



## Policy statement – 16-19 Bursary Fund & Further Education Free Meals 2016-17

Wherever possible, the College will seek to provide financial assistance to those most in need in order to enable a student to continue and complete their programme of study. Support is provided as a College meals allowance or a travel pass to get to and from College. Additional support to help with the cost of College trips or equipment etc will be subject to the availability of funds.

Three types of award are available:

- Guaranteed Bursary (referred to as “Bursary” in College documentation)**
- Discretionary Bursary (referred to as “College Award” in College documentation)**
- Further Education Free Meals**

Students must meet the criteria set by the College and provide the documentary evidence indicated - refer to the Financial Support document for further information on the criteria for eligibility. Students must also meet the residency criteria set by the Education Funding Agency – further information can be found on the College website. Further guidance on the 16-19 Bursary Fund is available from the Education Funding Agency <https://www.gov.uk/1619-bursary-fund>

Application forms for financial support will be available from Wyke Start onwards (**4 July 2016**). Forms can also be requested at enrolment and must be returned within two weeks along with copies of the supporting evidence.

**Process for application** – completed application forms and supporting evidence are submitted to the main office. The College welcomes applications from students throughout the year. However, in order to ensure that the funds are used most effectively, we would encourage applications to be submitted as soon as possible after enrolment and no later than the end of September.

Travel passes and meals allowances will only be in place at the start of term if the application is submitted by **31 July 2016** with the correct supporting evidence and is assessed as successful. After this date, all applications will be processed and students advised of the outcome within two weeks of receipt, as far as possible. At peak times this may take a little longer. Applications received after 1 October will only be back-dated to the date of submission (unless there are extenuating circumstances).

**Assessment & terms of payment** – successful applicants will be issued with confirmation of the award made and the terms and conditions that apply. Students are expected to maintain attendance of 95% or above. Attendance will be monitored and the amount of the award made will be adjusted according to the level of attendance.

95% and above	full amount of award paid
90 – 94.9%	80% of full award paid
85 – 89.9%	60% of full award
80 – 84.9%	40% of full award
Below 80%	no award made

**Appeals** about the outcome of an application should be made in writing to Julie Peaks (Assistant Principal).

*This policy has been reviewed and amended to assure the promotion of equality on grounds of gender, gender reassignment, sexual orientation, race, religion or belief, disability, age, marriage and civil partnership, and pregnancy and maternity. The assessment deemed it to be compliant with the College’s Single Equality Scheme.*

A limited amount of financial support is available to students through the 16-19 Bursary Fund which are managed by the College. Wherever possible, the College will seek to provide financial assistance to those most in need in order to enable a student to complete their programme of study. Support is provided in the form of a meals allowance in College or a travel pass to get to and from College. Additional help with the cost of College trips and equipment will be subject to the availability of funds. Three types of award are available:

**Guaranteed Bursary**  
**College Discretionary Award**  
**Further Education Free Meals**

To qualify for awards for 2016-17, students must meet the criteria set by the College and provide the required documentary evidence. Students must be aged over 16 and under 19 on 31 August 2016 and meet the residency criteria set by the Education Funding Agency to qualify. Further guidance on the 16-19 Bursary Fund is available from the EFA <https://www.gov.uk/1619-bursary-fund>

Wherever possible, the College will seek to provide financial assistance when money is making attendance at College difficult. This sheet gives general advice for students for the academic year 2016-17. If you have any concerns about money, you should speak to your tutor initially and they can advise you further.

**Guaranteed Bursary**

Some students will be eligible to apply for a bursary from the College. You are eligible to apply if you are:

- currently living in care, including unaccompanied asylum-seekers
- a care leaver
- in receipt of income support or Universal Credit in your own right
- severely disabled, in receipt of Disability Living Allowance (DLA) or Personal Independence Plan and Employment Support Allowance (ESA) or Universal Credit in your own right

**Discretionary Award**

Financial support may still be available if you do not qualify for a bursary but face financial hardship whilst attending the College. The following factors will be considered to determine whether you are eligible for financial assistance:

- your total household income\* is below £25,000 (this will be the income of your parents/guardians if that is who you live with)
- you are a young parent or living independently but not in receipt of Income Support

\*DLA and Attendance Allowances are disregarded as income for the purposes of eligibility for the College Award but levels of Child Tax Credits and Working Tax Credits **will be** taken into account when making the assessment.

**Free Meals**

Applications for Further Education Free Meals will be considered from students in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State 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
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (during the initial roll out of the benefit)

## Application Process

If you think that any of the above applies to you and you are not yet enrolled at the College, you can download a form [Application form](#), request a form at Wyke Start or Enrolment from the main office or send an e-mail to [transportbursaries@wyke.ac.uk](mailto:transportbursaries@wyke.ac.uk) Students who are already enrolled can ask their tutor to request a financial support form or request one from the main office. Completed application forms and supporting evidence are submitted to the main office.

