



THE
BEDFORD
COLLEGE
GROUP

16-18 Bursary Policy 2018-19

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16-18 Bursary Fund 2018/19

Introduction

- 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.
- The 16-18 Bursary Fund is provided by the Education and Skills Funding Agency (ESFA) to help students from disadvantaged backgrounds with the additional costs of attending College so they can remain in education.
- It is the policy of the College to optimise the use of 16-18 Bursary Fund to provide support to those young people facing the greatest financial barriers to continuing in education.
- The 16-18 Bursary Fund is made up of two distinct support categories:
 - the discretionary learner support fund and
 - the vulnerable learner bursary fund
- The discretionary bursary allocation does not include an amount for vulnerable learner bursaries; this is claimed on a case by case basis through the Student Bursary Support Service (SBSS) portal.
- Two categories of students aged 19 or over on 31 August 2018 are eligible to apply for help from discretionary bursaries:
 - Those who are continuing on a study programme they began aged 16 to 18 ('19+ continuers').
 - Students who have an Education Health and Care Plan (EHCP).
- No funding may be vired between the 16-18 Bursary Fund, the Adult Support Fund and the Advanced Learner Loans Bursary
- To ensure the funding has a positive impact, priority will be given to those defined as vulnerable learners, those eligible for free meals and to those from low income households whose income could prevent them from participation and achieving their qualifications. Once enrolment has finished and all priority costs have been met, any surplus funding may be used to award discretionary hardship bursaries.
- A small Emergency Fund will be held to help those student who find themselves in exceptional financial hardship (that could impact on their

participation) due to a change of circumstances during the course of the academic year.

- Students who meet the criteria for the Academic Excellence Bursary (AEB) at the Bedford Sixth Form will not be eligible for any support through the 16-18 Bursary Fund.
- Vulnerable students who meet the criteria for the Academic Excellence Bursary (AEB) at the Bedford Sixth Form will firstly receive the £1,200 VLB and a top-up from the AEB - subject to terms and conditions.
- We are required to see that VLB students in receipt of Income support or Universal Credit are permitted to be in further education or training.
- Students on Apprenticeship programmes are employed, rather than in education and are not eligible for 16-18 Bursary Fund.
- Traineeship programmes are eligible for funding
- Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme will be eligible to receive the bursary in the same way as any other student participating in an eligible, publicly funded course
- Means-testing will be rigorous but not excessive and evidence from other recent income assessment will be used wherever possible.
- The provision of a bursary is subject to the availability of funds. Once it's gone, it's gone. We award funds on a first-come first-served basis.

ESFA Changes for 2018 to 2019

- In light of the ongoing rollout of the Universal Credit (UC), the following changes have been made to the eligibility for the vulnerable bursary:
 - Those receiving Income Support or Universal Credit because they are financially supporting themselves or anyone living with them such a child or a partner.
 - Those receiving Disability Living Allowance / Personal Independence Payments will also need to be in receipt of Employment and Support Allowance or Universal Credit.
- Those students who are eligible for the vulnerable bursary but have no financial need may not be supported from the scheme.
- We may award students funds in excess of the £1,200 vulnerable learner bursary but this will be awarded from the discretionary bursary, the AEB or the College Hardship Fund.
- The ESFA is providing additional funding to meet the potential increase in demand for financial support to attend work placements to include travel and/or course materials.

16-18 Bursary Allocation 2018/19

BC - Bedford College and Shuttleworth College | TC - Tresham College and Campuses

16-19 DLS	£567,800 .00
16-25 Free Meals	<u>£196,958.00</u>
	£764,758.00
Less 5% Administration	-£38,237.90
Total DLS funds available	£726,520.00
16-19 Residential Bursary	£86,413.00
Less 5% Administration	£4,321.00
Total RBF funds available	£82,092.00
<u>Total 16-18 Funding Cross College</u>	<u>£808,612.00</u>
Harpur Trust (16-18 and 19+)	£20,000.00
Connolly Foundation (16-18 and 19+)	£50,000.00

Eligibility

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) – refer to Annex B.

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.

Eligibility for the 16-18 Bursary Fund requires that a student:

- be aged 16 or over but under 19 at 31 August 2018 or
- be aged 19 or over at 31 August 2018 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2018 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

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
- Note: As well as the evidence of IS or UC, 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.

Exceptions: the following categories are not eligible for the 16-18 Bursary:

- Students enrolled on 14-16 provision. However, students aged under the age of 16 on 31 August 2018 and enrolled on an eligible programme of learning may receive financial support with the agreement of the Bursary Panel.
- Students participating through partnership arrangements – apprenticeships.
- Students on higher education.

