

Hope Valley College

Post 16 Bursary Procedure

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Author: Amanda Grego – Head of Post 16

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Target Audience: Students / Staff / Trainees / Parents / Governors / Trustees



**Hope Valley
College**

Chorus Education Trust

Contents

| | |
|--|---|
| 1. Purpose of the Bursary | 3 |
| 2. Eligibility Criteria | 3 |
| 3. Bursary Structure | 3 |
| 4. Use of Bursary Funds..... | 4 |
| 5. Application Process | 4 |
| 6. Data Storage & Disposal | 5 |
| 7. Contingency | 5 |
| 8. Appeals Process | 5 |
| 9. Appendix 1 - Post-16 Bursary Application Form 2022/2023 | 6 |

1. Purpose of the Bursary

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

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

2. Eligibility Criteria

To be eligible to receive a bursary in the 2022 to 2023 academic year a student must:

- be aged 16 but under 19 on 31 August 2022
- enrol in a full programme of study i.e. 360 guided learning hours over a 2-year course
- follow the Hope Valley Pathways Home and School Agreement

There is a limited amount of funding, which means that it may not be possible to support every application. Decisions will be made based upon individual circumstances and actual financial need.

3. Bursary Structure

Hope Valley Pathways, will seek to ensure that the funds available are:

- distributed fairly through a process which is transparent and easily understood
- assessed and allocated to each individual's need, taking into account the financial circumstances of the applicant and the intended use of the fund
- used to widen access to and participation in, post-16 education.

The 16-19 Bursary Fund has two elements:

3.1 Vulnerable Bursary

Students who meet one of the four criteria below plus the criteria for age and residency and who have a financial need can apply for a bursary of up to £1,200 per year if they are participating on a study programme that lasts 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:

- You are in or you recently left Local Authority care

- You get Income Support or Universal Credit in place of Income Support, in your own right
- You get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance or Universal Credit
- You get Personal Independence Payment (PIP) in your name and either Employment and Support Allowance or Universal Credit

The amount you may get depends on the costs you have and what you need for your course. This might include money for books, equipment or travel costs to school or college.

3.2 Discretionary Bursary

Hope Valley Pathways receives Discretionary Bursary funding each year from the Education and Skills Funding Agency. Distribution of this element of the funding is at the discretion of Hope Valley College's Leadership team and will be targeted towards young people facing the greatest financial barriers to participation.

4. Use of Bursary Funds

For eligible learners, a bursary can be used to help pay for the costs related to participation, and can be in-kind or monetary:

- Travel to and from school or placements.
- Meals – to the value of a free school meal unless already eligible for free school meals.
- Essential materials including stationery and educational resources.
- Textbooks – will be purchased by the school.
- Technological devices for learning – will be purchased directly by the school.
- Disclosure and Barring Service (DBS) checks, for young people as required.
- Travel and associated expenses for University open day visits – for students only.
- Course related activities and visits.
- Professional membership fees where these relate directly to the course.
- Sport Activities where these relate directly to the course.
- Specialist clothing, where this is a course requirement

5. Application Process

For all categories of Post-16 Bursary, completion of an application form is required. This should be submitted by the student and if you require any assistance with the application form please contact school. Appropriate evidence must be supplied, and the application form requires details of what the applicant needs financial assistance with. The application process for all discretionary elements will assess financial status initially. If the student meets the financial criteria, then their specific request for support will be considered.

6. Data Storage & Disposal

In accordance with the General Data Protection Regulation (2018), personal information collected through the bursary financial assessment and the bursary application forms will be used solely for the purpose of determining eligibility for the 16-19 Bursary Fund. This data will be maintained and removed in accordance with the Chorus Education Trust, Data Protection Policy and the Records Retention Schedule.

7. Contingency

A small amount of funding may be retained for use as a contingency fund to support eligible learners who may experience unexpected financial hardship in unforeseen circumstances during the academic year.

8. Appeals Process

Should learners disagree with the outcome of either their application for a bursary award or, where a payment has been withheld, they should follow the Hope Valley College, complaints procedure.

9. Appendix 1 - Post-16 Bursary Application Form 2022/2023

This completed Application Form and relevant evidence must be handed in on or before 11 November 2022.

If the Application Form and evidence is presented later than that date, payments will not be backdated.

In exceptional circumstances, where a young person's situation changes the school does have a contingency fund and an in-year applications will be considered.

Please complete the form and bring it together with your supporting evidence.

| | |
|--------------|--|
| Tutor | |
|--------------|--|

| | |
|--------------|--|
| Title | |
|--------------|--|

| | |
|----------------|--|
| Surname | |
|----------------|--|

| | |
|-------------------|--|
| First Name | |
|-------------------|--|

| | |
|-------------------------------------|--|
| Date of Birth (DD/MM/YY) | |
|-------------------------------------|--|

| | |
|-----------------|--|
| Your Age | |
|-----------------|--|

You must be 16, 17 or 18 (i.e. under 19) on 31st August 2022 to apply

| | | | | |
|--|------------|--|-----------|--|
| Have you the right of abode and been resident in the UK for the last 3 years? | Yes | | No | |
|--|------------|--|-----------|--|

Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2022 and meet the ESFA's residency criteria. The bursary is paid to support you in further education with us and will only be paid if you continue to abide by the Hope Valley Pathways Home and School Agreement.

| | | | | |
|---|------------|--|-----------|--|
| Are you in receipt of Income Support or Universal Credit? (evidence required – Income Support or Universal Credit Statement letter) | Yes | | No | |
| Care Leaver or currently looked after in care? (evidence required – letter from Local Authority) | Yes | | No | |
| Disabled Student in receipt of <u>both</u> Employment Support Allowance and Disability Living Allowance/Personal Independence Payments. (evidence required – financial statement showing <u>both</u> ESA and DLA/PIP) | Yes | | No | |

Your household Income (Parents/Carers) is one of the criteria which will help us to assess your application.

Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.

| | | | | | |
|------------------|--|--|--|--------------------------------|--|
| P60 TAX YR 21-22 | | Income Support/Universal Credit (award letter) | | Full TCAN Notice (Tax credits) | |
|------------------|--|--|--|--------------------------------|--|

| | | | | | |
|--|--|--|--|-------------------------------|--|
| Self Employed Earnings (Official Tax Return) | | Other benefits/pension (award letter) | | Wage slips (Last 3 months) | |
| Number of dependent children in the household? | | | | | |
| Are you registered as a young carer, or had a young carers assessment? | | | | | |

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for. This information is strictly confidential and will only be used for assessment purpose.

| | What do you need? |
|------------------------------------|-------------------|
| Travel | |
| Meals | |
| Equipment/Stationery/ Technology | |
| Text Books / Revision Guides | |
| Any other (please provide details) | |

**Please provide your bank details below, as printed on your bank card or statement.
Bursary payments will be paid directly by BACS into student's bank accounts only.
Please be aware that providers can choose to pay Bursary awards 'in kind', e.g. by purchasing equipment required.**

| | | | | | | | | | | | |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Account Name | | | | | | | | | | | |
| Account Number | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Sort Code | | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| If the Account is a Building Society Account, also provide Roll Number | | | | | | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

For Office Use Only

Checked and Authorised by:

Date:

