



Barton Peveril
Sixth Form College

16-18 Student Financial Support (2018-2019)

Introduction

The College is provided with 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 3 elements:

- A student bursary
- A discretionary student support fund
- Further Education Free Meals

A **16-19 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 universal credit **or** are themselves a young parent receiving income support or universal credit **or** are disabled and in receipt of both Employment and Support Allowance and Disability Living Allowance **or** are disabled and in receipt of both universal credit and personal independence payments..

A **Discretionary 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.

Further Education Free Meals Fund is available to ensure eligible students are able to obtain a meal whilst studying at College.

Eligibility

Students can only apply for a Bursary if they:

- Are aged at least 16 years old and under 19 years old at the start of the academic year and studying a state funded course at Barton Peveril Sixth Form College
- Are in care **or** a care leaver **or** living independently and in receipt of income support or universal credit **or** are themselves a young parent receiving income support or universal credit
- Meet the residency conditions specified below.

Students may be assisted from the Discretionary Student Support Fund if they:

- Are over 16 years of age and under 19 years of age at the start of the academic year and studying a state funded course at Barton Peveril Sixth Form College
- Are living in a household where the joint annual income is less than £23,500 (or living independently on an income below this level), annual income includes any assessed benefit such as:
 - Income Support
 - Universal Credit
 - Job Seekers Allowance
 - Working/Child Tax Credit
- Facing exceptional financial circumstances *
- Meet the residency conditions specified below.

(***Exceptional financial circumstances:** If this applies, a covering letter should be included outlining the circumstances. Supporting evidence of income must also be supplied. Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced.)

To be eligible for Further Education Free Meals - students must be aged between 16 and 18 on 31st August 2018 with an annual household income less than £16,190. Students who turn 19 during their study programme will remain eligible for a free meal until the end of the academic year in which they turn 19 or to the end of their study programme, whichever is the sooner.

Residency Conditions:

To qualify for the 16-19 Bursary or assistance from the Discretionary Student Support Fund you must meet the following residency conditions:

- Be settled* in the UK and have been ordinarily resident in the UK for at least three years prior to starting Barton Peveril Sixth Form College (**settled means having either indefinite leave to enter or remain (ILE/R), or having right of abode in the UK. British citizens and certain other people have the right of abode in the UK.*
- Be a national of any European Union (EU) country (including Gibraltar) or child of an EU national, and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to starting Barton Peveril College.
- Be the child of an EEA migrant worker who has ordinarily been resident in the UK when you start Barton Peveril College and have been ordinarily resident in the European Economic Area (EEA) or Switzerland throughout the three years prior to that.
- Be recognised as a refugee by the UK Government, or the child of a refugee, or have been granted Humanitarian Protection, or have EU Temporary Protection.

Application for Support

If you wish to apply for financial support from either Fund or free college meals you should:

- Check that you meet the eligibility criteria detailed above or contact the College for advice
- Complete the Student Support Fund application form (available from Student Services, the College website or the College Intranet), 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.
- Applications can be made after the 1st June and then at any time throughout the year to allow for changing circumstances

Please note: we will be unable to consider any applications without supporting financial documents.

How will my application be processed?

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 which will indicate how your award will be credited to you.

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

You do have the right to appeal. If you wish to appeal against any decision made please contact the Student Services Manager 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 a member of the College Senior Leadership Team, Finance Manager and the Student Services Manager. Their decision will be final.

Please note that Appeals cannot be considered where a refusal has been made due to the Fund being exhausted.

Attendance Policy

Student Support payments are intended to cover costs resulting from attendance at college.

Students will need to have 95% attendance to receive their payment. The onus is on the student to check their email and be proactive. If they feel a register mark is incorrect, they must please see their subject teacher in first instance.

By attending a lesson, a student undertakes to engage in that lesson and show appropriate behaviour that allows them and others, to learn. Failure to engage or behave appropriately will affect progress towards learning goals, and may also affect eligibility for payment.

Sickness is not a reason for absence that can be authorised automatically. Where a student is absent through sickness payment may not be made.

Payment Policy

Wherever possible, awards will be made via internal transfers within the College to contribute towards the costs of the following:

- Transport to college - the fund will pay 75% of the transport costs. The letter confirming your successful award will contain further information.
- Resources – successful applicants will receive an allocation via their student account.
- Free School Meals – successful applicants will receive a daily allocation on their student account. This allocation is to be used daily and is not carried forward to the next day.

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 **Student personal details** – this is about the student please complete in full.

Part 2 **Student payment details** – in some circumstances payments will be made into the student's bank account.

Part 3 **Priority Groups** - you may be eligible to receive the £1200 Bursary if you meet certain criteria

Part 4 **Household details** – please complete in full and indicate which income category applies to you and provide the evidence indicated in the box next to that category.

Part 5 **Financial assistance required** – please indicate what kind of financial assistance you think you will need during the college year based upon your travel and course costs.

Part 6 **Supporting Information** – please provide by supporting letter

Part 7 **Declaration** – please read, sign and date and return.

Further information

If you need further information or help please email studentfinance@barton.ac.uk