should be posted to the address at end of this form or handed in at the Advice Shop Reception.

The 16-19 discretionary bursary is a limited fund, applications closing date is 30 September 2019, so please apply as early as possible. Applications for the Vulnerable Young Person Bursary are open all year and there is no closing date. If your course lasts more than one year, and you require continued support, you will need to re-apply each academic year.

16-19 Discretionary Bursary

You will be eligible to apply for financial assistance towards your course costs if you, or your family, are in receipt of means-tested benefits, or have gross earnings of £24,000 or less per year.

The 16-19 Discretionary Bursary is cash limited so we cannot cover your full costs. When assessing you for a contribution we will take into consideration your travel costs to and from college, your equipment/uniform costs and other costs such as DBS checks or university interview travel costs. We also take the award of free meals into account. We will try and help as many students facing financial hardship as possible; however, we cannot guarantee to provide assistance to everyone who applies. Students on Level 3 vocational courses who need financial support to undertake their industry placements being delivered through the capacity and delivery fund, will be able to apply for help with transport and equipment at any point throughout the year, and this will not be means tested.

Means-tested benefits

You will be eligible to apply for the bursary if you or your parents receive a means-tested benefit such as: Income Support, Job Seeker's Allowance (Income-Based), Housing Benefit, Council Tax Benefit, Child/Working Tax Credit with gross earnings of £24,000 or less, Income Related Employment and Support Allowance (ESA), or Universal Credit.

Low Income

You will be eligible to apply for the bursary if your gross household earnings are £24,000 or less per annum: You/your partner, or your parents, will need to provide full documentary proof (photocopies of documents are acceptable) of benefit, pay slips etc. If you/your partner, or your parents, are self-employed you will need to provide end of year accounts.

Vulnerable Young Person Bursary up to £1200

You may be eligible for a Bursary of up to £1200 (spread throughout the year) if you are in one of the following categories **and you have a financial need**. Students may be refused the bursary if their financial needs are already met and/or because they have no relevant costs. We will assess your financial need, and if relevant we will work with your social worker to support your needs.

- **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.** A 'care leaver' 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 financially supporting yourself and someone who is dependent on you and living with you such as a child or partner.

Young Carers

A Young Carer is somebody aged between 16 and 24 years old who cares for, or is affected by, a family member who has any of the following: physical disability, long-term physical illness, mental health problem, learning difficulty or drug or alcohol misuse problem. Caring can mean giving someone practical help, like helping a parent to get dressed, but it can also be in the form of emotional support, for example caring for someone with mental health problems. If you are a Young Carer, we would like to offer you support; please tell us what would make a difference to you so that we can consider you extra help.

Payments

Awards are divided into 6 payments throughout the academic year, one each half term. The tables on the next page give examples of the award you may receive, depending on your personal circumstances and assuming you are a full-time student. Awards will normally be paid into your bank account by direct transfer (BACS). You will need to open a bank account if you do not have one. We cannot pay into a savings account such as a Nationwide Passbook Account. Please check the Money Advice Service website for advice about opening bank accounts.

- Awards will only be paid into another person's account in **exceptional circumstances**.
- We cannot pay cash to young accompanied Asylum Seekers, but can buy bus passes, pay for books or equipment etc.
- You will receive your first payment when your electronic register confirms that you have started attending.
- Subsequent bursary payments are dependent upon attendance: we expect you to attend 100% of your timetabled lessons. If you have good attendance payment will go into your bank account on the first Friday of each half term. If you have not met the required attendance, payment will go into your bank account on the first Friday after we receive confirmation from your programme manager that we are able to pay you.
- We also expect you to meet the standards of behaviour that we set out in the Student Charter. Your Programme Manager or Course Leader may take into account any mitigating circumstances that prevent you from meeting our attendance standards. Please inform us if you have any disability that could affect your attendance.

