

FINANCIAL SUPPORT

**BURSARIES, CHILDCARE
& FREE MEALS**

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FINANCIAL SUPPORT: THE BASICS

Financial support is government money administered by the College to help and support 16-19 year old students in further education.

The fund is to support learners, particularly those who are economically or socially disadvantaged with course related costs.

WHAT WE OFFER

There is a variety of financial support available to you during your time studying at the Sixth Form College.

This booklet explains the different types of support schemes you could be entitled to. From travel, bursaries, free meals and assistance with childcare, we are keen to offer you support.

COLLEGE BURSARIES

To qualify for any of the College bursaries you must:

- Be aged between 16 and 18 on 31 August 2020.
- Meet residency criteria (please ask a member of the Admissions Team if you have any queries).
- Enrol on a government funded programme of study.

WHAT ARE BURSARIES?

A bursary is financial support that you can use to support your education at college. There are three categories of financial support available at the Sixth Form College:

- Specialist Supportive Bursary: Available for Specific Vulnerable Groups/
- Discretionary Bursary Plus Free Meals: Benefits Based
- Discretionary Bursary Only: Income Based (£27,000 or less after deductions)

BURSARY CATEGORIES

THE SPECIALIST SUPPORTIVE BURSARY

This bursary is available for specific vulnerable groups. You could receive up to £1,200 per academic year if:

- You are a young person in care, including unaccompanied children seeking asylum.
- You are a young care leaver.
- You are a young person receiving Income Support or Universal Credit in your own right.
- You are a young person receiving Income Support or Universal Credit in your own right.

If you are living independently and not on Income Support we may still be able to offer you financial support. Monthly instalments are paid at the beginning of the month into the student's bank account.

DISCRETIONARY BURSARY ONLY: INCOME BASED

If you have a household income of £27,000 or less after deductions, you may be entitled to up to 100% of the cost of:

- Travel to and from College by either bus or train
- Essential course equipment (e.g. art materials)
- Books
- Educational visits
- Examination fees
- Authorised university visits (e.g. University open days)
- Employer visits
- Work experience related costs
- DBS checks where required for course related work experience
- Music tuition provided by external organisations where essential for study.

THE DISCRETIONARY BURSARY AND FREE MEALS: BENEFITS BASED

You will qualify for free meals and the discretionary bursary if your parent(s)/guardian(s) are in receipt of one or more of the following benefits:

- Income Support/Universal Credit (only if your household income is less than £7,400 a year)
- Income based Jobseekers Allowance
- Income related Employment and Support Allowance
- Asylum Support from NASS
- The Guaranteed 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

You may be entitled to up to 100% of the cost of:

- Travel to and from College by either bus or train
- Essential course equipment (e.g. art materials)
- Books
- Educational visits
- Examination fees
- Authorised university visits (e.g. University open days)
- Employer visits
- Work experience related costs
- DBS checks where required for course related work experience
- Music tuition provided by external organisations where essential for study.

APPLYING FOR BURSARIES

To apply for a College bursaries you will need to complete an application form.

HOW CAN I GET AN APPLICATION FORM?

- Look on the College website www.stokesfc.ac.uk/financial-support/ and download an application form.
- Give us a call on 01782 848736 (Ext 295.)
- Visit the College and ask for an application form directly.

WHO ELSE CAN GIVE ME ADVICE?

- Visit the 16 – 19 bursary fund on the Government website via www.gov.uk/1619-bursary-fund
- Call the College's Student Finance Desk on 01782 848736 where we will be able to help you with your application.

WHAT IF MY CIRCUMSTANCES CHANGE?

If there are changes to your household income during the year (e.g. a parent loses their job) you can apply for bursary at any time during your studies.

WHAT IF I HAVE TO TRAVEL TO COLLEGE BY TRAIN?

Up to 100% of the cost of train travel can be covered.

HOW WILL I GET PAID?

If you are eligible for the Specialist Supportive Bursary you will receive one monthly installment of £120 paid into your bank account on the 1st of every month for ten months.

If you are eligible for a Discretionary Bursary, support will be provided via the College. There will be no cash payments.

CAN I LOSE MY BURSARY PAYMENTS/SUPPORT?

Your programme of study will include activities, tutorials and enrichment opportunities alongside your chosen subjects. This will assist you in developing the skills and mind-set for sustainable employment. Your bursary support may be stopped if full engagement in these activities and 100% attendance are not met.

HOW WILL I GET MY FREE MEALS?

If you are eligible for free meals, a daily allowance will be added to your ID card for you to purchase food or drink from the College refectory or College shop.

APPLICATION APPROVAL PROCESS:

If a contact email address has been supplied we will acknowledge receipt of the application form. Unfortunately, to keep administration costs to a minimum, we will not acknowledge receipt of applications by post.

Your application form will be assessed against the relevant criteria to confirm eligibility. If we require further evidence or information we will contact you initially using the contact email address on the application form, then by any other suitable method of contact.

You will be notified of the outcome of your application by post. If your application is successful your letter will include details of the type of support you have been given. A copy of the letter will also be provided. The student must sign and hand in this copy at the Student Finance Desk in order to register for their support.

Please note that all support is subject to terms and conditions in accordance with the signed application form, including a requirement for full attendance. Attendance will be closely monitored and will include subject lessons and tutorials. Please see the conditions for absent marks detailed in the declaration section of the

application form.

Students will have to re-apply for financial support each year even if they are currently receiving support. Up-to-date evidence will need to be provided with the new application form. The College cannot guarantee the level of support will continue into the following year. The discretionary funding element will be dependent on the allocation from the funding body and the anticipated number of applicants.

APPEALS PROCESS

Where the applicant is not satisfied with the original decision he/she may appeal formally in writing within ten working days to the Assistant Principal of Student Services, who is totally independent of the assessment process. Appeals can be considered on the grounds of extenuating circumstances, which have not previously been disclosed, or new financial evidence that has not previously been considered. A photocopy of all pages of any additional evidence must be included with the appeal. Appeals will be assessed by the Assistant Principal and a decision notified to the applicant in writing within 15 working days of receipt. This decision is final.

CHILDCARE:

If you are under the age of 20 and have one or more children, Care To Learn can help you with the cost of childcare whilst you are learning.

- You are a parent under the age of 20 at the start of your course.
- You are the main carer for your child.
- You live in England
- You are either a British citizen or a national of a European Economic Area (EEA) country (<https://www.gov.uk/eu-eea>)
- Your course qualifies (all courses at the College qualify)
- Your childcare provider is registered with Ofsted.

If you are under the age of 20 and have one or more children, Care To Learn can help you with the cost of childcare whilst you are learning.

TERMS & CONDITIONS

EQUALITY & DIVERSITY

The Sixth Form College will promote this scheme and take the necessary actions to ensure that all students can easily access information and advice on financial assistance.

CONFIDENTIALITY

When data is provided to us, we use it solely for the purpose for which it was supplied. Your information may be shared with College staff but we will not share your information with any other organisation.

DATA PROTECTION

All gathered data is collected under the 'legitimate interests' rights detailed in article 6 and article 9 of the GDPR. It will be kept for 6 years for audit purposes and treated with the strictest confidence and will not be shared with any external organisations.

FRAUDULENT CLAIMS

If you are awarded funding on the basis of false information, you will be asked to repay any money you were awarded. This will be subject to disciplinary proceedings and the matter may also be referred to the Department for Education and/or the Police.

DISCLAIMER

All of the information in the guidance is accurate at the time of publication. Please note that if you withdraw from your course, payments will stop and the College may take the necessary steps to reclaim any monies that were issued.



T: 01782 848736
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