



## **Student Finance**

# **16 to 19 Bursary Policy**

## **2017 to 2018**

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## **16-19 Bursary Policy 2017/18**

### **Introduction**

1. This policy sets out the financial support available through, and eligibility for, bursary funding for 16-19 year old students attending all campuses of Bedford College, Tresham College and the Bedford Sixth Form.
2. The 16-19 bursary fund is provided by the Education and Skills Funding Agency (ESFA) to help students from disadvantaged backgrounds with the additional costs of coming to College.
3. It is the policy of the College to optimise the use of 16-19 Bursary funding to provide support to those young people facing the greatest financial barriers to continuing in education.  
The 16-19 bursary fund is made up of two distinct support categories:
  - a. the discretionary learner support fund and
  - b. the vulnerable learner support fund
4. 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.

### **ESFA Changes for 2017 to 2018**

5. Two categories of students aged 19 or over on 31 August 2017 are eligible to apply for help from discretionary bursaries:
  - a. Those who are continuing on a study programme they began aged 16 to 18 ('19+ continuers').
  - b. Students who have an Education Health and Care Plan (EHCP).
6. No funding may be vired between the 16-19 Bursary, the Adult Support Fund and the Advanced Learner Loans Bursary
7. 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.
8. 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 16-19 bursary fund.
9. Means-testing will be rigorous but not excessive and evidence from other recent income assessment will be used wherever possible.

## Funds available 2017/18

BC - Bedford College and campuses

TR - Tresham College and campuses

<u>Funding Category</u>	<u>2017/18 Funding Statement</u>	<u>2017/18 Indicative Allocation</u>
BC 16-19 Bursary	£290,324.00	
TR 16-19 Bursary	<u>£294,204.00</u>	
Less 5% Admin	- £29,226.40	
<b>Total 16-19 Financial support</b>	<b>£555,301.60</b>	<b>£494,921</b>
BC Free Meals**	£101,694.00	
TR Free Meals**	<u>£76,856.00</u>	
Less Free Meals Admin	- £8,930.00	
<b>Total Free Meals Entitlement</b>	<b>£169,620.00</b>	<b>£230,000</b>
BC Residential Bursary Fund	£31,073.00	
TR Residential Bursary Fund	<u>£51,226.00</u>	
Less 5% Admin	- £4,114.95	
<b>Total Residential Funding</b>	<b>£78,184.05</b>	<b>£78,184.05</b>
<b>Total Funding Cross-College</b>	<b><u>£803,105.65</u></b>	<b><u>£803,105.65</u></b>
Harpur Trust (16-19 and 19+)	£20,000	
Connolly (16-19 and 19+ apprentices)	£30,000	
** Free Meals Administration	(BC £5,086 + TR £3,844 = £8,930)	

## **Eligibility**

10. To be eligible for the bursary students must:
  - be aged 16 or over but under 19 at 31 August 2017 or
  - be aged 19 or over at 31 August 2017 and have an Education, Health and Care Plan (EHCP)
  - be aged 19 or over at 31 August 2017 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
  - meet the residency criteria of 3 years within the EU/EEA before the start of the course.
  - be participating in learning programme that is
    - funded directly by ESFA or via a local authority
    - otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or pursuant to Section 96 or the Learning and Skills Act 2000
    - a 16 to 19 traineeship programme
  
11. To be eligible for the vulnerable bursary, students must be in one of the 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 place of Income Support, in their own right
  - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

## **Exceptions**

The following categories of students are not eligible for the 16-19 Bursary:

12. Students enrolled on 14-16 provision. However, students aged under the age of 16 on 31 August 2017 and enrolled on an eligible programme of learning may receive financial support with the agreement of the Bursary Panel.
13. Students participating through partnership arrangements.
14. Students on higher education.
15. Students on The Prince's Trust Team Programme for 16 to 25 year olds – this is managed locally by institutions in partnership with the Prince's Trust.

