

<b>Policy Name</b>	<b>16-19 Bursary Policy</b>
<b>Department</b>	<b>Finance</b>
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<b>Pathway</b>	<b>Connect/Departments/Finance/Finance - Policies</b>
<b>E &amp; D Policy Disclaimer</b>	<p>This policy has been reviewed in line with the Equality Act 2010 which recognises the following categories as Protected Characteristics: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender) and Sexual orientation. We will continue to monitor this policy to ensure that it provides equal access and does not discriminate against anyone, especially any person/s listed under any protected characteristic.</p>

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## 1. Introduction

1.1. This policy sets out the financial support available in 2018/19; the eligibility criteria and the conditions for continuous receipt of support for 16-18 year old students attending any of the Bedford College campuses and the Bedford Sixth Form.

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

1.3. The College receives funding for 3 types of 16 to 19 bursaries:

- Discretionary bursaries which is awarded to meet individual need, for example, help with the cost of travel, course materials and study trips.
- Bursaries for defined vulnerable groups of up to £1,200 a year.
- Residential bursaries to help towards the costs of accommodation for students attending one of the designated institutions delivering specialist provision.

## 2. Eligibility

2.1. Students must provide evidence of how they meet the three strands of eligibility for financial support to include age, residency and household income, as well as be studying on a programme that is subject to inspection by a public body such as Ofsted and the course must be funded directly by the ESFA or by the European Social Fund (ESF).

2.2. Non-employed 16-19 students on The Prince's Trust Team Programme are eligible to receive the bursary in the same way as a student on a publicly funded course.

2.3. Eligibility for the **16-19 Discretionary Bursary Fund** requires that a student:

- be aged 16 or over but under 19 at 31 August 2019 or
- be aged 19 or over at 31 August 2019 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2019 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- meet the residency criteria of 3 years within the EEA before the start of the course
- meet the low household income threshold as set by the College

2.4. Eligibility for the **Vulnerable Learner Bursary**, students must provide proof of being in one of the following defined vulnerable groups:

- in care of a Local Authority Borough Council (not private fostering)
- care leavers from a Local Authority Borough Council
- in receipt of Income Support or Universal Credit in their own right because they are financially supporting themselves and/or someone who is living with them as a child or partner
- in receipt of Employment and Support Allowance or Universal Credit as well as Disability Living Allowance or Personal Independence Payments in their own right

2.5. Eligibility for the **16-19 Residential Bursary Fund** is the same as section 2.3 plus requires a student to:

- Attend a designated institutions delivering specialist provision. Specialist provision is one that 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.

2.6. The following categories are **not eligible** for the 16-19 Bursary:

- Students aged 19 or over at 31 August 2019 unless
  - they have an Education, Health and Care Plan (EHCP), or
  - are continuing on a study programme they began aged 16 to 18
- Students participating through partnership arrangements
- Students on apprenticeship programmes, or any waged training
- Students on higher education programmes
- Students who meet the criteria for the Academic Excellence Bursary (AEB) at the Bedford Sixth Form (Discretionary only)

2.7. Students may make more than one application to the fund in an academic year as a result of a change in their circumstances, or to request further support on a secondary course.

2.8. The Chair of the Bursary Panel has the right to vary the College's discretionary eligibility criteria in cases of extreme hardship providing the ESFA requirements are met.

### **3. Discretionary Bursary Funds**

3.1. The Discretionary Hardship Bursary will be offered in the following strands:

- Travel
- Course Costs
- Meals
- Discretionary (Emergency) hardship

3.2. The total amount awarded to a learner in these categories is limited to a maximum of 80% of the income the college receives towards the learner's tuition.

#### **Travel Bursary**

3.3. Bursary funds for students aged 16-18 will be administered in conjunction with Local Authority Transport Scheme's and Policies. In most cases, Bursary funds will be used to provide additional financial support where transport costs are not met in full or present a barrier to learning.

3.4. Support through bursary funds with the cost of travel is available to students who travel more than three miles to their site of study or work placement. Distance will be calculated using the shortest safe walking distance. Exceptional circumstances and Special Educational Needs that do not meet the Local Authority Transport Policy will be considered during assessment and through the appeals procedure where necessary.

- 3.5. The amount and form of travel support provided to an eligible learner varies depends upon their primary study location. Full details of the support available by primary study location can be found in Annex B.
- 3.6. The college may exercise discretion where a different form of support than shown in Annex B is deemed more suitable or cost effective.
- 3.7. The college will support transport costs during term time only.
- 3.8. Students attending extended work placements as part of a T Level programme can apply for a travel bursary if not already covered by their travel bursary or bus pass.

