



16-19 Bursary Fund & Further Education Free Meals 2019 - 2020

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. Three types of award are available:

Vulnerable Bursary

Students who qualify for this will receive a guaranteed bursary of up to £1200 for the academic year and can choose how this is awarded to them. 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
- in receipt of Disability Living Allowance (DLA) or Personal Independence Plan and Employment Support Allowance (ESA) or Universal Credit in your own right

** defined as a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16.*

Discretionary Award

Financial support may still be available in the form of the Discretionary Award if you do not qualify for a vulnerable 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, gross household income* is below £30,000 (this will be the income of your parents/guardians if that is who you live with)
- if you are a young parent or living independently but not in receipt of DLA / PIP, ESA, Income Support or Universal Credit

DLA, Attendance Allowances, and child benefit are disregarded as income for the purposes of eligibility for the Discretionary Award but levels of Child Tax Credits and Working Tax Credits (or the Universal credit equivalents) **will be taken into account when making the assessment.*

All Discretionary awards are initially provided to cover the costs of meals **or** travel to get to and from College. Additional support to help with the cost of essential items can be requested and will be subject to individual circumstances and the overall availability of funds.

The College will also take into account individual circumstances when making the award, for example, whether the student receives guaranteed free meals, whether the young person lives in a single parent household, or if there are other children or young people living in the household.

Further Education Free Meals

Students who are in receipt of, or have parents who are in receipt of, one or more of the following benefits will qualify for guaranteed free meals. A discretionary award may be provided alongside this, dependent on levels of total household income and appropriate evidence being provided with the application.

- 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 you 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 - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

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 an [Application form](#) from our website from **25th May 2019** onwards, request a form before or during Wyke Start or Enrolment from the main office, or send an e-mail to bursaries@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 2019** with all of 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.

Appeals about the outcome of an application should be made in writing to Chris Herring (Assistant Principal).

Attendance & Awards

Students are expected to maintain attendance of 95% or above. Attendance will be monitored and if attendance falls below this threshold it will affect the amount of the bursary that is awarded. For students who are in receipt of the Vulnerable Bursary, the full award will be made for students who have attendance of 95% and above. If attendance falls below this threshold, the amount of the award will be reduced along with the percentage accordingly e.g. 75% attendance will receive 75% of the award.

Guidance Notes for Students/Parents on use of awards made from 16-19 Bursary Fund 2019-20



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

Discretionary award

- Annual travel costs, ***or***
- Meal costs of a minimum of £3 a day for the full academic year*

At the start of the year successful applicants will receive your preference of either a travel pass **OR** meal costs. Students living in the Hull 50p travel zone do not need a bus pass to travel and can pay 50p each way on the bus. Students travelling within this zone could consider choosing a meal allowance dependent on circumstances.

The College will also take into account individual circumstances when making the award, for example, whether the student receives guaranteed free meals, whether the young person lives in a single parent household, or if there are other children or young people living in the household. Depending on how many applications are received, if enough funds are available, students in some circumstances may be able to receive both travel and meals later on when funds are reviewed.

Please ensure you select your preference on the application form. Failure to do so will lead to a delay in receiving the award.

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 a minimum of £3 a day for the full academic year*
- Monthly payments of the remainder of the fund, once the above items have been deducted

**For the academic year 2019 -20 a full year equates to 39 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 equipment, books, re-sit fees and limited support for essential educational visits. This is only available for visits which are an essential part of the subject curriculum and not for any visits or trips which are optional. The availability of extra funds will be dependent on individual circumstances, maintaining an attendance level of above 95% and the number of applications that are received at the start of the academic year. Any student who does not have an attendance level of 95% or above will not be able to access any additional bursary support.

Free meals award

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

Requests to use bursary funds for other items should be made in advance to bursaries@wyke.ac.uk. Reimbursement for items already purchased will only be made if prior approval was given. Please give 5 working days' notice in advance of any deadlines for payment, or we will not be able to guarantee that payments can be made in time.

Reimbursements 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 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.

Additional Forms of Financial Support

Advanced Learner Loan

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 £25,725 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-learner-loan>

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.

If you are a student who is starting a new course aged 19+ on 31st August 2019, and your course is not funded by an advanced learner loan, please contact the College separately to discuss options for financial support.

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 615 223

Care to Learn – learner support helpline

0800 121 8989

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

Email: C2L@studentbursarysupport.co.uk

Targeted Youth Support

Kenworthy House, 98 – 104 George Street
Hull, HU1 3DT

Tel: 01482 615602

Student Finance England (Advanced Learner Loans)

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

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