

## WYKE COLLEGE FINANCIAL SUPPORT

INFORMATION & SUPPORT AVAILABLE



### “Inspire and Support All Students to Achieve Exceptional Success”

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.

Students who qualify (by completing a financial support application and providing supporting evidence) can request assistance with a College travel pass, meal allowance, books, essential equipment (e.g. sports kit, USB, calculator, headphones), re-sit fees, UCAS entrance fees and trips/visits that are an essential part of the subject curriculum.

All support is dependant on the type of award you qualify for but 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.

Students will be expected to maintain an acceptable level of behaviour and attendance in order to access financial support.

To apply for financial support through the College bursary or free school meals you will need to complete an application form. Please visit the website at <https://wyke.ac.uk/parents/financial-support-and-costs> / or email [bursaryapplications@wyke.ac.uk](mailto:bursaryapplications@wyke.ac.uk)

**Application forms will be available to download from our website on 1 June 2022 onwards; these must be completed and submitted by 31 July 2022, along with the correct supporting evidence, in order to be assessed before the start of term.**

#MakeItHappen

# FINANCIAL SUPPORT AT WYKE SIXTH FORM COLLEGE

## **TYPES OF FINANCIAL SUPPORT**

**Discretionary 16-19 Bursary** - is available for students who live in a household with a total annual gross income £33,000 a year or less. Evidence of income including tax credits/universal credits must be provided. A full list of these can be found on the College policy documentation and application form. Please note for the purpose of eligibility Attendance Allowance, Carers Allowance, Child Benefit and Disability Living Allowance are disregarded.

**Government guaranteed free meals in further education** – available if students, or parents / guardians are in receipt of specific benefits (listed on College policy documentation and application form). Current evidence of receipt of the benefit is required.

You can qualify for both the discretionary award and guaranteed free meals if you receive the eligible benefits, and your total household income is also below £33,000. We must see evidence of total household income and not just evidence of the relevant benefit in order to assess for both.

**Vulnerable Bursary** for eligible students

- in receipt of Income Support or Universal Credit in their own name, plus additional documentation confirming independent status e.g. tenancy agreement etc.
- A Care Leaver or currently Looked After in Care (local authority letter required)
- in receipt of both Employment & Support Allowance or Universal Credit and DLA/PIP (award letter showing in receipt of both)

**Wyke College Support fund** – this 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.

## **WHAT IS AVAILABLE**

Students eligible for **Discretionary 16-19 Bursary** funding can choose to receive either a College travel pass for transport into college and/or a daily meals allowance of a minimum of £3 during term time depending on family income. As far as possible, we try to provide items designated as essential for each course automatically through ParentPay. Additional assistance can also be requested and is subject to an individual assessment and the amount of funding the College has available, and can be provided for items such as: books, equipment, re-sit fees, UCAS entrance fees and essential educational visits (part of subject curriculum).

Students who qualify for the **Government guaranteed free meals in further education** criteria are guaranteed a daily meals allowance of a minimum of £3 during term time. This will be in addition to the Discretionary Award support if you qualify for both, and the discretionary award would usually be provided as a travel pass so that both meals and travel costs are covered.

Students who fall under the **Vulnerable Bursary** criteria can access up to £1200 of support. This can be provided as either a College travel pass, meal allowance or both. Additional support is available to help remove any financial barriers students have with accessing education, and will be assessed on an individual basis. Students will receive the amount they actually need to participate in their individual College course. 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.

**Wyke College Support Fund:** support may be available for those students who do not fall under the categories above. 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 support 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 support fund can support you.

## Additional Notes relating to Bursary Fund Application

- Completed application forms and supporting evidence are submitted to the main office in the Oak building or emailed to [bursaryapplications@wyke.ac.uk](mailto:bursaryapplications@wyke.ac.uk)
- 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.

### **If you are successful in your application, full details will be sent about the terms on which the award has been made:**

- You will receive an email acknowledging submission of your application within five working days.
- If your application is approved, you will receive email confirmation within 10 working days advising you when you should start to expect to receive your award and how it will be made available to you. (Please note that if you apply prior to 31<sup>st</sup> July, your application will be acknowledged but the 10 working day processing period will start as of 1<sup>st</sup> August). **Following enrolment the student will also receive an email with a link to complete the essential items & PE, Dance, Drama & Theatre Studies kit required whilst studying at college.**
- You will also receive information by email so **please ensure we have a valid email address for you.** If your application is not successful or further evidence is required, you will be contacted by email within 10 working days of enrolment / your application being received.

### **Financial help with travel costs**

- Support is available to help with the costs of travel passes. Completed applications for financial support must be submitted with the correct supporting evidence at the latest by **31 July 2022** in order to be assessed before the start of term. Successful applicants will then be able to obtain their travel pass at the start of term without payment. Further information about the process for obtaining the travel pass will be provided by email, and this may be over the Summer holidays. **Please ensure that we have a valid email address for you.**
- We can only guarantee to have travel passes available for the start of term if the application is received before the submission date, all the requested evidence is received, and any additional information sent out by email is responded to. If there is any problem with this, please contact us.
- Applications made after the submission date will be assessed as soon as possible and if further supporting evidence is required you will be notified by email beforehand. Once the application has been assessed students will be notified of the outcome. Successful applicants will then be able to obtain their travel pass without payment. If the pass has already been purchased, the costs will be reimbursed to the date of the application.

### **NOTES re EVIDENCE**

**How Can I Download My Universal Credit And Bank Statements?** to download your UC statements, log-in to your Universal Credit account and go to the statement summary page. If you click into the statement, it will come up on the screen. You can then "Print to PDF"/"Save as PDF". Simply attach the statement (s) to an email and send them to us at [bursaryapplications@wyke.ac.uk](mailto:bursaryapplications@wyke.ac.uk)

**How do I contact HMRC by phone?** the main telephone number is the Tax Credit Helpline: 0345 300 3900 (textphone 0345 300 3909).

