



16 - 18 BURSARY FUND GUIDELINES – 2017/18

The Bursary Fund is available to provide support to students who are 16-18 years old who are experiencing financial difficulty with meeting the costs associated with their learning. Eligible students must be under 19 at the start of the academic year in which they start their programme of study, which for 2017 – 2018 academic year is 31st August 2017, or be continuing on a study programme they began aged 16 -18.

Awards allocated are subject to a means test against relevant income thresholds with the exception of the Guaranteed Bursary payments.

Awards for students attending a full academic year, are calculated over a maximum period of 35 weeks

Any payments take into account your attendance, if this falls below 90% payments will be pro-rated. You will also need to make satisfactory progress on your course and not be subject to disciplinary procedures; if you fail to do this, we may have to withdraw your support, unless there are exceptional circumstances.

What Support is available?

Bursary will be means tested and depending upon your circumstances, you may be eligible to receive the following:

- Help with Travel – This applies to Learners who live within the Borough of Hartlepool whose travel distance is more than 2.5 miles from Hartlepool Sixth Form College, or 2 miles for learners with limited mobility.
- Support towards the cost of materials and equipment
- Support towards essential educational visits and field trips
- Help with the cost of essential examination re-sit fees and UCAS fees

Travel support for out of town students

Learners living outside the Borough of Hartlepool can apply for help towards travel costs, this is administered separately, for this please ask at **Reception** for the relevant application form/information

Who is Eligible for Bursary Support?

The funding provided to the College in 2017/18 is limited therefore the support available is dependent upon the number of applications received and the resources available.

Guaranteed Bursary

A Guaranteed Bursary Package worth up to £1,200 per year will be available to assist individuals in vulnerable category when the young person is:

- Living in Care or a Care Leaver
- Claiming Income support/Universal Credit **in own right**
- Claiming Employment Support Allowance (ESA) or Universal Credit (UC) **and** in receipt of Disability Living Allowance (DLA) or Personal Independence Payment in their own right

Students eligible for the support through the Guaranteed Bursary may also be eligible for Free Meals if they meet the specific criteria

Discretionary Group 1:

Learners whose household income is below the threshold of £17,000, including all Tax Credits.

Discretionary Group 2:

Learners whose household income is between £17,000 and £25,000 including all Tax Credits. Support for this group will be dependent upon availability of funds, and can only be assessed after the needs of Discretionary Group 1 have been met

Emergency Support

Learners who do not fall into any of the identified Groups but who have an **extreme** financial problem and a short-term, specific educational cost, which they cannot meet. Support for this group will be dependent upon individual circumstances and availability of Bursary funds.

How to Apply

Pick up an application form from Registry or Reception, staff in Registry can provide you with an advice and assistance you might need. Applications must be fully completed and include all the required evidence, such as proof of any relevant benefit, earnings and household income including Tax Credits

The application must include the young person's own bank details

Incomplete applications cannot be processed. The applicant/parent will be notified by telephone call/letter of the outstanding information and documentation required to complete the application.

Applicants will receive written correspondence confirming the outcome of their application

Childcare:

Students aged 16-19 with who require help with childcare costs should apply to **Care to Learn**. For more information, please contact Registry/Student Services

Application Submission Dates:

We encourage learners to submit applications as early as possible as there may be a delay in processing applications during busy periods.

Applications received before Friday 17th November will have payments calculated from the start of their course. Applications received after this date, will only be assessed from the start of the month of the date received, and no backdated payments can be awarded

If the student is eligible for the Guaranteed Bursary then they can apply at any time, payments, will be backdated from the start of the course, subject to the student's eligibility in a vulnerable category

Appeals:

If your application is unsuccessful, you do have the right of appeal. Appeals should be made in writing within 10 days of the Colleges decision and forwarded to: The Director of Student Guidance and Support. Please explain the reason for your appeal and provide us with any supporting documentation/information.

Any queries

If you have any queries please contact the Registry Office at Hartlepool Sixth Form College, email joanne.mccarte@hpoolsc.ac.uk , or telephone 01429 851451