### **Course Costs**

- 3.9. Assessment of the level of support needed for each programme of study will be carried out in conjunction with information supplied by direct delivery teams regarding course related costs.
- 3.10. The 16 — 19 Bursary Fund may be able to assist with costs where equipment is required to enhance a student's access to learning or to increase levels of achievement.
- 3.11. The amount and form of support provided to an eligible learner varies full details of the support available can be found in **Annex B and C**.
- 3.12. All items purchased by the support funds remain the property of the College and must be returned if students do not complete their course.

### **Meals**

- 3.13. Students aged 16-18 at the beginning of the academic year who live in a household that is in receipt of one of the benefits below are entitled to free college meals on days they attend study or activity that is part of their course (i.e. work experience).
  - Income Support
  - Income based Jobseekers Allowance
  - Universal Credit with an income less than £7400 per annum
  - Income related Employment Support Allowance
  - Support under part IV of the immigration an Asylum Act 1999
  - The Guaranteed Element of 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.
  - Aged 19-24 with a valid EHCP
- 3.14. In most cases will be supplied through the College's catering outlets. Where this arrangement is not possible, alternative arrangements will be made. The amount of support that can be provided is shown in **Annex B**.

### **Discretionary (Emergency) Hardship**

- 3.15. The college acknowledges that students may face exceptional hardship during the course of the academic year due to a change in circumstances domestically or financially.
- 3.16. An Emergency hardship bursary is set aside for those in greatest financial hardship; to support them with the ongoing costs of being at College.
- 3.17. Discretionary hardship bursaries will be awarded from October onwards where a student demonstrates exceptional hardship is a barrier to learning and participation.
- 3.18. The amount of support that can be provided is shown in **Annex B**.

#### **4. Vulnerable Learner Bursary**

- 4.1. Students in the defined vulnerable groups (section 2.4) will be eligible for the vulnerable learner bursary of £1,200 per academic year.
- 4.2. These funds will pay for all essential course costs, any travel costs required and a healthy meal on each day of attendance. Any remaining balance once all other costs have been deducted will be paid to the student in instalments.
- 4.3. Vulnerable students who meet the criteria for the Academic Excellence Bursary (AEB) at the Bedford Sixth Form will firstly receive the £1,200 from their VLB and a top-up from the AEB.
- 4.4. The amount of deduction will vary per learner based upon their individual circumstances.
- 4.5. Where a student is enrolled on a course of less than 30 weeks, the vulnerable learner bursary will be adjusted to an appropriate pro-rata amount e.g. a 15 week course = £600.
- 4.6. Where the student's circumstances changes in-year and puts them in one of the defined vulnerable groups, they will receive a pro-rata amount of the vulnerable learner bursary, which will be from the date the student became eligible to the end of the academic year.
- 4.7. Funding for each vulnerable learner will be claimed for via the online SBSS portal. If the College accrues any unused vulnerable learner funds e.g. where a student leaves their course early, funding will be recycled for future vulnerable learners.
- 4.8. Learners in receipt of the vulnerable learner bursary may be awarded funds from the discretionary bursary fund in excess of the £1,200 where they are able to demonstrate a need for additional support – New.

#### **5. Residential**

- 5.1. Support towards the costs of accommodation at Shuttleworth College and the National College for Motorsport can be provided to eligible students.
- 5.2. Priority will then be given to students who live the furthest from the Shuttleworth and Motorsport campuses with poor or no transport links.

- 5.3. Students who qualify for the RBF may also receive a 16-18 Bursary (e.g. for essential course costs). Where a student is also eligible for both the vulnerable learner bursary and the residential bursary, the Panel will determine the level of need.
- 5.4. The amount of support that can be provided is shown in **Annex B**.

## 6. Payments

- 6.1. Awards are made on an agreed profile and each strand has its own profile. These are shown in **Annex B**.
- 6.2. Awards will be made either by BACS or Internal transfer as indicated on your award letter.
- 6.3. Awards made by via BACS will normally be paid into your bank account and will only be paid into another person's account in exceptional circumstances.
- 6.4. 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.moneyadviceservice.org.uk/en> for information on bank accounts.
- 6.5. Bursary payments are made dependent upon attendance; we expect you to attend 90% of your timetabled lessons. We also expect you to meet the standards of behaviour that we set out in the Student Charter.
- 6.6. Your Personal Tutor, Course Manager or a member of the Student Services Team may take into account any mitigating circumstances that prevent you from meeting our attendance standards.