## **Discretionary Bursary**

16. The discretionary bursary will be offered in the following strands:

- Travel bursary
  - Meals bursary
  - Course Cost bursary
  - Discretionary hardship bursary
17. Discretionary 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**

18. The 3-mile limit continues to apply.
19. Local authorities continue to have a duty to publish policies on post-16 subsidised travel. However, this is not a duty to provide subsidised travel and local authority support has reduced year on year.
20. In previous years, the College's travel bursary matched the level of contribution that a student would generally receive from their local authority towards their travel costs. A contribution from the student was still required to meet the cost of travel depending on their distance from College.
21. In 2017/18, in light of the withdrawal of the Bedford Borough post 16 transport support for students attending Bedford College and The Bedford Sixth Form, the College's travel bursary will be a 75% contribution towards the cost of a weekly bus pass (based on Stagecoach fares) for students who live within the Bedford area and a 50% contribution for students who live outside of the Bedford area.
22. Payments for the travel bursary will be made monthly, 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.
23. Students living in local authorities that continue to provide travel support will be required to apply to the local authority in the first instance where their assessment indicates that they would be eligible for support. If their 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. This will be means-tested, and available to those with a household income of £30,000 or less.
24. Different arrangements apply to Shuttleworth students using College-provided transport. See paragraph 50 below.
25. The closing date for the travel bursary is **06 October 2017**.

## **Meals Bursary**

26. The 2017/18 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.
27. Students will receive a free healthy meal each day they attend the college if in receipt of qualifying means-tested benefits such as:
  - a. Income Support
  - b. income-based Jobseeker's Allowance
  - c. income-related Employment and Support Allowance
  - d. support under Part VI of the Immigration and Asylum Act 1999
  - e. the guaranteed element of Pension Credit
  - f. Child Tax Credit (provided you're not also entitled
  - g. Working Tax Credit and have an annual gross income of no more than £16,190)
  - h. Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
  - i. Universal Credit
28. 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).
29. The meals bursary will be awarded at £2.50 per day of timetabled attendance at the College. This will be £10.00 based on an expected 4-day week timetable and £12.50 at BSF based on a 5-day week timetable.

## **Course Costs Bursary**

30. Some courses have essential costs including books, materials, equipment, uniform or trips. So that these do not present a barrier to participation in learning, a discretionary bursary of up to 90% of course costs will be awarded, subject to household income.
31. As BSF book costs vary between courses, a book grant of £50 towards costs will be given to eligible BSF students applying for help with course costs with the exception of those students who qualify for the AEB.
32. The closing date for the course costs bursary is 06 October 2016, subject to funding being available.

### **Discretionary Hardship Bursary**

33. The hardship bursary may be awarded to students whose household income is within band 1 only. This is to support those in greatest financial hardship with the ongoing costs of being at College, including:
- contributing to non-essential costs
  - attending university open days/interviews
  - purchase of items of stationery and printing
34. Discretionary hardship bursaries will be awarded where a student has a barrier to learning not covered by the other 16-19 bursary strands.
35. Priority will be given to essential course-related costs, and discretionary hardship bursaries will only be awarded from January 2017 subject to funds remaining.

### **Childcare**

36. Childcare support for young students who have children is provided through Care to Learn (C2L). Childcare support for 16-19 year olds up to their 20<sup>th</sup> birthday is only available if the students' childcare is provided by an Ofsted-registered childcare provider, and offers up to £160 per week per child. Students are to apply to C2L directly by completing an online application form; students must be over 16 but less than 20 at the start of the course
- <https://studentbursarysupport.education.gov.uk/OnlineApplication/ApplicationForm.aspx>

### **Vulnerable Learner Bursary (VLB)**

37. 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 a monthly basis – **New**.
38. Eligible students will be entitled to a meals bursary of £10 per week multiplied by the number of weeks of the length of the course. At the Sixth Form the meals bursary will be based on a 5-day week, at £12.50 per week.
39. Where the student's circumstances change in-year and they become eligible as a vulnerable learner, 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.
40. 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. 15 week course = £600.

41. 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 must be recycled for future vulnerable learners.
42. If a learner is accessing the vulnerable learner bursary, they may not be awarded funds from the discretionary fund for essential course costs, for example for kit and equipment, or travel or discretionary hardship – **New**.