The College welcomes applications from students throughout the year. However, in order to ensure that the funds are used most effectively, we would encourage applications to be submitted as soon as possible after enrolment and no later than the end of September. As far as possible, all applications will be processed and students advised of the outcome within two weeks of receipt, although at peak times this may take a little longer.

Travel passes and meals allowances will only be in place at the start of term if the application is submitted by **31 July 2016** with the correct supporting evidence and is assessed as successful.

Applications received after 1 October will only be back-dated to the date of submission (unless there are extenuating circumstances). Once you have completed the form and attached any evidence requested, the form should be handed into the main office. You will then receive further details about the progress of your application from the Assessment Team. Please do not submit originals of supporting evidence, a clear photocopy is sufficient.

## Attendance & Awards

Students are expected to maintain attendance of 95% or above. Attendance will be monitored and the amount of the award made will be adjusted according to the level of attendance.

95% and above	full amount of award paid
90 – 94.9%	80% of full award paid
85 – 89.9%	60% of full award
80 – 84.9%	40% of full award
Below 80%	no award made

## Advanced Learner Loans

You can apply for an Advanced Learner Loan to help with the costs of a college or training course if you're 19 or older. You must be 19 or above on the start date of your course and the courses must be eligible - eg a Level 3 or 4 course (such as an A Level). Getting a Loan doesn't depend on your household income and there's no credit check. You won't have to pay anything back until you're earning over £21,000 a year. Once you earn over this amount you pay back 9% of the earnings you receive above this figure. You will need a 'learning and funding information letter' from the College before you can complete your application. <https://www.gov.uk/advanced-learning-loans/overview>

## 19+ awards

You can apply to the College to get additional financial help from the Loan Bursary Fund after you've received a letter approving your 19+ Advanced Learning Loan. The money can help pay for things like accommodation and travel, course materials and equipment, childcare.

## Care to Learn

If you're under 20, Care to Learn could pay up to £160 per child per week towards your childcare and travel costs while you're learning. Care to Learn can help with the cost of your childcare, including deposit and registration fees, a childcare taster session for up to 5 days, keeping your childcare place over the summer holidays, taking your child to their childcare provider.

## Connexions Service

Hull Connexions Centre, Kenworthy House  
98 – 104 George Street, Hull HU1 3DT Tel: 01482 331000

## Young People's Support Service

Kenworthy House, 98 – 104 George Street  
Hull, HU1 3DT Tel: 01482 331000

## Care to Learn – learner support helpline

0800 121 8989

<https://www.gov.uk/care-to-learn>

## Student Finance England (Advanced Learner Loans)

<https://www.gov.uk/contact-student-finance-england>

PO Box 210, Darlington, DL1 9HJ, Telephone:  
0300 100 0607

If your application is successful, these are the options available.

**Discretionary award**

- An annual travel pass, *or*
- A meal allowance of £3 a day for the full academic year\*

**Free meals award**

- A meal allowance of £3 a day for the full academic year\*

**Vulnerable bursary - £1200 for a full academic year, which will incorporate the following items based on individual circumstances**

- An annual travel pass
- A meal allowance of £3 a day for the full academic year\*
- monthly payments of the remainder of the fund, once the above items have been deducted
- assistance with other items such as trips, HE visits, re-sit fees, equipment can be requested and will be subject to available funds

\*For the academic year 2016-17 a full year equates to 36 weeks. Award applications submitted after 1 October will be back-dated to the date of submission and the overall amount of the award will be reduced pro-rata.

Students who qualify for any of the above awards are also able to request assistance with other items such as trips, re-sit fees, equipment. The availability of extra funds will be dependent on the number of applications that are received at the start of the academic year.

Requests to use bursary funds for trips, re-sit fees, equipment should be made in advance to [transportbursaries@wyke.ac.uk](mailto:transportbursaries@wyke.ac.uk). Re-imbusement for items already purchased will only be made if prior approval was given

Re-imbusements for travel passes which were purchased before an award was approved will be made and back-dated to the date of the application, if the application is subsequently successful.

All funds awarded made must be used in the academic year in which they have been awarded. Any unused amounts will not be transferred or refunded.

**Awards are based on maintaining a minimum actual attendance level of 95% (excluding authorised absences), failure to maintain this level will affect the amount received**

95% and above	full amount of award paid
90 – 94.9%	80% of full award paid
85 – 89.9%	60% of full award
80 – 84.9%	40% of full award
Below 80%	no award made

**Students aged 19 or above – Advanced Learner Loans**

**Advanced Learner Loan**

You can apply for an Advanced Learning Loan to help with the costs of a college or training course if you are 19 or older. The course must start on or after 1 August 2013 and be eligible - eg a Level 3 or 4 course (such as an A Level). Loans have to be paid back. Repayments start the April following the completion of your course and you won't have to pay anything back until you earn more than £21,000 a year.

<https://www.gov.uk/advanced-learning-loans/overview>