



## FINANCIAL HELP FOR 16-19 YEAR OLD STUDENTS 2020-2021

This guidance is for students who are under the age of 19 on 31st August 2020.

Students aged 19 or over are only eligible if they are continuing on 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 £24,000.

#### WHEN CAN I APPLY?

Bursary applications can be made online from July 2020. Applications should be received no later than the closing date of 30th September 2020.

We will consider applications throughout the academic year if emergencies arise. Applications for Industry Placement costs, travel for Mint, and for courses that start late in the academic year, will remain open.

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

## WHAT CAN THE DISCRETIONARY BURSARY FUNDS HELP ME WITH?

- We will award £25 each half term towards your college costs, a total of £150.
- 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. (If you are 19-24 with an EHCP please apply to the council for your free pass instead.)
- We will contribute towards equipment costs for courses with exceptionally high costs.
- We will help with the costs of attending your Industry Placement.

## 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. There is no closing date for this bursary.

- 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?

Applications to Free Meals are open all year and there is no closing date. To qualify, you or your family need to be 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 you 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))
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

## FREE MEALS TRANSITIONAL PROTECTION ARRANGEMENTS

If you had Free Meals at school or College last academic year, then you can continue to receive these, although you may need to provide us with evidence.

### HOW DO I GET MY FREE MEALS?

We put £3.50 on your student card and 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 SUPPORT SCHEME

This scheme can provide payments to landlords for rent.

To be eligible, a student must not be able to access the same or similar substantial Level 2 or Level 3 qualification within reasonable daily travelling distance of their home address. This is defined as a daily return journey that takes 2 hours or less on public transport; or a distance of under 15 miles from the student's home or term-time lodgings to the institution.

The student must be studying their first Level 2 or 3 qualification.

Household income	Up to £21,000	£21,000 - £25,704	£25,705 - £30,993	£30,994 and over
Maximum award	£3,458	£2,305	£1,152	nil

Please contact us for an application form.

## 16-19 RESIDENTIAL BURSARY FUND (EASTON ONLY)

We can help Easton students on land based courses 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 100% of the residential costs for students whose gross household income is below £24,000, and 75% of the cost for incomes below £35,000.

## 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.

## 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.

## CONTACT US

<b>City College Norwich</b>	<b>Paston</b>	<b>Easton</b>
Jane Simpson or Rachel McGrath	Tina Swann	Brian Whiffin
Financialadvice@ccn.ac.uk Bursaryadmin@ccn.ac.uk	Tina.Swann@ccn.ac.uk	Brian.Whiffin@ccn.ac.uk
01603 773322	01692 668113	01603 732389

<p>01603 773062</p> <p>The Advice Shop City College Norwich Ipswich Road Norwich NR2 2LJ</p> <p>Apply online: <a href="https://www.ccn.ac.uk/support-and-advice/student-finance-at-city-college-norwich-2/student-bursary-and-free-college-meals-application-2/">https://www.ccn.ac.uk/support-and-advice/student-finance-at-city-college-norwich-2/student-bursary-and-free-college-meals-application-2/</a></p>	<p>Paston College Grammar School Road North Walsham NR28 9JL</p> <p>Apply online: <a href="https://www.paston.ac.uk/support-and-advice/finance-2/">https://www.paston.ac.uk/support-and-advice/finance-2/</a></p>	<p>The Student Centre Easton College Bawburgh Road Easton NR9 5DX</p> <p>Apply online: <a href="https://www.easton.ac.uk/support-and-advice/student-finance-2/student-bursary-and-free-college-meals-application/">https://www.easton.ac.uk/support-and-advice/student-finance-2/student-bursary-and-free-college-meals-application/</a></p>
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