



16-18 Bursary and Free Meals

Young people studying on a full time programme will be eligible to receive financial support as follows:

Transport & essential kit costs

Household income less than £25,000

If you live more than 1 mile from your campus of study you will receive travel support. Essential kit costs will also be paid for students eligible in this category.

Household income between £25,000 and £40,000

If you live more than 5 miles from your campus of study you will receive travel support through the Student Transport Scheme.

Travel

Students will receive support via the cheapest route which may be:

- A Go North East Key Card (Sunderland College only)
- £30 a month towards the cost of a Stagecoach VIP Megarider pass or a 16-18 Pop Card
- £60 a month maximum towards the cost of other transport or where a combination of travel is required

and

Guaranteed bursary

A bursary worth £1,200 a year will be available to assist with your costs, in the following circumstances where the young person is:

- Living in Care or a Care Leaver
- Claiming Income Support or Universal Credit in their own right
- Claiming Employment and Support Allowance together with Personal Independence Payment or Disability Living Allowance in their own right

and

Free meals

Free meals will be issued to eligible students worth £2.41 per day for any student whose parent(s)/guardian(s) or themselves are in receipt of any of the following benefits:

- Income Support
- Jobseekers Allowance (Income Based)
- Employment and Support Allowance (Income Related)
- Pension Credit (Minimum Guarantee)
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit only, provided they have an annual income, as assessed by the Inland Revenue that does not exceed £16,190. (Claimants in receipt of Working Tax Credit together with Child Tax Credit are not eligible for meal support)
- Universal Credit with next earnings not exceeding the equivalent of £7,400 per year

In addition, students eligible for free meals can also access a free breakfast at main College campuses, up to a value of £1 a day.

Financial support for 19+

Support is available to adult students who are studying on a course of further education who are in receipt of a means tested benefit or with a household income of less than £16,190. If your course is funded through an Advanced Learner Loan then your application cannot be processed until your Tuition Fee Loan status is 'Approved'. Support for Asylum Seekers will be made in the form of vouchers and students should be attending their nearest education institute for their study. Support towards travel costs is available for those who live more than 1 mile from their campus of study. Students may also receive support towards any essential kit/books & equipment. Students aged 19-20 who are studying full time who are financially dependent on parents may also qualify for a grant.



Guidance Notes

Eligibility

You must be classed as a home student i.e. a permanent UK/EEA resident in order to receive financial support.

16-18 bursary is available to students aged 16 or over and under 19 at 31st August 2018. In addition students aged 19 or over at 31st August 2018 who are in receipt of an Education Health Care Plan or who are continuing on a study programme they began aged 16-18 are also eligible through this scheme.

19+ financial support is available to further education students aged 19 or over on 31st August 2018, who are not normally supported by another agency. If you are in receipt of a state benefit then please be aware that awards may be limited so they do not impact on your eligibility to benefit. If your course is funded through an Advanced Learner Loan then your application cannot be processed until your Tuition Fee Loan status is 'Approved' on the online portal.

Applicants must be below the relevant income threshold.

In cases of severe financial hardship or a significant change of circumstances then please contact the Welfare Team staff at your campus.

Change of details

Please inform the Welfare Team of any change of details such as name/address/bank account or withdrawal from the course. This will ensure payments are not delayed unnecessarily.

Evidence in support of application

Application forms must be fully completed and include all required evidence:

- Evidence of student's own bank account
- Evidence of Child Benefit from Parent(s)/Guardian(s) for those aged 16-18
- Evidence of relevant benefit or proof of household income

Evidence of relevant benefits should be no more than 2 months old with the exception of Universal Tax Credit/Child Tax Credit/Working Tax Credit where a full copy of the Award Notice for 2018 - 2019 needs to be provided. Evidence should be supplied as photocopies as original documentation cannot be returned.

If you are applying for the guaranteed bursary then you need to provide documentary evidence of your circumstances such as a letter from your Social Worker or proof of your entitlement to a relevant benefit.

Administration of the fund

Early application is recommended. For 16-18 students, completed applications received before 24th August 2018 will either receive their first monthly payment on 21st September 2018 or will have their travel ticket assigned to their Key Card by this date.

Applications will be assessed from 1st July 2018 until 1st July 2019. Applicants will receive written/emailed correspondence confirming the outcome of their application together with either a payment schedule or terms and conditions of the Key Card scheme.

Payments will normally be made by monthly BACS into the student's own bank account.

Incomplete applications cannot be processed and will be followed up with the applicant. Late applicants may receive reduced awards subject to funds available. All awards made will be subject to confirmation of enrolment.

If a student is dissatisfied with the outcome of their application, they have the option to appeal which will be outlined in their notification letter.

Attendance requirements

All monthly payments will be subject to the student achieving a minimum of 90% attendance, together with satisfactory progress and conduct at College. Payments will be withheld if the student's attendance falls below 90%.

Guidance on completing the application

If you require any assistance in completing the application then please contact:

**0191 511 6000 for Sunderland College or
0142 929 4444 for Hartlepool Sixth Form College
or call in to reception at any college campus.**