## 7. Other sources of financial support

### Care to Learn

- 7.1. If you're a parent aged 16-19 the Government's Care to Learn scheme could pay up to £160 per child per week towards your childcare and travel costs whilst you study. If you require help with childcare costs you should apply online <https://www.gov.uk/care-to-learn> or contact the helpline **0800 121 8989**.

### Harpur Trust

- 7.2. The Harpur Trust provide further support to students on low household incomes living in the Bedford Borough. This fund is targeted at students in exceptional hardship studying on vocational courses or courses that teach trade skills; including commercial courses, or where the student does not qualify for other bursaries.

### Connolly Foundation

- 7.3. The Connolly Foundation provide non-means-tested bursaries to students living in the Bedford Borough for apprentices on specified apprenticeship programmes such as Electrical, Engineering, Construction and Plumbing.

### Bedford Training Group

- 7.4. Bedford Training Group provide bursaries to students living in the Bedford Borough studying on our Engineering programmes.

### **The Bedford College Academic Excellence Bursary**

- 7.5. A non means-tested bursary is available to all new students to the Sixth Form who meets the criteria, starting their course in September 2019.

Students must:

- have at least 8 GCSEs A\*-B including English Language and Mathematics, with at least 4 GCSEs at A\* or A, AND
- Study our full-time A-Level or equivalent Level 3 programme
- Students who are eligible for the AEB cannot receive DLS funds.
- Students who are also eligible for the VLB will only receive a top-up amount to bring them in line with the AEB award.

## **8. Administration & monitoring**

### **Administration**

- 8.1. Applications for vulnerable learning bursaries and emergency hardship bursaries will be processed by the Student Services Team regardless of a learner's location of study.
- 8.2. Applications for discretionary learning or residential support where the learners primary study location is either Bedford Sixth Form or Shuttleworth will normally be processed by the local Student Support Advisor.
- 8.3. All other applications to the fund will be processed by the Finance Team.
- 8.4. In case of extreme hardship where a student demonstrates exceptional hardship which is a barrier to learning and participation applications can be processed by an approved member of the Student Services Team.
- 8.5. Funds may not be transferred in or out of the residential bursary fund and any unspent funds are to be returned to the ESFA.
- 8.6. Discretionary or Vulnerable Learner bursary cannot be transferred into the residential bursary fund.
- 8.7. Unspent VLB funding claimed through the SBSS, can be added to the discretionary bursary allocation from May 2019 onwards.

### **Monitoring**

- 8.8. The Bursary Panel meets fortnightly during July, August and September, and once per half term thereafter as required, to discuss Bursary matters. The terms of reference of the panel can be found in **Annex D**.
- 8.9. Monitoring of the fund is the responsibility of the Director of Finance and the Financial Controller. The Finance Team record, track, and monitor all commitments made against funds available on a monthly basis to ensure the fund is not overspent.

- 8.10. The Finance Team will compile an annual return of funds used, for submission to Education Skills Funding Agency in February, with an end of year return due in October
- 8.11. Take-up of the fund is monitored annually in relation to retention and reported in the self-assessment report SAR.
- 8.12. Feedback from students on how the bursary has impacted their learning is collected annually by the Head of Student Services.

## 9. Appeals

- 9.1. If a student does not agree with any decision made in relation to judgements on the distribution of support funds then they can appeal in writing to [bursaries@bedford.ac.uk](mailto:bursaries@bedford.ac.uk)
- 9.2. All appeals should be made within 10 working days of the decision being notified and addressed to the Student Bursary Panel at Bedford College.
- 9.3. Appeals will be acknowledged within 3 working days by the Student Finance team and students will receive a response and a decision within 10 days of the appeal.
- 9.4. The outcome of appeals are to be decided by the Head of Student Services and the Financial Controller.
- 9.5. If a student does not agree with the appeal decision they must raise a complaint using the College's complaint procedure.

## 10. Data Privacy Policy

- 10.1. The privacy and security of our student's personal information is extremely important to us. Our **Student Privacy Notice** sets out what we do with the information we collect and what we do to keep it secure. It also explains where and how we collect this information, as well as the student's rights over their personal information.
- 10.2. A full copy of the **Data Privacy Policy** is available on the college website under Downloads: <https://www.bedford.ac.uk/downloads>; please refer to the policy for more information.
- 10.3. The policy applies to students at The Bedford College Group (registered Bedford College), which includes the brands Bedford College, National College for Motorsport, Shuttleworth College, The Bedford Sixth Form and Tresham College. It also includes any other brands we add to this group in the future.

## Annex A – ESFA funded bursaries terms and conditions

### General

1. Applications are usually available to all students until the specific fund closure dates or when funds are exhausted, whichever is sooner. The bursary panel reserves the right to extend the closing date subject to availability of funds.
2. The total amount awarded to a learner in these categories is limited to a maximum of 80% of the income the college receives towards the learner's tuition.

