Barton Peveril Sixth Form College

16-19 Student Bursary Fund (2011-12)

The **16-19 Student Bursary Fund** is a cash-limited fund to support learners who are economically or socially disadvantaged and face the greatest barriers to continue in education post-16. The bursary fund has 2 elements:

i. A new **Student Bursary** of £1200 is only available to young people (16 to 19) who are in care **or** care leavers **or** living independently and in receipt of income support **or** are themselves a young parent receiving income support.

ii. A **Student Support Fund** is available for eligible learners to help with travel to college, equipment, books, essential trips, or attending HE interviews. It applies to expenses during the current academic year. The Fund can also help with hardship needs arising from a sudden change in circumstances such as redundancy or a sudden drop in household income.

(Each application is judged on the basis of 'relative financial need', the amount of grant will be determined by that need and the funds available.)

Who can apply for the 16-19 Bursary?
Students can only apply for a Bursary if they are:

- Aged 16-18 at the start of the academic year and Studying a state funded course at Barton Peveril College
- In care **or** a care leaver **or** living independently and in receipt of income support **or** are themselves a young parent receiving income support.

Who can apply for the Student Support Fund?
Students may be assisted from the Student Support Fund if they are:

- Aged 16-18 at the start of the academic year and Studying a state funded course at Barton Peveril College (a separate 19+ fund is also available)
- Living in a household where the joint annual income is less than £21,000 (or living independently on an income below this level) **or** facing exceptional financial circumstances,* even with an annual income in of excess of £21,000

By 'income based benefit' we mean the following; Income Support or Working Tax Credit/ Child Tax Credit or Pension Credit (guaranteed element) or Job Seekers Allowance (income based)

(***Exceptional Circumstances:** If exceptional financial circumstances apply, for all cases**,** a covering letter should be included, outlining the circumstances and providing supporting evidence of income must also be supplied via pay slips, details of entitlement to other benefits (e.g. Widow's Pension, Disability Living Allowance), insolvency details etc. Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced.)

How do I apply?

If you wish to apply for financial support from either Fund you should:

- Check that you meet the financial eligibility criteria detailed above or contact the College for advice
- Complete the Student Support Fund application form (available from Student Services office or from the College website), answering all questions in full to avoid delay with processing your application
- Attach the required evidence as indicated on the form securely to your form and indicate if these are "originals" that you require returning to you

If I am successful, how will I receive the benefit?

Fully completed forms with all supporting evidence attached, will normally be processed within 28 days of receipt but in peak times (summer holidays) may take longer. You may be contacted to discuss your particular needs. Once your application has been assessed, you will receive an award notification letter or e mail which will indicate how your award will be credited to you. Wherever possible, awards will be made via internal transfers within the College to contribute towards the costs of the following:

- Transport to college
- Books, equipment and essential trips etc for the subjects studied
- Examination re-sit costs
- Food from the college canteen (Bursary students only)

If your application is not successful, you will be notified.

Can I appeal against the College's decision?

Yes you do have the right to appeal. If you wish to appeal against any decision made please contact , Head of Student Services in writing stating fully how you feel we have not followed our guidelines or made an error. Please note that additional evidence may be required to support your appeal. When preparing your appeal you can include letters of support from people who understand your situation. For example, a course tutor or tutor manager, a support worker, GP etc. Final decisions for appeals will be made by a panel consisting of the Assistant Principal (Students), Director of Finance and the Head of Student Services. Their decision will be final.

GUIDELINES FOR COMPLETING THE STUDENT SUPPORT FUND APPLICATION FORM

If you do not complete your application form or supply the relevant documentary evidence specified, we cannot carry out a full assessment of your needs.

Part 1/2 **Student/Parent or Guardian details** – this is about the student and their household. Please complete in full. We need to collect this information to enable us to monitor the effectiveness of the fund and to ensure we provide you the support you require to suit your needs.

Part 3 **Household details –** please specify who else lives at your home and their relationship to you so that we have a full picture of the complete household.

Part 4 **Funding Requirements** – please indicate what kind of financial assistance you think you will need during the college year based upon your travel and course costs.

Part 5 **Income details** – please indicate which income category applies to you and provide the evidence indicated in the box next to that category.

Part 6 **Declaration** – please read, sign and date and return in the pre-paid envelope.

Further information

If you need any information, help with completing this form or support, please contact:

Student Finance Adviser
Telephone: 02380 624286
Email: studentfinance@barton.ac.uk

The Student Support Fund is cash limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.