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

- Travel bursary
 - Meals bursary
 - Course Cost bursary
 - Discretionary (Emergency) hardship bursary
1. 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.

Travel Bursary

2. The 3-mile limit continues to apply; students who live less than 3 miles away are not eligible for travel support unless they are able to provide medical evidence to support their need for help with travel to and from College.
3. Our travel bursary does not replace the statutory transport duty that local authorities have. Students who are eligible for statutory transport support will be required to apply directly to their local authorities, students in Northampton will be issued with a bus pass and do not need to apply to the council. If a student's application is rejected and they can evidence this with a rejection letter, a travel bursary may be awarded, providing they are not in receipt of other forms of subsidised travel.
4. In 2018/19, in light of the withdrawal of the Bedford Borough post 16 transport support for students attending Bedford College and The Bedford Sixth Form in 2017, the College's travel bursary will be approximately 70% contribution towards the cost of weekly **megarider** (Stagecoach) bus pass – refer to Appendix C. This will be the same for the **termrider** bus pass for those who live outside the local bus routes. We will award £350 for students who live more than 3 miles but local to the Bedford College and £600 for those who live outside of area and beyond. The bursary rates for our Northamptonshire-based sites start at £290 for those who live more than 3 miles from their college location - refer to Annex C.
5. We will issue bus passes at the Northampton sites to those who are entitled to a free bus pass as assessed in line with Northampton County Council's (NCC) funding rules – those who do not qualify for help from NCC will be issued with a travel bursary and payments will be made direct to the student who will have to pay the difference in the cost over and above their travel bursary.
6. Students attending extended work placements can apply for a travel bursary if not already covered by their travel bursary or bus pass.

7. Payments for the travel bursary will be made termly, paid directly to the student, unless the student is using the pre-arranged Shuttleworth bus, then the payment is made internally towards the cost of running the service. However, students will be given the option to pay their contribution by monthly/termly instalments.
8. Different arrangements apply for Shuttleworth students travelling on College buses, where there is a system of discounted bus passes. For students with a household income of £30,000 or less the student contribution to the supplementary cost of the bus pass is £300 per year (or £110 per term). For students with a household income of £30,001 or more the cost is £650 per year (or £225 per term). Students choosing to travel to Shuttleworth by alternative means will receive the means-tested travel bursary of £600 where they meet our eligibility criteria.
9. The closing date for the travel bursary for September enrolments is Friday, 19 October 2018 and for the January enrolments is 08 February 2019.

Course Costs Bursary

10. Some courses have essential costs including books, materials, equipment, uniform or trips. A discretionary course cost bursary of up to 75% will be awarded, subject to household income and the availability of funds. Some courses have essential costs including books, materials, equipment, uniform or trips.
11. A book grant of £75 is available to eligible BSF students applying for help with course costs where their total essential course costs exceed £100, with the exception of those students who qualify for the Academic Excellence Bursary.
12. Students attending extended work placements can apply for a course cost bursary to help with the cost of course materials or equipment. This will be assessed on a case-by-case basis.
13. All eligible students will be awarded £20 printing credit.
14. The closing date for the course costs bursary is 19 October 2018, subject to funding being available.

Discretionary (Emergency) Hardship Bursary

15. Discretionary hardship bursaries will be awarded where a student demonstrates exceptional hardship which may be a barrier to learning and participation.
16. The hardship bursary is set aside for those in greatest financial hardship; to support them with the ongoing costs of being at College. The college also acknowledges that students may face exceptional hardship during the course of the academic year due to a change in circumstances domestically or financially. This bursary fund will prioritise help towards the following:
- non-essential course costs
 - travel costs to university open days/interviews
 - costs of items of stationery and printing
17. In the event that we have sufficient funds further to all other bursaries being fully awarded, a discretionary hardship bursary will be considered for students with a minimum attendance of 90% between January 2019 and April 2019.

Childcare

18. Childcare support for young students (up to the age of 20 years) who have children is provided through Care to Learn (C2L). It is only available if the students' childcare provider is Ofsted-registered and offers up to £160 per week per child. Students must apply to C2L directly by completing an online application form:
<https://studentbursarysupport.education.gov.uk/OnlineApplication/Introduction.aspx?form=C2LYP1819>
19. The Care to Learn scheme will pay childcare whilst students are participating in work placements, as long as the placement is a defined part of their study programme. Students must ensure they include the dates of their extended work placement in their Care to Learn application.

