

Date as Postmark

Dear Sir/Madam

## 16-18 BURSARY FUND 2022/23 – Hereford Campus and Holme Lacy Campus

Please find enclosed an application form for the 16-18 Bursary Fund and the Free Meals scheme.

### Bursary for Vulnerable Groups

Under the rules of the Bursary scheme, some young people are entitled to a Bursary for Vulnerable Groups of up to £1,200. Details of those qualifying are given in the guidance notes enclosed.

If you wish to be considered for this, please ensure that you have completed **Section C** of the application form and **submitted the relevant evidence requested** in support of your application.

Students who meet the criteria for bursaries for vulnerable groups are **not** automatically entitled to a bursary if they do not have the financial needs and/or their financial needs are covered from other sources.

### Discretionary Awards

All applications not meeting the Bursary for Vulnerable Groups criteria as above, will be dealt with through the Discretionary Awards process. Please complete **Section D** of the application form to apply for this.

Applicants should note that the discretionary bursary fund is limited, and applications will be considered on a first come, first served basis.

### Submitting your Form with Income Evidence

It is important that you return your form as soon as possible to [bursaries@hlcollege.ac.uk](mailto:bursaries@hlcollege.ac.uk) **with supporting evidence**. Until completed applications and accompanying evidence are submitted, forms cannot be processed.

- Upon completion, **all required evidence of income needs to be attached to your application**, as we are unable to process it without this.
- Attached is information on the requirements if photographs of documents are sent by email.
- Any information that cannot be clearly understood will be rejected and will delay the application assessment process.
- **Please note we cannot** accept bank statements as evidence of income or benefits.

If you have any queries, or require any assistance in completing your application, please contact Student Finance through the main College switchboard for the campus at which you are intending to study.

Yours faithfully

Student Finance

**Head office:**

Folly Lane, Hereford, HR1 1LS  
Tel: (01432) 352235

Email: [enquiries@hlcollege.ac.uk](mailto:enquiries@hlcollege.ac.uk)  
Web: [www.hlcollege.ac.uk](http://www.hlcollege.ac.uk)



# HEREFORDSHIRE, LUDLOW AND NORTH SHROPSHIRE COLLEGE

## 16-18 Bursary Fund 2022/23 Policy

### 1 College Policy

The 16-18 Bursary Fund provides financial support to help students overcome specific financial barriers to participation they face so they can remain in education. The bursary is intended to help students with the essential costs of participating in their study programme, ie, cost of essential books, equipment, travelling to and from College, field trips and other course-related costs.

There are 2 types of 16–18 bursaries:

- Bursaries for defined vulnerable groups
- Discretionary bursaries which institutions award

#### ***The 16-18 Bursary Fund can be used to financially support students with:***

- Accommodation (where a student has to stay away from home) **for specialist rural courses only**
- Transport (normally through the LEA travel scheme), unless supported by the EMA in Wales
- Essential course related equipment and materials (including uniform)
- Essential course related field trips
- Disability related costs

Under the arrangements for 2022/23, certain students are entitled to bursary for vulnerable groups; all other students may receive awards on a discretionary basis, for which an assessment of household income will be performed prior to any award being considered. Not all applications will be successful, and applicants may not receive all monies requested. Maximum grant amounts are set for each category of support. It is a student's responsibility to ensure that they have adequate financial arrangements in place prior to enrolling on a course.

**No application will be considered if annual household income is greater than £26,000. Outcomes for income levels below this amount will vary according to individual / household circumstances.**

### 2 Eligibility for discretionary awards

#### ***The following students are eligible to request discretionary support from the 16-18 Bursary Fund:***

- Enrolled on a ESFA (Education and Skills Funding Agency) funded full or part-time Further Education course.
- 'Settled' (having either indefinite leave to enter or remain or having right of abode in the UK) or have been ordinarily resident in the UK and Islands for the 3 years preceding 31<sup>st</sup> August 2022.
- Aged between 16 and 19 years on 31<sup>st</sup> August 2022.
- Attending specialist rural crafts courses who have to live away from home.
- Have an Education, Health and Care Plan (EHCP)

