



HUDDERSFIELD NEW COLLEGE FURTHER EDUCATION CORPORATION

BURSARY FUND POLICY (for 16-19 year old Students) - 2016/17

The Bursary Fund is available to provide support to students aged 16-19, who are experiencing financial difficulty with meeting the costs associated with their learning. All applications are considered individually and funds will be granted where a genuine need for assistance has been proven.

Assistance will only be granted during term time and the college will take account of student attendance and satisfactory work on courses. Failure to meet the attendance and satisfactory work conditions may result in the support being withdrawn, unless there are exceptional circumstances.

A. WHAT THE FUND COVERS

The following assistance may be available if you fall within the priority groups:

- Travel
- Meals
- Examination Fees (First Re-sits)
- Trips and essential curriculum resources

B. ELIGIBLE STUDENTS & PRIORITISATION

The funding provided to the College is limited, which means that we have to prioritise the funds to students on very low household incomes. Subject to availability of funds, we will prioritise as follows:

Priority 1: Vulnerable Students, who are defined as:

- 16-19 year olds in care/care leavers
- 16-19 in receipt of Income Support or Universal Credit in their own name
- 16-19 disabled in receipt of Employment Support Allowance & in receipt of Disability Living Allowance or Personal Independence Payments in their own name.

Priority 2: students who received free school meals during their Y11 at school (year 11 leavers only) or whose total annual household **income** was below the free school meals threshold of £16,190

Priority 3: All students who are not already classified as Priority 1 or 2 who have an extreme financial problem and a short-term and specific educational or independent living cost, which they cannot meet.

C. HOW TO APPLY

Support is means tested and you will be required to provide evidence of income.

- Application forms are available online at HNC website or from the Guidance Centre.
- Completed forms should be returned in person by the student at enrolment or to the Finance window in the Multi Media Centre along with the required evidence of income - photocopies are acceptable. **Please do not post in your application.**
- Applicants will be advised in writing whether their application has been successful and whether there are any conditions attached to the financial assistance awarded.

D. INCOME ASSESSMENT & EVIDENCE

To qualify for support, you or your parents/guardians must provide the following evidence:

Priority 1: Vulnerable Student Support

Documentation to prove that you fall within one of the categories listed under Priority 1 of Section B above, that is

- Letter from the Local Authority (usually a social worker/transitional manager) to confirm your current or previous looked after status
- Recent Entitlement or Award letter showing you are in receipt of:
 - o Income Support/Universal Credit in your own name
 - o Disability Living Allowance and Employment Support Allowance or Personal Independence Payments in your own name

Priority 2: Students who received free school meals in Y11 or with gross household income below £16,190

Documentation, which clearly states that you were eligible for free school meals during your Y11/ GCSE year (year 11 leavers only) or that your household income is below £16,190.

Means Assessing There are four main types of income evidence for the **tax year 2015-16**. Please provide **2** of the below.

Tax Credit Award Notice (TCAN) – this is a document from the Inland Revenue detailing entitlement to Working Tax Credits or Child Tax Credits. The income figure required is shown as **Total Income for the year from 6 April 2015 to 4 April 2016**.

P60 – this is a statement of earnings from an employer. The income will be shown as either:

- Total Pay for year
- Total Income received
- Gross Income

Entitlement / Award letter showing evidence of benefits received

Self-assessment tax calculation form (SA302). This form is sent by the Inland Revenue to self-employed people and is the equivalent of the P60. The income will be shown under Total Income

Priority 3: Extreme financial problem

Appropriate evidence (see above) to show student has extreme financial problems.

E. FINANCIAL SUPPORT AVAILABLE

The following financial support may be available for each of the priority groups:

Priority 1: Vulnerable Student Support

A guaranteed bursary equivalent to £1,200 a year. Support will be given in two forms. Firstly “in kind” – supporting travel, food and curriculum resources. Any remainder may be paid monthly into the student’s bank account.

Priority 2: Students who received free school meals in Y11 (year 11 leavers only) or with gross household income below £16,190

Students may be entitled to support with educational costs including transport, meals, trips and curriculum resources. For Priority 2 students, catering cards are issued with a weekly top-up. A charge may be incurred for damaged or lost cards.

Priority 3: Extreme financial problem

Applications for support from students with extreme financial problems will be considered. The type of support available in this category could include:

- Travel, trips and curriculum resources.

F. APPEALS

Applicants refused support or whose support has been withdrawn, have the right of appeal. This appeal should be made to the Personal Assistant to the Principal within 10 days of the college’s decision. The reason for appeal must be given and any supporting documentation or information must be provided.

G. APPLICATION DEADLINES

The application deadlines are as follows:

Priority 1, 2 and 3 applications by Friday 16th September 2016

Prompt applications may allow catering cards to be issued earlier in September.