

## 16-19 Bursary Fund Guidance 2018-2019

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, study trips and equipment.
- 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 2018. 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 £25,000**.

#### Study:

- You must be studying a course which is funded\*
- You will not be eligible to apply if you are undertaking a 'commercial' course or are a waged Apprentice.

\* 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.

### Application Procedure

Please complete the online application form, uploading evidence as required. If you are unable to provide evidence online, you can scan and email it to us at [BURSARYADMIN@ccn.ac.uk](mailto:BURSARYADMIN@ccn.ac.uk). Alternatively, you could bring to the Advice Shop Reception and ask them to copy it for you. Paper forms will be available for students unable to access online application and completed forms should be posted to the address at the end of the form or handed in at the Advice Shop Reception. **The 16-19 discretionary bursary is a limited fund so please apply as early as possible.** Applications for the Vulnerable Young Person Bursary are open all year and there is no closing date.

### 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 £25,000 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 will try and help as many students facing financial hardship as possible; however, we cannot guarantee to provide assistance to everyone who applies. Students who are selected for industry placement in year we will have further conversations about funding travel through the Capacity and Delivery Fund.

#### 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 £25,000 or less, Income Related Employment & Support Allowance (ESA), or Universal Credit.

#### Low Income

You will be eligible to apply for the bursary if your gross household earnings are £25,000 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 authorised evidence of income.

## 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
- 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 extra support; please tell us the types of things that would make a difference to you so that we can give you extra help.

## 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:

- **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

## 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:

- **Payments will normally be paid into your bank account by direct transfer (BACS). Payments will normally be paid into your bank account by direct transfer (BACS).** Your first bursary payment will be released once we can confirm you are attending lessons via the electronic registers. We check this each Tuesday with the payment transferring into your account by the end of Friday that week.
- Awards will normally be paid into your bank account and will only be paid into another person's account in **exceptional circumstances.**
- Awards will normally be paid into your bank account. **If you do not have a bank account, you will need to open one.** See <https://www.moneyadvice.service.org.uk/en> for information on 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.
- **The first payment of your bursary will not be released until you have returned the proof of attendance form signed by your tutor.** Please allow at least two weeks for us to process this form.
- **Subsequent bursary payments are dependent upon attendance: we expect you to attend 100% of your timetabled lessons. 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 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.

## 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> 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, 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** – For further information please contact The Advice Shop, City College Norwich, Ipswich Road, Norwich NR2 2LJ. Telephone Jane or Rachel on 01603 773322. Or Tina at Paston College 01692 402334. Email [financialadvice@ccn.ac.uk](mailto:financialadvice@ccn.ac.uk)

## A guide to financial help based on your household income

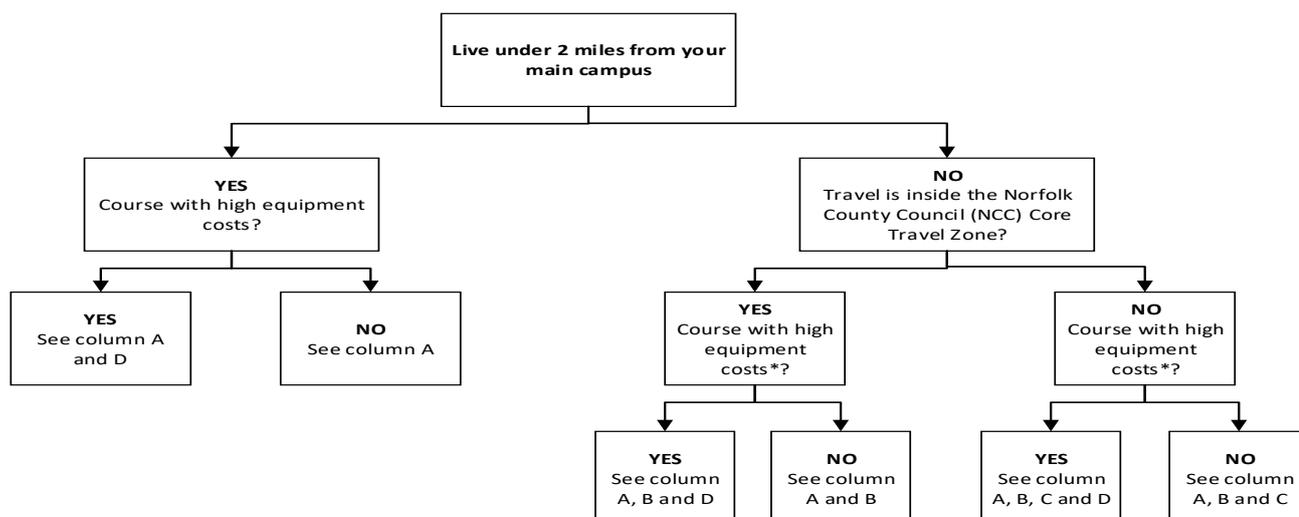
For students with a gross household earnings of less than £25,000 (before tax and NI is removed), or those who are receiving means tested benefits, please see the table and diagram below to find out what help you might receive.

Annual Household Income	Financial support including costs inside NCC core travel zone*		Travel costs outside NCC core travel zone*	High Equipment Costs: (Hair & Beauty, Catering, Sport, Travel & Tourism, Dance, Photography, Outdoor Adventure and Public Services)
	A	B	C	D
	Basic Award	Over 2 miles from college		
Between £21,001 and £25,000	£300	£120	£60	£60
Between £16,191 and £21,000	£360	£120	£60	£120
Less than £16,190	£480	£120	£60	£180

\*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.



### Travel Costs for 19-25 Year Olds with EHCP

The Norfolk County Council **Home to School and College Transport Policy 2017/2018** states that for students living more than 3 miles from school/college, no financial contribution towards transport will be required for students who have an Education, Health and Care Plan and who are in years 15 and above. Free transport will continue for these students up the end of the year in which they become 25 years old, as long as they continue to have an Education, Health and Care Plan. The rules about transport are complicated so please contact Norfolk County Council on 0344 800 8020, or look at their website [www.norfolk.gov.uk/post16transport](http://www.norfolk.gov.uk/post16transport) to see whether you are eligible for free transport to college.

The disabled travel pass that can only be used after 0930 hours is not the same as the Post 16 Travel Pass mentioned above.