### **Residential Bursary Fund (RBF)**

43. The total cost of residential accommodation at Shuttleworth in 2017/18 is £3,960 for the academic year.
44. To be eligible for RBF, a young person must be aged under 19 on 31 August 2017 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.
45. Due to the small allocation and high demand of residential funding, the amount of support for band 1 students has been capped at £2,499 to allow more students to be supported with the cost of residential accommodation.
46. Although means-tested, priority will then be given to students who live the furthest from the Shuttleworth campus with poor or no transport links.
47. Funds may not be vired in or out of the residential bursary allocation. The discretionary bursary cannot be used to subsidise the residential bursary fund.
48. Students may however receive both a 16-19 bursary (e.g. for essential equipment) and a residential bursary. Where a student is also eligible for both the vulnerable learner bursary and the residential bursary, the Panel will determine the level of need.
49. The closing date for the residential bursary is 06 October 2017 or when funds are exhausted, whichever is sooner.
50. 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 cost of the bus pass is £405 per year (or £150 per term). For students with a household income of £30,001 or more the cost is £640 per year (or £225 per term). Students choosing to travel to Shuttleworth by alternative means will receive the means-tested travel bursary of £450 where the household income is £30,000 or less.

## Other External Funding

51. The Harpur Trust has awarded £20,000 for 2017/18 to use for students living in Bedford Borough and on a low income. This will be targeted mainly towards students on vocational courses or courses that teach trade skills, including, in exceptional circumstances only, commercial courses or where the student does not qualify for other bursaries.
52. The Connolly Foundation has awarded funds for non-means-tested bursaries for apprentices on certain specified apprenticeship programmes and to support coaching qualifications for sports students.
53. The 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 2017.

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 at The Bedford Sixth Form.
- Students who are eligible for the AEB cannot receive DLS.
- Students who are also eligible for the VLB will only receive the difference of the balance of the AEB.

## Levels of financial support

Cost Type/ Household Income	< £16,190 (Band 1)	£16,191 to £30,000 (Band 2)	£30,001 +
Travel Bursary Bedford	£350 per year	£350 per year	£0
Travel Bursary Outside Bedford	£450 per year	£450 per year	£0
Essential Course Costs	90% of total cost	50% of total cost	£0
Vulnerable Learner Bursary	£1,200 pa / pro rata		
Residential Bursary	£833/term	£664/term	£0
Meals Bursary	£2.50/day	£0	£0
Discretionary Hardship Bursary	Up to £100/ term	£0	£0

## **Conditions**

54. Applications will be available to continuing students from May 2017 and from 1 June 2017 for new students 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.
55. 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.
56. Payment will be up to a maximum of 90% of costs.
57. 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.
58. Wherever possible, payments will be made direct to a supplier, including internal transfers.
59. The College reserves the right to suspend or reduce payments where a student's attendance falls below 95% in consultation with the personal tutor.
60. 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.
61. We reserve the right to request repayment of all or part of any payment 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.

## **Monitoring**

62. Monitoring of the 16-19 Bursary Fund is the responsibility of the Director of Finance with the Financial Controller. Expenditure is monitored monthly and reported to the Bursary Panel via panel meetings.
63. Take-up of the 16-19 Bursary Fund is monitored annually in relation to retention and reported in the self-assessment report.
64. In-year management information is required by the Education and Skills Funding Agency in February, with an end of year return due in October. An annual report is completed for Harpur Trust funds.
65. Feedback from students on the impact of the fund on their learning is collected annually.

## **Appeals**

66. Students can appeal their bursary decision in writing.
67. Appeals against decisions must be raised in writing to the Quality Manager
68. Within 10 days of the decision being notified. Appeals are acknowledged within 3 working days of receipt and resolved within 21 working days.
69. Appeals are presented at panel meeting
70. 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**

71. The bursary panel comprises the Finance Director (chair), Financial Controller, Student Finance Manager, Student Wellbeing Manager and Student Support Advisers (Shuttleworth and BSF). A Student Finance Adviser provides administrative support to the panel.
72. The panel meets fortnightly during July, August and September, and thereafter as required, to discuss Bursary matters. Panel dates are published in advance.
73. 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 Provision

