



## HEREFORD SIXTH FORM COLLEGE

### 16 – 19 BURSARY FUND GUIDANCE NOTES 2017-2018

#### Who is eligible?

The 16–19 Bursary Fund is a government-provided, means-tested fund available to support students who have difficulty in meeting costs relating to their studies.

To qualify, you must be under 19 years of age on 31<sup>st</sup> August in the academic year in which you start your programme of study, and you will be expected to provide evidence of personal and/or financial hardship. Each case will be assessed individually.

The current income limit is £20,817 per annum if the student is the sole child or young person in the household or £23,077 per annum if there are additional children or young people in the household.

#### What evidence will I need?

If you are 'looked after', a care leaver, personally in receipt of Income Support or a disabled person in receipt of both Employment Support Allowance and Disability Living Allowance you are eligible for the maximum bursary of £1,200 (pro-rata if part-time). You will need to provide written evidence from your Local Authority of your care status and/or evidence of the above benefits. This Bursary will be paid in kind with a cash adjustment if the allocation is not fully used.

For all other students, a financial assessment is necessary. You will need to complete the Initial Assessment form setting out the financial situation together with supporting documentation that provides recent evidence of total household income. For assessment purposes, this may include, for example:

- Payslips (the most recent 3 monthly or 4 weekly)
- Employment Support Allowance
- Tax Credit documentation (this is used as evidence only and does not form part of the assessed household income)
- Pension
- Other means-tested benefit
- Accounts if self employed

Receipt of Educational Maintenance Allowance will be taken into account in determining the level of assistance provided.

Awards will not be made unless required evidence is provided. A lack of adequate evidence will lead to delays in assessment. Tax credit award notices in isolation are not adequate for this purpose.

Household expenditure is not relevant to the assessment.

**INFORMATION PROVIDED WILL BE TREATED IN THE STRICTEST CONFIDENCE AND WILL ONLY BE USED FOR ASSESSING THE GRANT.**

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A contribution could be made towards the following categories of expense:

- Books/materials/equipment
- Home to college transport
- Required trips visits and field courses
- Meals at College
- Emergency subsistence
- Other items relevant to an individual student

Students/parents will be expected to pay at least 50% or the first £10 towards any item, whichever is the greater. This is with the exception of the Herefordshire Council travel pass where the bursary will support the full cost.

#### **How do I apply?**

- (i) Complete the Initial Assessment Form and return it to the Student Finance Officer together with evidence in support of your application.
- (ii) The Student Finance Officer will consider your request. You can normally expect a response within one working week but a decision will be delayed if further evidence is required.
- (iii) Appeals against any decision should be made in writing to the Principal.

#### **Is there anything else I should know?**

- (i) If you are having financial problems you should feel free to discuss them in full confidence with the Student Finance Officer.
- (ii) You will need to claim for each item separately, but evidence of financial circumstances will be updated during the academic year, or if your circumstances change.
- (iii) An unsatisfactory record of attendance and progress could result in a requirement for improvement as a condition of receipt of support, or you may be required to pay back some or all of an award.
- (iv) ***You are required to inform the Student Finance Officer if your circumstances change***, for example a change in benefits or employment status. Failure to do this could result in a requirement to pay back some or all of an award.
- (v) The application is valid for one academic year only, you will need to submit a fresh application form and up to date evidence at the start of each academic year.