Other Conditions of Support

- By signing the 16-19 Bursary Fund application form you are agreeing that you understand that 16-19 Bursary payments are dependent on a satisfactory level of behaviour and an attendance rate of 100%. Bursary payments may be cancelled if your attendance falls below 100% or your behaviour in College is unacceptable.
- You agree to notify the college of any change in your/your family's financial circumstances.
- You agree to notify the bursary team if you change your course or withdraw from college.
- You may be required to pay back all, or some, of the award in the event of early withdrawal from the course, including the return of any equipment given/purchased.

A guide to financial help based on your household income

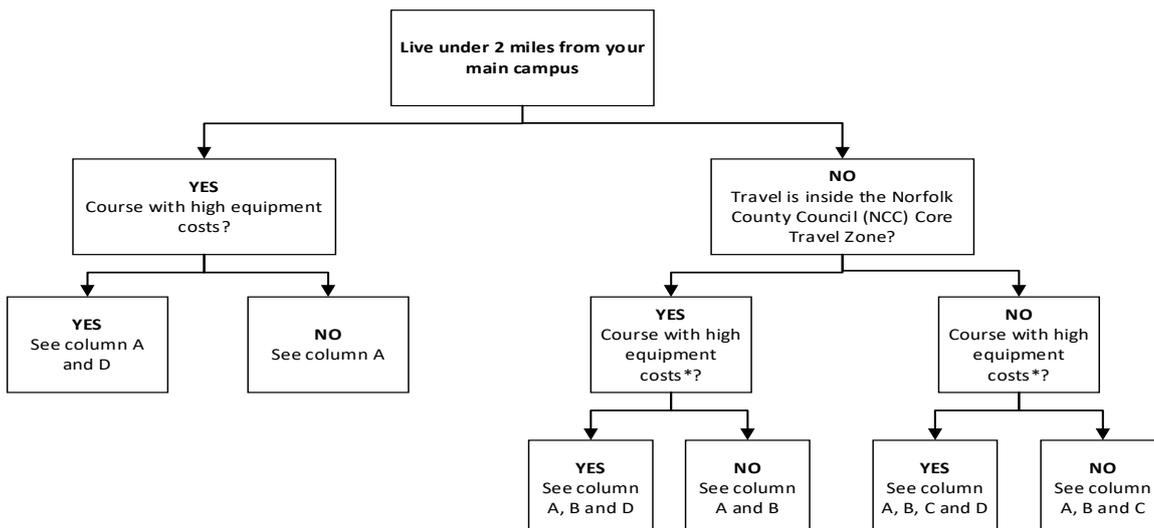
For students with a gross household earnings of less than £24,000 (before tax and NI is removed), or those who are receiving means tested benefits, please see the table and diagram below to find out what help you might receive.

Annual Household Income	Financial support including costs inside NCC core travel zone*		Travel costs outside NCC core travel zone*	High Equipment Costs: (e.g. Hair, Beauty, Catering, Sport, Travel & Tourism, Dance, Photography, Outdoor Adventure & Public Services)
	A	B	C	D
	Basic Award	Over 2 miles from college		Between £50 & £200 depending on costs
Between £20,001 and £24,000	£300	£90	£60	Between £50 & £200 depending on costs
Between £16,191 and £20,000	£360	£90	£60	Between £50 & £200 depending on costs
Less than £16,190 No free meals	£480	£90	£60	Between £50 & £200 depending on costs
In receipt of Free Meals	£360	£90	£60	Between £50 & £200 depending on costs

*To see if you are in the Norfolk County Council Core zone see their website at: <https://www.norfolk.gov.uk/education-and-learning/school-and-college-transport/travel-options-by-college-or-sixth-form/norwich-city-college-and-sixth-form>

For Paston: <https://www.norfolk.gov.uk/education-and-learning/school-and-college-transport/travel-options-by-college-or-sixth-form/north-walsham-paston-sixth-form-college>

Extra awards may be available if you travel from Thetford, Swaffham and some parts of Suffolk if at CCN campus.



Free College Meals

Applications to Free Meals are open all year and there is no closing date.

Students must be enrolled in further education provision funded via ESFA to be eligible for a free meal.