20. C2L Eligibility

To qualify for support, students must:

- * have started their course or study programme before they turn **20**
- * be the parent or main carer **and** be in receipt of Child Benefit for the child(ren)
- * be living and studying in England and be either a British citizen or a national of a European Economic Area (EEA) country
- * be starting their course or study programme in the 2018 to 2019 academic year.

21. How to apply

- Before making an application, student will need:
- an email address
 - their childcare provider's Ofsted registration number
 - their childcare provider's name and email address
 - details of the course they plan to study our college details.

Meals Bursary

22. The 2018/19 free meals entitlement is included in the overall allocation, enabling us to maximise flexibility. While we must ensure all eligible students are provided with a meal in line with the guidance, we can vary the amount per meal and award discretionary meals to students we assess as being in hardship. Students must firstly satisfy the general age, residency and course eligibility criteria.
23. Students will receive a free healthy meal each day they attend the college if in receipt of qualifying means-tested benefits such as:
- Income Support
 - income-based Jobseeker's Allowance
 - income-related Employment and Support Allowance
 - support under Part VI of the Immigration and 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 (HMRC))
 - Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
 - Universal Credit with net earnings not exceeding the equivalent of £7,400 pa – **applicable from 1st April 2018.**
24. The meals bursary is also available for eligible students aged 19 to 24 subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan).
25. The meals bursary will be awarded at £3.00 per day based on timetabled attendance at the College. This will be £12.00 based on an expected 4-day week /timetable at all sites and £15.00 at BSF based on a 5-day week timetable.
26. Students who are eligible for free meals in further education can apply for meal voucher whilst on their extended work placement – New.

27. From 1 April 2018, **Universal Credit** will have an income threshold (a maximum net earned income of £7,400). **Continuing students** who were eligible for free meals immediately prior to 1 April 2018, but do not meet the new criteria after this date, will receive transitional protections and will continue to be eligible for **free** meals until the end of their course of study

The **Vulnerable Learner Bursary (VLB)**

28. Students in the defined vulnerable groups will be eligible for the vulnerable learner bursary of £1,200 per academic year. These funds will pay for all essential course costs, any travel costs required and a healthy meal on each day of attendance. The balance once all other costs have been deducted will be paid to the student in monthly instalments.
29. Eligible students will be entitled to a free meal each week for the length of their course. At the Sixth Form the meals bursary will be based on a 5-day week. A maximum of £300 at BC campuses and £350 at BSF will be deducted from the VLB to provide eligible learners with a free meal.
30. 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.
31. 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.
32. 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.
33. 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.
34. Unspent VLB funding claimed through the SBSS, can be added to the discretionary bursary allocation from May 2019 – New.

16-18 Residential Bursary Fund (RBF)

35. The cost of residential accommodation at the Shuttleworth College in 2018/19 is £120 per week and includes meals; this is a total of £3,960 per year. Students at Motorsport source their own accommodation with local landlords.
36. To be eligible for RBF, a young person must be aged under 19 on 31 August in the academic year in which they start their programme of study. Where a young person turns 19 during their course, they can continue to be supported to the end of the academic year in which they turn 19 or to the end of their course, whichever is sooner.
37. Due to the small allocation and high demand for residential funding, financial support for those with a household income less than £16,190 will be capped at £3,000.00 (£320 per term) per year and at £2,040 (£640 per term) for those with higher household incomes but less than £30,000. This is approximately 75% or 50% of costs based on a 33 week calendar-year. Students at our Motorsport campus will receive the same level of support, being 75% or 50% of cost for the duration of their course; continuing student will be offered a transitional rate in line with the 2017/18 offer if the new rate makes them worse-off.
38. Although means-tested, priority will then be given to students who live the furthest from the Shuttleworth and Motorsport campuses with poor or no transport links.
39. Funds may not be vired in or out of the residential bursary fund. The discretionary bursary cannot be used to subsidise the residential Bursary Fund.
40. 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.

41. The closing date for the residential bursary is **31 August 2018** or when funds are exhausted, whichever is sooner. This is

External/Other Sources of Financial Support

42. The Harpur Trust has maintained its annual grant of £20,000 for 2018/19 to further support students on low household incomes living in the Bedford Borough. This will be targeted mainly 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.

43. The Connolly Foundation continue to provide non-means-tested bursaries for apprentices on specified apprenticeship programmes such as electrical, engineering, construction and plumbing. In 2017/18, they awarded the College £50,000 towards the bursaries.

44. The Bedford College Academic Excellence Bursary is not means-tested and is available to all new students to the Sixth Form who meets the criteria, starting their course in September 2018.

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.