#### ***Students may not claim support from the 16-18 Bursary Fund if they are:***

- Under 16, or over 19 on 31<sup>st</sup> August 2022 unless they are continuing on a course started aged 16 -18 (known as being a '19+ continuer'). Although the vulnerable bursary would not apply.
- On an Adult and Community learning course
- On an apprenticeship programme or waged training, as they are employed rather than in education.
- A student on a distance learning programme as they would not be expected to incur the cost the bursary covers
- On **ANY** courses not funded by the ESFA

#### **Discretionary awards can be made to cover:**

- Essential course materials for the student's own use
- Essential field trips
- Travel costs (where required)
- Essential course equipment

Additionally, students may apply for a residential bursary of up to £5,130 annually if they need to live away from home or the course specifically requires regular, repeated study out of normal college hours – this will be particularly relevant to students on Rural Crafts and certain Outdoor Adventure courses.

It is not envisaged that discretionary funds will be available for making regular payments for ad-hoc living expenses.

***Students with entitlement to bursary support whilst on a Study Programme with County Training will receive regular reimbursement of travel expenses to classes based on actual attendance, and on production of receipts for travel costs incurred.***

### **3 Entitlement to bursary for vulnerable groups**

Students wishing to claim this award must first satisfy the eligibility criteria for discretionary awards (above) and be resident in the UK. Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have the financial needs and/or their financial needs are covered from other sources.

Further to this, they must also be in one of the following groups:

- Aged 16 or 17 and in care **OR** care leavers aged 18 and over and previously a looked after child for 13 weeks
- Aged 16, 17 or 18 and *PERSONALLY* in receipt of income support – award notice required **OR** Universal Credit – award notice required **AND** further evidence (such as tenancy agreement in student's name, child benefit receipt or own child's birth certificate)
- Aged 16, 17 or 18 and *PERSONALLY* in receipt of both Disability Living Allowance (DLA) or Personal Independence Payments (PIP) **AND** Employment and Support Allowance
- Aged 16, 17 or 18 and *PERSONALLY* in receipt of both Personal Independence Payment **AND** Employment and Support Allowance

The application form will contain a section to determine entitlement. Qualifying students may be entitled to funding of up to £1,200 towards College costs (see below). In the first instance, unless a third party (eg Social Services) agrees to make such payments on the student's behalf, the award will pay for:

- Essential course materials for the student's own use
- Essential field trips
- Travel costs (where required)
- Essential course equipment

Students in receipt of this bursary may also apply for a residential bursary annually (see above) **but only if studying a specialist rural course**. Any such payment will be over and above the bursary for vulnerable groups.

### **4 Application procedure and supporting documentation**

The 16-18 Bursary Fund is allocated to the college by the ESFA in June for the forthcoming academic year. All applications are considered on an annual basis – **continuing students must re-apply** to request support for second or subsequent years of their course.

Application forms for all prospective and enrolled students will be available from main reception. This 16-18 Bursary Fund Policy will accompany the application form. Guidance in completing the form will be available through the College Learner/Student Services and Finance departments.

Applications received from students who qualify for the bursary for vulnerable groups will be given priority, in line with government direction. Other applicants will be considered on a "first-come, first served" basis, until funds are exhausted.

Discretionary funds are strictly limited; therefore awards are subject to availability of funds. Should insufficient funds be available, applications which would otherwise be successful will be rejected.

All application forms requesting discretionary support from the 16-18 Bursary Fund are means tested, and proof of income is required before an application form can be processed. **No application will be accepted if the applicant does not disclose any income source. Bank statements cannot be accepted as evidence.**

Where any required supporting documentation has not been submitted, the application form will be returned unprocessed and will only be considered once the form is re-submitted with the full supporting documentation.

## **5 Submitting an application**

To reduce the amount of paperwork the College is handling, our preferred method of receiving your application, is via email. Please complete the application overleaf and email it with your supporting evidence to [bursaries@hlcollege.ac.uk](mailto:bursaries@hlcollege.ac.uk). Every application form will be dealt with chronologically, at the following campuses of the Herefordshire, Ludlow and North Shropshire College including County Training.

If you cannot email your application, please contact us at the email address above to discuss your options or telephone your campus.

The College aims to process applications within 6 weeks of receipt of the completed form with the correct supporting evidence. Decisions may be delayed if all necessary documentation has not been provided with the application.