Age

To be eligible to receive a free meal a student must be aged under 19 on 31 August 2019.

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

Eligible benefits

Free meals are targeted at disadvantaged students which is defined as students being in receipt of, or having 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 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 (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Working Tax Credit is **not** a qualifying benefit for free meals.

Free Meals Transitional protection arrangements during the Roll out of Universal Credit

If you were in receipt of Free Meals at school or College last academic year, then the government have said you can continue to receive this while in further education until end of academic year you turn 19, or 25 if you have an EHCP. We will check records from the local authority & local schools for previous eligibility and will assume you wish this to continue unless you tell us you do not wish to receive free meals. If you are not receiving free meals and believe you are eligible, please bring in letter or proof that you received free meals at your previous school/college.

Payment

The government funded rate for Free College Meals is £2.41 per student, per day at college. We top this up so usually you can expect to receive £3.50. This can be spent on food and drinks at any of the catering outlets in the College.

Offsite/Work experience Provision

If you attend lessons off site or will be on a work experience placement you will be paid by BACS into your bank account for those days. You will need to let us know if this applies to you, and we will send you a form for your tutor to complete or you can collect one from the Advice Shop reception desk

Universal Credit

Any student who is in receipt of, or has parents who are in receipt of, Universal Credit must have a net earned annual income of no more than £7,400 to be eligible for free meals.

To verify the eligibility of students, or their parents, who are in receipt of Universal Credit, we will need a copy of your Universal Credit award notice which includes detail of your monthly earnings.

We will use this three-step process to assess eligibility:

- Step 1: We will look at the Universal Credit award statement from your most recent complete assessment period. If your earnings in that period do not exceed £616.67 (this is a twelfth of an equivalent annual income of £7,400) you will be eligible for free meals. If your earnings do exceed £616.67, the check will move on to the next step.
- Step 2: We will look at the Universal Credit award statements from your 2 most recent complete assessment periods. If your earnings in that period do not exceed £1233.34 (this is a sixth of an equivalent annual income of £7,400) you will be eligible for free meals. If your earnings do exceed £1233.34, the check will move on to the next step.
- Step 3: We will look at the Universal Credit award statements from your three most recent complete assessment periods. If your earnings in that period do not exceed £1850.00 (this is a quarter of an equivalent annual income of £7,400) you will be eligible for free meals. If your earnings do exceed £1850.00, you will not be eligible for free meals.

Appeals Procedure

In the event of your application being refused by the college, you will have the right of appeal. In the first instance, contact the Finance Advice Team with more information. If this does not resolve the matter a further appeal can be made in writing and addressed to the Director of Student Services for consideration by the Appeals Committee. You will be sent a response within 10 working days. You should bear in mind that the 16-19 Bursary Fund Committee's original decision will normally be upheld if no new evidence of your financial hardship is forthcoming. However, you may choose to make an official complaint to the college. A complaints form is available from the Advice Shop reception desk.

Childcare

If you require help with childcare costs you should apply to the 'Care to Learn' scheme. Apply online <https://www.gov.uk/care-to-learn> email c2l@studentbursarysupport.co.uk or contact helpline: 0800 121 89 89.

16 to 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.

Fraud

Any application which is found to be fraudulent i.e. through false representation of household income or of other eligibility rules may be cancelled and the student may be subject to disciplinary measures by the college.

Contact Details

The Advice Shop
City College Norwich
Ipswich Road
Norwich
NR2 2LJ

Jane Simpson and Rachel McGrath - Financial Advice: (01603) 773322 or financialadvice@ccn.ac.uk
Bursary Admin: (01603) 773063 or bursaryadmin@ccn.ac.uk

Paston College
Grammar School Road
North Walsham
NR28 9JL
01692 402334

Tina Swann at Paston on (01692) 668113 or Tina.Swann@ccn.ac.uk

**CLOSING DATE FOR DISCRETIONARY 16-19 BURSARY APPLICATIONS
30 SEPTEMBER 2019**

