

## 1. Purpose

The purpose of this policy is to establish the principles by which financial support will be distributed for the following funds:

- 16-19 Bursary Fund (discretionary) inc. Free Meals
- 16-19 Bursary Fund (vulnerable)
- 19+ Learner Support Fund
- Adult Loans Bursary Fund

Financial support is designed to help students facing financial hardship overcome specific barriers to participation so they can remain in education. **These funds are allocated to the College on an annual basis.** Please see Appendix A for specific annual figures.

## 2. Policy

### **2.1 Eligibility:**

#### **16-19 Bursary Fund (discretionary) inc. Free Meals**

This fund is discretionary and therefore is allocated in accordance with funding guidance and criteria set by the College.

Students applying for this fund must meet the following criteria:

- Be aged 16 or over and under 19 on 31<sup>st</sup> August in the academic year in which they start their programme of study, or aged 19 or over if they are continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP)
- **Free Meals (known also as Lunch Entitlement)** are available to learners who are aged between 16 and 18 (or 19+ continuer or 19+ with an EHCP) and in receipt of, or whose parents are in receipt of various means-tested benefits (as set out in the 'Free Meals in Further Education' guidance).

#### **16-19 Bursary Fund (vulnerable)**

Students who meet one of the 4 criteria below (plus the above criteria for age and residency, this excludes anyone over the age of 19 on the 31st August in the academic year in which they start their programme) and who have a financial need, can apply for a bursary of to £1,200 per year (only if on a study programme that lasts for 30 weeks or more; a pro-rata amount is paid to students on study programmes of less than 30 weeks).

The defined vulnerable groups are students who are:

- In care (Looked After Young People)
- Care leavers (Previously Looked After Young People)
- Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them living with them such as a child or partner
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

### **19+ Learner Support Fund**

Students applying for this fund must meet the following criteria:

- 19 or over on 31<sup>st</sup> August in the academic year in which they start their programme of study
- Studying a course funded by the Adult Education Budget from the Education and Skills Funding Agency (ESFA).

### **Adult Loans Bursary Fund**

Students applying for this fund must meet the following criteria:

- Have received approval on their Advanced Learner Loan.

## **2.2 Evidence of Need:**

Truro and Penwith College will obtain proof in line with Government guidance, that a student meets the eligibility criteria and assess the student's need for financial support.

## **3. Implementation**

### **3.1 Administration of the Funds:**

All funds are allocated in accordance with the Education Skills and Funding Agency (ESFA) guidance and are subject to the College's governance and audit regimes.

In line with national guidance, the college may use up to 5% of the 16-19 Bursary fund allocation on administrative costs.

All students wishing to apply for financial support should complete the application form and provide relevant evidence and information.

Financial support applications are assessed individually using the eligibility criteria, government guidance and relevant evidence.

Financial support awards for the following awards are dependent on funding the College receives. Early application is advisable, as funds are limited and financial support may not be offered in all circumstances. The College has the right to close the application process due to insufficient funds.

- 16-19 Bursary Fund (discretionary) inc. Free Meals
- 19+ Learner Support Fund
- Adult Loans Bursary Fund

Receipt of financial support awards is conditional on student's adherence to the Students Learning Agreement and Student Code of Conduct. Failure to meet the conditions of attendance, behaviour and punctuality could result in the award being withdrawn. The College reserves the right to withdraw funding at any point.

### **3.2 Appeals and Complaints**

If a student wishes to appeal against any decision relating to financial support, then the appeals procedure below should be followed:

- Appeal in writing to the Team Leader for Student Services within 7 days of being notified of the award
- A response will be provided within 7 days.

If a student wishes to make a complaint relating to financial support, the College Complaints procedure should be followed.

#### **4. Associated Documentation**

Education Act 2011

Equality Act 2010

Educations Skills and Funding Agency Regulations

Education Reform Act 1988

16-19 Bursary Fund Guidance

Free Meals in Further Education Guidance

Advanced Learner Loans Guidance

Learner Support Fund Guidance

#### **5. Monitoring, Review and Evaluation**

This policy will be reviewed every year to comply with changes to the Government guidance.

## **APPENDIX A**

### **16-19 Bursary Fund (discretionary)**

#### **For Household Income under £21,000:**

- Pay £50 per year for bus pass
- If not receiving WTC, and earning are below £16,190pa then get FSM to the value of £3.50 per day.
- Receive FSM if on UC and earning less than £7,400pa
- Help with equipment (if goods over £300 – bursary of £150, if goods £200-£300 – bursary of £100, if goods under £200 – bursary of half the cost).
- If estranged from parents then discretionary weekly bursary of £30 per week (£1080 per year) dependent upon attendance.
- Assistance with Uni Visits, £50 towards travel & £25 towards accommodation – maximum of 3 visits.
- If doing art/photography - £80 shop voucher
- If doing Seaton/Valency based courses, receive overalls, goggles, gloves and £25 towards boots.

#### **For Household Income £22,001 - £31,000:**

Pay £100 per year for bus pass

#### **For Household Income £31,001 - £70,000**

Pay £250 per year for bus pass

### **16-19 Bursary Fund (vulnerable)**

#### **For In Care/Care Leaver/Independent on UC/Claiming ESA & PIP or DLA**

- Free bus pass
- FSM to the value of £3.50 per day
- Help with equipment (if goods over £300 – bursary of £150, if goods £200-£300 – bursary of £100, if goods under £200 – bursary of half the cost).
- Assistance with Uni Visits, £50 towards travel & £25 towards accommodation – maximum of 3 visits.
- If doing art/photography - £80 shop voucher
- If doing Seaton/Valency based courses, receive overalls, goggles, gloves and £25 towards boots.
- Weekly vulnerable bursary £33.33 per week (£1,200 per year) dependent upon attendance.

### **19+ Learner (Level 2)**

#### **For Household Income under £21,000**

- Pay £50 per year for bus pass
- If income under £16,190 and not receiving WTC then get FSM to the value of £3.50 per day.
- Receive FSM if on UC and earnings less than £7,400 per year.

#### **For Household Income £21,001 - £31,000:**

Pay £100 per year for bus pass

## **For Household Income £31,000-£70,000**

Pay £250 per year for bus pass

### **19+ Learner (Level 3/ Access)**

#### **For Household Income under £21,000 pa**

- Free bus pass or maximum of £17 per week for fuel (mileage based)
- FSM to the value of £3.50 per day
- Help with equipment (if goods over £300 – bursary of £150, if goods £200-£300 – bursary of £100, if goods under £200 – bursary of half the cost).
- Assistance with Uni Visits, £50 towards travel & £25 towards accommodation – maximum of 3 visits.
- If doing art/photography - £80 shop voucher
- Weekly Bursary of £30 per week £1080 per year or £900 per year for Access (shorter year)

### **19+ Adult Learner Loan (Access)**

#### **For Household Income under £21,000 pa**

- Free bus pass or maximum of £17 per week for fuel (mileage based)
- FSM to the value of £3.50 per day
- Help with equipment (if goods over £300 – bursary of £150, if goods £200-£300 – bursary of £100, if goods under £200 – bursary of half the cost).
- Assistance with Uni Visits, £50 towards travel & £25 towards accommodation – maximum of 3 visits.
- If doing art/photography - £80 shop voucher
- Weekly Bursary of £30 per £900 per year for Access