## **6 Payment method**

For the majority of bursary recipients, payments will be made 'in-kind' to cover costs due to the College (eg, to cover additional costs such as materials, equipment (upon production of receipts). Third parties may also receive direct payment (eg, landlords, LEA for bus passes) wherever possible, and **not** through the student. Any payments due to applicants will be paid directly into the student's bank account and only in exceptional circumstances will be considered for payment to parent/guardian. Any payments to cover ongoing expenses will be paid in termly instalments subject to continued satisfactory attendance (at least 90%), behaviour and progress.

Where students receive financial support and withdraw from their course, or their attendance/progress falls below minimum requirements, steps may be taken to recover monies paid.

## **7 Appeals procedure**

Students who disagree with the decision regarding their application can appeal against it. The appeal must be made in writing within 7 working days of being notified of the decision. Applicants should clearly state their reasons for disagreeing with the decision.

The appeal will be handled as follows:

- The application will be reviewed by the Head of Finance and Head of Student Services, who will consider whether the initial assessment was correct. The applicant will be notified of the outcome within 10 working days of receipt of appeal.
- If the applicant disagrees with the decision made by the Head of Finance/Head of Student Services, the applicant will be referred to the College Finance Director, who will review the decision further. The applicant will be notified of the outcome of this review within 10 working days.
- Should the dispute remain unresolved, the Principal will make the final decision as soon as is practicable.

## **8 Publicity**

Information leaflets on the 16-18 Bursary Fund, and other advice on alternative forms of funding are available from Student Services.

All information provided by students will be treated in confidence and will be handled in accordance with current Data Protection law.

# 16-18 Bursary Fund Application Form 2022/23



Herefordshire,  
Ludlow & North  
Shropshire College

This completed Application Form and evidence must be handed in within 4 weeks of your start date.

If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

**Please complete the form and email it to [bursaries@hcollege.ac.uk](mailto:bursaries@hcollege.ac.uk) with your supporting evidence or bring it to reception at the relevant campus.**

A Learner Details						
Title:		Student First Name:		Student Surname:		
DOB:	Age: (You must be 16, 17,18 (and under 19) on 31 August 2022 to apply):					
Address:						
Postcode:		Telephone:		Email Student: Email Parent:		
Have you a UK right of abode (resident or 'settled') for the last 3 years?					Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course Title:					Yr1 <input type="checkbox"/>	Yr2 <input type="checkbox"/>

B Bursary Criteria (see policy section 2)
To qualify you must be aged 16 or over and under 19 on 31 August 2022 and meet the ESFA's residency criteria. The bursary is paid to enable you to attend training with us <i>and will only be paid if your attendance and behaviour meet the required standard</i> . Time sheets must also be completed to enable you to receive bursary payments if you have a work placement.

## PLEASE COMPLETE EITHER SECTION C OR SECTION D BELOW

C Bursary for Vulnerable Groups Criteria (see policy section 3)	
To qualify you must fall into one of the below categories and produce the required evidence as stated.	
<b>Student is personally</b> in receipt of Income Support or Universal Credit? <i>(Evidence required - see policy section 3)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Care Leaver</b> - aged 18 or over and previously was a looked after child. <i>(Evidence required - see policy section 3)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Currently looked after</b> in care-aged 16 or 17 at 31 August 2022? <i>(Evidence required - letter from Local Authority)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Disabled student</b> in receipt of <b>both</b> Employment Support Allowance or Universal Credit <b>and</b> Disability Living Allowance/Personal Independence Payments in their own right <i>(Evidence required, award letter showing in receipt of both ESA (UC) &amp; DLA/PIP)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

## OR

D Discretionary Bursary Criteria (Note: do not complete if Section C above applies)					
Your household income is one of the criteria which will help us to assess your application. You may continue with your Bursary application if your <b>TOTAL</b> Household income is <b>less</b> than <b>£26,000</b> a year.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for a Bursary.					
Full TCAN Notice (21/22)	<input type="checkbox"/>	Income Support/Universal Credit (last 3 months full award notice)	<input type="checkbox"/>	P60 April 21/22	<input type="checkbox"/>
Self-employed earnings (official tax return 20/21)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for relevant household members for last 3 months	<input type="checkbox"/>
Please list <b>all</b> the names of the household members with financial responsibility for student:					
<b>Name and income evidence for each relevant household member:</b>				<b>Relationship to Learner</b>	

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### E Discretionary Bursary Award

Any Bursary awarded is dependent upon your personal circumstances. If successful, the College will award the Bursary 'in-kind' and cover your Additional Costs required for your course (see Policy)

**You may request additional assistance with Travel and Accommodation:**

**Travel** (normally LEA travel Pass for students who need to travel over 3 miles from College and not entitled to Welsh EMA).

Please apply for transport assistance by visiting:

<https://www.herefordshire.gov.uk/public-transport-1/school-college-transport/2>

When online, please answer 'Yes' to the question: "Do you intend to apply to your college for a bursary to fund your transport costs?"

**Write the 5-digit reference number here:** \_\_\_\_\_ The College can then arrange payment

**Accommodation** (see policy for eligibility)

**Tick here if required:**

**Lodger Agreement or Letting Agreement and Payment Schedule must be provided**

<input type="checkbox"/>
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**Any Other costs (please specify):** \_\_\_\_\_

### E Free Meals

Free meals are targeted at disadvantaged Learners. For the purposes of eligibility for free meals, 'disadvantage' is defined by the Learner being in receipt of, or having parents who are in receipt of, one or more of the following:

- Income support
- Income based Jobseekers Allowance (ESA)
- Support under part V1 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 HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa after tax and not including any benefits you receive

**Are you claiming for free meals?** Yes  No

Learners who claim the 'Free Meal' element may still be eligible to claim the Discretionary Bursary.

### F Learner Bank Details (see policy section 6)

Please provide your **bank details** below, as printed on your bankcard or statement (see policy for payment process).

**Bursary payments will be paid directly into Learner's bank account only (by BACS).**

Please be aware that Providers can choose to pay Bursary awards 'in kind' eg, by purchasing any equipment required or providing learners with a travel pass.

Account Name: \_\_\_\_\_ BIB Reference (Admin Use Only): \_\_\_\_\_

Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_\_

### LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund Policy and holidays will be unpaid.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my Provider immediately.
- I will notify my Provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning, financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.

- I am clear that the Bursary payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs and meals
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my Provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Bursary Policy.
- **I confirm I have read the 'Bursary Fund Policy' which was given to me with this application.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(parent/guardian/student)

If submitting screen shots, please ensure the files are clearly labelled by month, and contain the following information:

Example of a Universal Credit monthly award notice

<b>How your Universal Credit payments are worked out</b>	
This is based on your circumstances between 1 December 2020 and 31 December 2020	
<b>1. First, we bring together the basic parts of Universal Credit that apply to you.</b>	
<b>Standard Allowance for you and your partner</b>	£498.89
<b>Housing Element</b>	£354.68
<b>Child Element</b> From 06/04/2017 Universal Credit will only pay the child element for 2 children or qualifying young people unless certain exceptions apply. For further information on when an exception may apply, see <a href="http://www.gov.uk">www.gov.uk</a>	£508.75
Children on your claim XX XX We pay £277.08 for your first child or qualifying young person. For each other eligible child or qualifying young person, we pay £231.67	
ESFA note: there can be other/different elements in this section.	
<b>Amount</b>	<b>£1,362.62</b>
<b>2. Next, we take account of any non-work income and other benefits you receive as well as your savings and capital.</b>	
<b>The total we take off for these items is:</b>	<b>£0.00</b>
<b>3. We then take account of your take-home pay</b>	
Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.	
Your take-home pay for this period is <b>£1,352.85</b>	
The first £192.00 of your take-home pay doesn't affect your Universal Credit monthly amount. Every £1.00 you earn in take-home pay over this £192.00 reduces your Universal Credit by 63 pence.	£731.34
<b>The total we take off for take-home pay is:</b>	<b>£731.34</b>
<b>4. Lastly, we take account of any loans, advances, deductions and overpayments or third party payments you have.</b>	
Social Fund	£22.15
Budgeting Allowance	£15.00
<b>The total we take off for these items is:</b>	<b>£37.15</b>
<b>Total adjustments</b>	<b>£768.49</b>
<b>Your Universal Credit monthly payment for this period</b>	<b>£593.83</b>

ESFA note: institutions should use the two highlighted figures, take-home pay and the amount of Universal Credit after deductions, when assessing household income.