

## **St Hilda's College Bursary**

This sets out the arrangements for how St Hilda's College will prioritise and administer the 16-19 Bursary Fund.

The School will use the funds to make the maximum impact on attendance, retention, achievement and success rates.

Its purpose is to provide financial support to help disadvantaged students overcome specific barriers to participation, so that they can remain in education.

If you are between 16 and 18-years-old on 1st September 2019, you may be entitled to apply for a bursary payment. The 16-19 Bursary Fund can help pay for costs to assist you in education. These costs may include, equipment you might need for your course, lunch and transport to and from your school or college.

### **There are 2 types of 16 to 19 bursaries:**

- A Guaranteed Bursary of up to £1,200 a year for young people in one of the defined groups below.
- Discretionary Bursaries that the school awards to meet individual needs. For example, transport, meals, books and equipment.

### **Guaranteed Bursary**

Students who fall into one of the following categories are eligible:

- In care
- Care leavers
- Receiving Income Support (IS) or Universal Credit (UC) in place of Income Support in their own right
- Receiving Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payments in their own right

A student who has been offered this bursary cannot also apply for the Discretionary Bursary.

### **Discretionary Bursary**

Students aged under 19 years of age on 31<sup>st</sup> August 2019 and who fall into one of the following criteria, may be eligible to apply for this fund:

- Eligibility to FSM in year 11
- Unaccompanied asylum seekers (UASC)
- Young carer not in receipt of a carers allowance
- Parental receipt of benefits
- Total household income less than £25,000
- Other exceptional circumstances where hardship can be evidenced

## **How to apply for a bursary payment**

- Complete the Bursary Fund application form which can be obtained from Miss M Judge, College Manager (Pastoral) or available to download from the School website.
- Attach copies of the required evidence to your application your application to Miss Judge, College Manager (Pastoral)

## **When to apply**

Applications are usually made during the first weeks of the academic year.

If your circumstances change part way through the academic year, an in-year application can be made, providing you have evidence to support your application.

## **Evidence**

Evidence must be provided with your application form, these are examples of evidence to attach to your form. (Please send in photocopies and not the originals)

Examples of evidence are:

- An income support award letter which is less than 3 months old at the date of application
- All pages of a recent Tax Credit Award for this year
- An employment support allowance award letter which is less than 3 months old at the date of application
- A pensions/benefits award letter which is less than 3 months old
- 3 months of wage slips
- P60 of parent/carer
- Self-employment audited accounts or an official tax return

## **Attendance, behaviour and progress criteria for Bursaries.**

A student awarded a Guaranteed or Discretionary Bursary must sign a contract with St Hilda's College, undertaking to meet the School's conditions of the award, accepting the amount and basis on which it is to be paid.

Bursary payments are conditional:

- On achieving 95% attendance or above, unless the period of absence is supported by a medical note
- On acceptable progress in line with target grades, including submitting all work by given deadlines
- On acceptable behaviour in the College

Failure to meet the above conditions may mean part or all of your payment could be stopped.

## **PRIORITISATION OF FUNDING**

- Assistance to meet transport costs
- School meals subsidy
- Educational enrichment activities
- Fees in relation to a student's course of study
- ICT equipment
- Discretionary awards for other purposes in exceptional circumstances

## **EXCEPTIONAL CIRCUMSTANCES**

The school will recognise wider family circumstances that would place families in financial difficulty.

Examples of these include, but are not limited to, the following:

- A student is a carer
- Number of dependent children in the family

## **The right to appeal**

You have the right to appeal. Students or their parent/carers dissatisfied with the outcome of their application, they can appeal in writing to the Head of College, Mr R Bellmon. Providing as much evidence as possible to support the application.

## **Free School meal information**

\*\* Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- 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 they 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 (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to the institution where they are enrolled.