



## 16-19 Bursary Fund & Further Education Free Meals –2021 / 2022

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 can receive a bursary of up to £1200 for the academic year. Students will receive the amount they actually need to participate and this will be provided in the form of a meal allowance, travel pass and items needed for accessing their study programme. You are eligible to apply if you fall into one of the categories below. Your bursary will be assessed based on your individual circumstances, and we are unable to confirm exactly what you are eligible to receive from the bursary until we receive your application.

- currently living in care, including unaccompanied asylum-seekers
- a care leaver\*
- receiving Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in your own right **in addition to** Employment and Support Allowance or Universal Credit in their 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\*\*
- if you live independently but are not in receipt of DLA / PIP, ESA, Income Support or Universal Credit

*\*Attendance Allowance, Carers Allowance, Child Benefit and DLA (Disability Living Allowance) 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.*

*\*\* A young parent is defined as a student whose baby has been registered and the student is named on the birth certificate*

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 **25<sup>th</sup> May 2021\*** onwards, request a form before or during Wyke Start\* or Enrolment from the main office, or send an e-mail to [bursaryapplications@wyke.ac.uk](mailto:bursaryapplications@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 2021** 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). The date of submission of the application is considered to be the date that all appropriate evidence is received even if parts of the application were received earlier. Once you have completed the form it can be emailed to [bursaryapplications@wyke.ac.uk](mailto:bursaryapplications@wyke.ac.uk), along with scans or pictures of the relevant evidence. The form and evidence can also 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 scan, picture or photocopy is sufficient.

**Appeals** about the outcome of an application should be made in writing to Chris Herring (Vice 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.

*\*please note that during the response to the Covid-19 pandemic, application dates may change and Wyke Start may not go ahead in its usual form.*

## **Guidance Notes for Students/Parents on use of awards made from 16-19 Bursary Fund –2021 - 2022**

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 travel zone do not need a bus pass to travel and can pay 75p 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.**

Students who qualify for the above award are also able to request assistance with other items such as equipment, books, re-sit fees, UCAS entrance 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.

### **Vulnerable bursary - up to £1200 for a full academic year, which can 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\*
- An individual assessment will be made to determine what other financial support is needed and can be provided from the vulnerable bursary. This will be provided in the form of assistance for additional items that are needed for the study programme and no actual payments will be made. It is outside the scope of the bursary to provide any payments for living costs.

### **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 [financialsupport@wyke.ac.uk](mailto:financialsupport@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.

*\*For the academic year 20-21 -22 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.*

*Meal allowances may be provided at a higher amount depending on the funding we have available, but we will always guarantee a minimum of £3.*

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

### Wyke College Hardship Fund

The Wyke Hardship Fund is a further way in which the college supports all students to be able to access their education. The Fund is made up of voluntary donations by parents and staff. The funds are used to ensure that students in financial difficulty have access to the equipment they need, are able to access events such as trips and speakers that will significantly improve their education and get help to attend activities supporting their next steps such as university open events. If you are not eligible for the College bursary, need financial support with something to support your education that is outside the scope of the bursary, or are in significant financial difficulty, you can apply for support from the hardship fund by emailing [financialsupport@wyke.ac.uk](mailto:financialsupport@wyke.ac.uk) with full details of your circumstances and the financial support that is required. We will then be able to assess if the hardship fund can support you.

### Advanced Learner Loans

#### Advanced Learner Loan

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 will only start paying it back once you reach a certain income threshold and will only pay back 9% of the amount you earn. Please see the GOV.UK website for more information about the types of plans available and the payment thresholds. 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>

***Please note that Wyke cannot guarantee to have the Advanced Learner Loan facility available and you may need to seek an alternative provider if you wish to fund your studies this way. Please contact the College to discuss this further.***

### 19+ awards linked to Advanced Learner Loan

If you do receive an Advanced Learner Loan, 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. Please note that this facility is directly linked to receiving an advanced learner loan and is not available to 19+ students whose education has an alternative method of funding.

### 19+ Awards

If you are a student who is starting a new course aged 19+ on 31<sup>st</sup> August 2021, and your course is not funded by an advanced learner loan, you will **not** be eligible for the 16-19 bursary. **Please contact the College separately to discuss your 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**

#### **Targeted Youth Support**

Kenworthy House, 98 – 104 George Street  
Hull, HU1 3DT  
**Tel: 01482 615 602**

#### **Care to Learn – learner support helpline**

0800 121 8989

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

Email: [C2L@studentbursarysupport.co.uk](mailto:C2L@studentbursarysupport.co.uk)

#### **Student Finance England (Advanced Learner Loans)**

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

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

***This policy is correct at the time of going to print, and is subject to change if government 16-19 bursary fund guidance is updated following initial policy approval.***