



16 - 19 BURSARY FUND GUIDELINES – 2016/17

The Bursary Fund is available to provide exceptional support to students who are 16-18 years old who are experiencing financial difficulty with meeting the costs associated with their learning. You may apply for the bursary after your 19th birthday within the academic year, providing you were under the age of 19 at 31st August 2016.

We will consider all applications individually and if you have a genuine need for financial assistance we will try our best to help you out.

If you are aged over 19 or older at the start of the academic year, please ask at Registry for the 19+ Bursary Fund Application form.

If your application is approved and we can help you, assistance will be given during term time and the College will take into account your attendance, you will also need to be 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?

The Hartlepool 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
- Essential Educational Visits and Field Trips
- Other Relevant Expenses Associated with Your Studies
- Help with the cost of Essential Examination Re-sit fees

Travel support for out of town students

Learners living outside the Borough of Hartlepool can apply for help towards travel costs, **this is a separate scheme and not part of the Bursary**, 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 2016/17 is limited, which has means that priority groups have been identified to allow us to support young people who are most in need, primarily those from families with low household incomes. The funds will be prioritised as follows:

Priority Group 1:

Any Vulnerable Learner, who is defined as:

- 16-18 year old in care or a care leaver
- 16-18 year old in receipt of Income support or Universal Credit in own right
- 16-18 disabled young person in receipt of Employment Support Allowance (ESA) **and** in receipt of Disability Living Allowance (DLA)

A bursary to the value of **£1,200** will be allocated to young people who are in Priority group 1

Priority Group 2:

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

Priority Group 3:

Learners whose household income is £25,000 or below including all Tax Credits. Support for this group will be dependent upon availability of funds, and can only be assessed after the needs of Priority Groups 1 and 2 have been met

Priority Group 4 (Emergency Support):

Learners who do not fall into any of the identified Priority 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 your might need. The Application form will inform you which evidence you will be required to submit

- Complete your form making sure you highlight what you are applying for and return it to as soon as possible to **Registry** along with the required evidence of income - good quality photocopies are acceptable.
- We will write to you as soon as possible, and let you know if your application has been successful.

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 after Friday 25th November will not be back-dated, and Priority 2, 3 and 4 will only be considered if funding allows. Priority 1 applications can apply at any time of the year

Appeals:

If we are unable to support you and your application is refused or has been withdrawn, you do have the right of appeal. This appeal should be made to the Assistant Principal within 10 days of the Colleges decision. Please explain the reason for your appeal and provide us with any supporting documentation/information. This will be dealt with in accordance with the Colleges appeals procedures.

Any queries:

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