### 16-19 Bursary 2017/18

ELIGIBILITY	ELIGIBLE
<p>Age</p> <ul style="list-style-type: none"> <li>• 16 – 18 (but under 19) on 31<sup>st</sup> August 2017?</li> <li>• 19 and over on 31<sup>st</sup> August 2017?</li> <li>• 19 and over on 31<sup>st</sup> August 2017 and continuing the 2<sup>nd</sup> year or a 2-year course or</li> <li>• 19 and over and in receipt of an Education, Health and Care Plan (EHCP)?</li> </ul>	<p>Yes No Yes Yes</p>
<p>Studying</p> <ul style="list-style-type: none"> <li>• A fully funded EFA course or co-funded by the European Social Fund (ESF)?</li> <li>• An otherwise publicly funded course leading up to and including level 3?</li> <li>• A 16-19 traineeship programme?</li> <li>• An apprenticeship programme or waged training programme?</li> <li>• A course mandated by the Jobcentre Plus?</li> <li>• A distance learning programme?</li> </ul>	<p>Yes Yes Yes No No No</p>
<p>Residency</p> <ul style="list-style-type: none"> <li>• Ordinarily resident in the UK, EU/EEA for the last three years?</li> <li>• Children of refugees with humanitarian protection (HP), discretionary leave (DL) and exceptional leave to enter or remain (ELE/ELR)</li> <li>• Moved to live in the UK, EU or EEA within the last 3 years?</li> <li>• Oversea student in the UK on a student VISA?</li> </ul> <p><b>Note:</b> Students who have lived outside this area or have gaps in there residency during the last 3 years may not be eligible for support. Further information may be required.</p>	<p>Yes Yes No No</p>

BURSARIES	ELIGIBLE
<p>Travel</p> <ul style="list-style-type: none"> <li>• Less than 3 miles from any of the College campuses where you study?</li> <li>• More than 3 miles from any of the College campuses where you study?</li> </ul> <p>Bedford College Travel Bursaries</p> <ul style="list-style-type: none"> <li>• More than 3 miles and within Bedford bus route zones</li> <li>• More than 3 miles and within the Bedfordshire bus route zones or further</li> <li>• Shuttleworth College Bus Pass</li> </ul> <p>Tresham College Travel Bursaries</p> <ul style="list-style-type: none"> <li>• More than 3 miles and within Corby bus route zones</li> <li>• More than 3 miles and within Kettering (including Motorsport Centre) bus route zones</li> <li>• More than 3 miles and within Wellingborough bus route zones</li> <li>• More than 3 miles and within the Midlands bus route zones or further</li> </ul>	<p>No</p> <p>Yes</p> <p>£350/year £450/year</p> <p>£450/year</p> <p>£300/year £330/year</p> <p>£330/year</p> <p>£450/year</p>
<p>Course Costs and Trips</p> <p>16-19</p> <ul style="list-style-type: none"> <li>• Household income less than £16, 190</li> <li>• Household income greater than £16, 190 but less than £30,000</li> <li>• Household income greater than £30,000</li> </ul> <p>19 and over on 2<sup>nd</sup> year of two-year course</p> <ul style="list-style-type: none"> <li>• Household income less than £16, 190</li> <li>• Household income between £16, 190 and £30,000</li> <li>• Household income greater than £30,000</li> </ul> <p>Course costs and/ or trips will only be funded for second year students where specified as required. All course materials and equipment are usually purchased in the first year of the course.</p>	<p>90% costs 50% costs</p> <p>No</p> <p>No No No</p>
<p>Meals</p> <ul style="list-style-type: none"> <li>• Households in receipt of eligible means-tested benefits on a 4-day week time-table</li> </ul>	<p>£10.00/week</p>

<ul style="list-style-type: none"> <li>• Households in receipt of eligible means-tested benefits on a 5-day week time-table</li> <li>• Households <b>not</b> in receipt of eligible means-tested benefits</li> <li>• Households <b>with</b> incomes greater than £30,000</li> </ul>	<p>£12.50/week</p> <p>No</p> <p>No</p>
<p>Residential</p> <p>16-19</p> <ul style="list-style-type: none"> <li>• Household income less than £16, 190</li> <li>• Household income between £16, 190 and £30,000</li> <li>• Household income greater than £30,000</li> </ul> <p>19 and over on 2<sup>nd</sup> year of two-year course</p> <ul style="list-style-type: none"> <li>• Household income less than £16, 190</li> <li>• Household income between £16, 190 and £30,000</li> <li>• Household income greater than £30,000</li> </ul>	<p>£833/term</p> <p>£664/term</p> <p>No</p> <p>£833/term</p> <p>£664/term</p> <p>No</p>