Data Privacy Policy

31. 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.

32. 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.
33. 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.

Terms and Conditions

45. Applications are usually available to all students from 1st June 2018 until the specific fund closure dates or when funds are exhausted, whichever is sooner. The panel reserves the right to extend the closing date subject to availability of funds
46. 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.
47. Financial support can be up to a maximum of 90% of costs in exceptional circumstances but generally around 75% of associated costs
48. Wherever possible, payments will be made direct to a supplier (such as for childcare providers), including internal transfers.
49. 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.
50. 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.
51. 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.

Monitoring

52. The College reserves the right to suspend or reduce payments where a student's attendance falls below 90% in consultation with the personal tutor. Payments will be stopped where a student has been absent for a period of four consecutive weeks or more.
53. 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.
54. Monitoring of the 16-18 Bursary Fund is the responsibility of the Director of Finance with the Financial Controller. Expenditure is monitored monthly and reported to the Bursary Panel.
55. Take-up of the 16-18 Bursary Fund is monitored annually in relation to retention and reported in the self-assessment report SAR.
56. In-year management information is required by the Education and Skills Funding Agency in February, with an end of year return due in October.
57. An annual statement report is completed for the Harpur Trust and Connolly Foundation.
58. Feedback from students on the impact of the bursary on their learning is collected annually.
59. Students may make more than one application to the fund in an academic year due to a change in their circumstances or for further support on a secondary course.

Appeals

60. Students can appeal their bursary decision in writing. These will be presented in Panel meetings.
61. Appeals against decisions must be raised in writing to the Quality Manager within 10 days of the decision being notified. Appeals are acknowledged within 3 working days of receipt and resolved within 21 working days.
62. The Chair of the Bursary Panel (Director of Finance) will have the right to waive the College's criteria in cases of extreme hardship providing ESFA requirements are met.

The Bursary Panel

63. The bursary panel comprises the Finance Director (chair), Financial Controller, Student Finance Manager, Student Wellbeing Manager and Student Support Advisers (Bedford, Tresham, Shuttleworth and BSF). A Student Finance Adviser provides administrative support to the panel.
64. The panel meets fortnightly during July, August and September, and thereafter as required, to discuss Bursary matters.
65. Panel dates are published in advance.
66. The panel will reserve the right to make awards outside of the criteria to students in income band 1 in cases of extreme or unique hardship which may otherwise result in a student withdrawing from their course.
67. The panel has the right to vary the above criteria in exceptional circumstances, and chair's action is permitted in cases of urgent hardship. The panel reviews the criteria annually and makes recommendations for changes to the College Executive.

Annex A: Summary of Bursary Provision / Categories

Bursary Category	< £16,190 (Band 1)	£16,191 - £30,000 (Band 2)
Residential Bursary	£1000/term	£680/term
Vulnerable Learner Bursary	Up to £1,200 (pro rata)	
Meals Bursary	£3.00 per day	
Prince's Trust	£500 per student (approx. 120)	
Travel (Bus fare/ Bus Pass)	£350 within Bedford / £500+ beyond	
Essential Course Costs	75%	50%
Discretionary (Emergency) Hardship	Up to £200 per year	

Annex B: List of Eligible Programme Types 2018/19

The provision must be either:

- funded directly by ESFA or by ESFA via a local authority
- funded or co-financed by the European Social Fund
- otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or is pursuant to Section 96 of the Learning and Skills Act 2000
- a 16 to 19 traineeship programme
- The Prince's Trust Team programmes: Non-employed students aged 16 to 19 who are participating in a Prince's Trust Team Programme are eligible to receive the bursary in the same way as any other student participating in an eligible, publicly funded course.

Annex C: Bus Fare Calculation and Bus Route Maps by region

Bus Fare Rates by Area

MEGA RIDER (within area) - 7 DAY	FARES	70%	Course Weeks (33)	Bursary
BEDFORD	£15.00	£10.50	£346.50	£350.00
CORBY	£12.00	£8.40	£277.20	£280.00
KETTERING	£14.00	£9.80	£323.40	£325.00
WELLINGBOUROUGH	£13.20	£9.24	£304.92	£305.00

TERM RIDER (out-of-area)	FARES	70%	Annual (X3 Terms)	Bursary
BEDFORDSHIRE + SURROUNDING AREAS	£295.00	£206.50	£619.50	£600.00
CORBY	£234.00	£163.80	£491.40	£500.00
KETTERING				
WELLINGBOUROUGH				
NORTHAMPTONSHIRE + COUNTIES	263.00	184.10	552.30	550.00