### Assessment

3. Financial support is assessed against household income.
  - Students under 19 and living at home and/or supported by parents/guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.
  - Students aged 19+ are normally assessed as independent students and household income is assessed on their own income, together with that of their spouse/partner if applicable. However, if a student has no income, household income will be based on the income of the person(s) on whom the student is dependent.
4. The College operates a household income banding system. Band 1 covers all household income less than £16,190 and band 2 covers all household income between £16,191 and £30,000.
5. Financial support is assessed against household income. Students under 19 and living at home and/or supported by parents/ guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.
6. Receipt of bursary funding does not affect receipt 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.
7. As well as the evidence of Income Support or Universal Credit, colleges are required to see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc. for students who live independently.

### Payments

8. Awards will be made either by BACS or Internal transfer as indicated on your award letter.
9. Awards made by via BACS will normally be paid into your bank account and will only be paid into another person's account in exceptional circumstances.
10. 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.moneyadviceservice.org.uk/en> for information on bank accounts. If you change your bank account you must change this on your online account

as soon as possible, we cannot take responsibility if a payment is made into the wrong account if you have not informed us.

11. Internal transfers will be processed to the relevant College department by the Student Finance Team on your behalf.
12. Awards of meals bursary will be loaded onto your Student ID Badge to use in the College refectory or coffee shop, for use on the days that you are timetabled to be in college. Funds can be accessed using your College ID badge and are only available for a 24 hour period. Any unused funds will be removed.
13. Bursary payments are made dependent upon attendance: we expect you to attend 90% of your timetabled lessons. We also expect you to meet the standards of behaviour that we set out in the Student Charter.
14. Your Personal Tutor, Course Manager or a member of the Student Services Team may take into account any mitigating circumstances that prevent you from meeting our attendance standards.
15. The College does not make bursary fund payments as regular payments for living costs. This is out of scope of the bursary fund and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.
16. If an asylum seeker is eligible for support in the form of course-related books, equipment or travel pass, these will be provided. We are not permitted to give these students cash payments.

### **Changes in Circumstances**

17. You must notify the College of any change in family circumstances which may impact upon your award. The College reserves the right to amend or withdraw awards if it is made aware of a change in circumstance that would result in you no longer being eligible for the award. It also reserves the right to recover all or part of any overpayment made resulting from a change in circumstance.
18. The College reserves the right to request repayment of all or part of any bursary payment a student has received; and/or return of equipment provided if a student withdraws from their course. Students may be asked to return books or equipment at the end of their course.

### **Childcare Awards (Advanced Learning Loans only)**

19. Government funded financial support for students aged 20 years and over on eligible funded courses. Students aged between 16 and 19 must apply to Care to Learn for childcare funding. [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)
20. We will only provide funding for childcare during timetabled lessons on a term-time only basis.
21. A direct payment will be made to the childcare provider in arrears in the first week of each month.
22. All 3 to 4-year-olds (and some 2-year-olds) in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours a week over 38 weeks of the year. Some children qualify for 30 hours a week. Students will be required to use this allocation towards their study time at the College; we will pay for any additional childcare

needed above the government funding. We cannot duplicate any government support available to the student.

23. The College will only pay for a maximum notice period of up to four weeks in the event that a student withdraws from the College without informing the childcare organisation. Childcare organisations are advised to inform the college of any child absence of one week or over where they are receiving childcare funding for that child.

24. The Childcare Bursary does not pay for deposits or retainers.

25. A copy of the student's award letter will be sent to the childcare provider. The award letter will show how much the student is getting, based on:

- the total number of days per week
- the number of weeks in the academic year
- the payment dates

## Annex B – Discretionary Learning Support by primary study location

### Table 1 – Bedford Borough campuses

Primary study location			Band 1	Band 2
Cauldwell Street Campus, Brooks Hair & Beauty, Bedford Sixth Form (a), Vehicle Technology Centre + Gas & Plumbing Centre			Less than £16,190	£16,190 - £30,000
Travel (termly)	A	Core Travel Zone	£120 per term	£120 per term
	B	Outside of Core Travel Zone (b)	£200 per term	£200 per term
Course costs (one-off)		Banded by course	See Annex C	See Annex C
Trip Costs (one-off)		Banded by course	See Annex C	See Annex C
Meal bursary (daily)			£3 per day	
Print Credits (one-off)			£20	£20

(a) Awards only available to learners who are not eligible for the Advanced Excellence Bursary see link for criteria <https://www.bedfordsixthform.ac.uk/student-support/financial-support-and-bursaries/academic-excellence-bursary>

(b) To see if you live in the Stagecoach megarider zone see their website <https://www.stagecoachbus.com/regionaltickets/east/bedfordshire/megarider>

### Table 2 – Central Bedfordshire campuses

Primary study location			Band 1	Band 2
Shuttleworth College			Less than £16,190	£16,190 - £30,000
Travel (termly)	A	College bus pass (a)	£200 per term	£200 per term
	B	Non-College bus pass	£200 per term	£200 per term
Course costs (one-off)		Banded by course	See Annex C	See Annex C
Trip Costs (one-off)		Banded by course	See Annex C	See Annex C
Meal bursary (daily)			£3 per day	
Print Credits (one-off)			£20	£20
Residential bursary (monthly)			£1,000 per term	£680 per term

(a) To see college bus routes and timetable please visit <https://www.shuttleworth.ac.uk/shuttleworth/travelling-to-shuttleworth/shuttleworth-bus-times>

**Table 3 – Northamptonshire County Council Campuses**

<b>Primary study location</b>			<b>Band 1</b>	<b>Band 2</b>
Kettering - Windmill Avenue Campus Corby - Oakley Road Wellingborough - Croyland Hall & Church Street Silverstone – National College for Motorsport			<b>Less than £16,190</b>	<b>£16,190 - £30,000</b>
<b>Travel (Termly)</b>	<b>A</b>	Core Travel Zone	Free (a)	£120 per term
	<b>B</b>	Outside of Core Travel Zone (b)	Free (a)	£200 per term
	<b>C</b>	Outside of Core Travel Zone Counties top-up (c)	Free (a)	£200 per term
<b>Course costs (one-off)</b>		Banded by course	See Annex C	See Annex C
<b>Trip Costs (one-off)</b>		Banded by course	See Annex C	See Annex C
<b>Meal bursary (daily)</b>			£3 per day	
<b>Print Credits (one-off)</b>			£20	£20
<b>Residential bursary (monthly)</b>			£1,000 per term	£680 per term

(a) To see if you are eligible for a bus pass funded by Northamptonshire County Council please see their website <https://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-transport/Pages/post-16-travel-assistance.aspx>

(b) To see if you live in the Stagecoach megarider travel see their website  
 Kettering - <https://www.stagecoachbus.com/regionaltickets/midlands/kettering/megarider>  
 Corby - <https://www.stagecoachbus.com/regionaltickets/midlands/corby/megarider>  
 Wellingborough - <https://www.stagecoachbus.com/regionaltickets/midlands/wellingborough/megarider>

(c) For students requiring a term rider plus counties stagecoach pass to which pass you require please see their website

Kettering - <https://www.stagecoachbus.com/regionaltickets/midlands/kettering/termrider>  
 Corby - <https://www.stagecoachbus.com/regionaltickets/midlands/corby/termrider>  
 Wellingborough - <https://www.stagecoachbus.com/regionaltickets/midlands/wellingborough/termrider>

## Annex C – Course costs and trip support

### Course costs

#### Level of support by band

	Band 1	Band 2
A	£0	£0
B	£15	£10
C	£25	£15
D	£45	£30
E	£70	£45
F	£100	£65
G	75% of fee	50% of fee

To find out the support available for your course please click [here](#).

If your course is not listed please contact [bursaries@bedford.ac.uk](mailto:bursaries@bedford.ac.uk) for advice on the level of support available.

### Trip costs

#### Level of support by band

	Band 1	Band 2
A	£0	£0
B	£15	£10
C	£25	£15
D	£45	£30
E	£70	£45
F	£100	£65
G	75% of fee	50% of fee

To find out the support available for your course please click [here](#).

If your course is not listed please contact [bursaries@bedford.ac.uk](mailto:bursaries@bedford.ac.uk) for advice on the level of support available.

## Annex D

### Student Bursary Panel Terms of Reference

#### **Responsibilities delegated to the Bursary Panel**

To ensure all College bursary awards are made in line with agreed policies and budgets.

#### **Reporting Arrangements**

The bursary panel shall report to the Director of Finance and the Director of Student Services on a quarterly basis and to the Executive team from time to time.

#### **Membership/Frequency**

The panel will meet fortnightly during July, August and September and at least once per half term thereafter to review progress and budgets.

The panel will consist of

- Financial Controller (Chair - designated by Finance Director)
- Head of Student Services
- Financial Operations Manager
- Student Wellbeing Manager
- Student Finance Manager

Other staff members may be invited to attend when the need arises.