

GRANTS AND BURSARIES

STUDENT SERVICES

2019 -2020



**Financial assistance
available to students
studying Further
Education Course**

ASKHAM BRYAN COLLEGE

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GUIDANCE FOR COLLEGE BURSARIES 2019-20

Askham Bryan College has a serious commitment to student welfare. We recognise that there are costs associated with education and will do our utmost to help students within the limited funds that the College has available from the Government.

All students applying for financial assistance must be studying a Further Education course for the academic year September 2019 to July 2020. It can be Entry Level 1, 2, or 3 or a Level 1, 2, or 3 qualifications.

Residential Bursary Fund

The residential bursary fund is aimed to support learners on land based programmes of study that require a residential element. All full time Further Education students can apply for the residential grant provided that they:

- Live more than 15 miles from the College and there is not a College nearer to their home address doing the same study programme

OR

- The journey to College takes more than 2 hours on public transport.

AND

- **The household income is less than £30,000.**

The student must have a confirmed place on a Level 2 or Level 3 Further Education course at the College and have resided in England for more than 3 years. There are a limited number of residential awards so they are awarded on a first come basis.

An application form (F26) must be completed declaring the household income and evidence must be provided to support this.

The grant will not cover all the accommodation costs, the residue may be paid in 8 instalments over the academic year. It is up to the individual student and their family which type of accommodation they choose to live in but it must be on the College campus and have half board catering.

Residential Bursary Awards are made according to Household income, awards are based on a sliding scale:-

Gross Household Income	Award
Up to £21,000	£3,458
£21,001 to £25,704	£2,305
£25,705 up to £30,000	£1,152
Over £30,000	No award

Evidence to support the residential bursary application for the tax year **April 2018-March 2019** must include the following:

- A copy of a Tax Credit Notice Award (TCAN) for 2018/2019 **all** the pages must be included, showing household income and figures for child tax credit and/or working tax credits.
- P60 for April 2019 to evidence salary or a copy of three wage slips for February 2019, March 2019 and April 2019.
- If the household is in receipt of Universal Credit we require 3 recent monthly statements confirming the amount received.
- Confirmation of ALL benefits the household is in receipt of, we require a recent (within 3 months) benefit entitlement/ award letter.
- Certified accounts if self-employed or a copy of your tax return for April 2019.
- Evidence of a household member attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2019-20, which will reduce household income by 50%.

The assessment form must be signed by the student and their parent/ guardian if the student is under 18 years of age.

No residential grant will be awarded without the evidence of income. To ensure the financial support is in place for the start of the academic year the closing date for the Residential Bursary applications is **31st July 2019**.

If you have provided the required evidence, your application will be examined and processed according to the college criteria. You will normally be informed in writing of the result of your application within 28 days.

Discretionary Bursaries

The Discretionary Bursary offers financial support to students who are on a full or part time **further education** study programme; the bursary is aimed at assisting learners to overcome specific barriers to participation so they can remain in education.

There are two types of bursaries:

- **A Vulnerable Learner Bursary** which is for young people in one of the defined vulnerable groups.
- **Discretionary bursaries** which are awarded to meet individual needs and assist with course related costs such as books, equipment and trips.

1. Vulnerable Learner Bursary

This is for students who are aged between 16-19 and in one of the defined vulnerable groups:-

- Young person in care / Looked After child
- Care leaver
- Young person who is in receipt of Income Support / or Universal Credit in their own right
- Disabled young people who receive both Disability Living Allowance (DLA) or Personal Independent Payment (PIP) **and** Employment Support Allowance (ESA).

These young people will receive up to £1200 per academic year, £35 per week for 34 weeks. They must meet the agreed standards of attendance and behaviour which will be monitored weekly by Student Services. Payments will be authorised and made by the College weekly direct into the student's bank account via the BACS transfer system.

Evidence required

- Written confirmation from the Local Authority of current or previous looked after status.
- Written confirmation of receipt of Income Support stating the amount awarded.
- Copies of 3 recent monthly Universal Credit Statements.
- Written confirmation of receipt of DLA or PIP **and** ESA stating the amount awarded.

Attendance and behaviour will be monitored, the bursary payments are conditional on this. **Payments are made a week in arrears and during term time only.**

2. Discretionary Bursaries

Students can apply for the discretionary bursary to help them overcome financial barriers; the bursary can assist students with course related costs such as personal protective equipment, transport, educational visits or food whilst at the College.

Priority will be given to those students on the lowest household income and an assessment of financial need will be made.

In order to receive an award a student must complete an application form for the Discretionary Bursary and provide the supporting evidence required.

- Students will be assessed on the annual gross household income, including income from the student's parents or the student's spouse as appropriate. **It must be below £30,000.**
- Where a student lives with a partner, the income of both the student and the student's partner will be used.

Evidence required includes:-

- A copy of a Tax Credit Notice Award (TCAN) for 2018/2019 **all** the pages to be included, showing household income and figures for child tax credit and/or working tax credits.
- P60 for April 2019 to evidence salary or a copy of three wage slips for February 2019, March 2019 and April 2019
- If the household is in receipt of Universal Credit we require 3 recent monthly statements confirming the amount received.
- Confirmation of all the benefits the household is in receipt of, a recent (within 3 months) benefit entitlement/ award letter must be provided for each.
- Certified accounts if self-employed or a copy of your tax return for April 2019.
- Evidence of all benefits you/ the household is in receipt of, confirmation letters must be recent and state the amount you are in receipt of.
- Evidence of a household member attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2019-20, which will reduce household income by 50%.

NO BURSARY APPLICATION WILL BE ASSESSED WITHOUT THE CORRECT EVIDENCE.

Awards are subject to household income, please see the table below for the income thresholds:-

HOUSEHOLD INCOME	DISCRETIONARY AWARD
£10,000 and under	£1200
£11,000	£1000
£12,000	
£13,000	
£14,000	
£15,000	
£16,000	£750
£17,000	
£18,000	
£19,000	
£20,000	
£21,000	£500
£22,000	
£23,000	
£24,000	
£25,000	
£26,000	£250
£27,000	
£28,000	
£29,000	
£30,000	

Food cards and personal protective equipment can be purchased by the College out of the monies awarded. No refunds will be given for equipment bought in advance. Money can be put aside from the award for educational visits please speak to Student Services in advance of the trip to arrange

payment. Any monies remaining will be paid into the student's own bank account by BACs in three termly instalments.

The first payment for the discretionary bursary will not be made until the end of November 2019, once the student has had their six week right course review. The second payment will be made by the end of February 2020 and the third payment at the end of May 2020.

The maximum discretionary award is £1200 per academic year for students whose household income is below £10,000. Students who find themselves facing hardship during the academic year can appeal for further assistance, if they are able to provide evidence to support the appeal and there are funds available.

19+ Advanced Learner Loans

Tuition Fees

Students who are 19+ and have tuition fees to pay can apply for an Advanced Learner Loan to help pay the fees charged. Most learners aged 19+ studying an eligible qualification will qualify for an Advanced Learner Loan.

The amount you get depends on the course you are studying, you can get the maximum amount to cover your fees or pay part or all the fees yourself. You can apply online, visit www.gov.uk/advancedlearnerloan for further information.

Advanced Learner Loan Bursary

Students who qualify for an Advanced Learner Loan to cover their course fees may also be eligible for an Advanced Learner Loan Bursary through the college. In order to qualify students must meet the eligibility criteria, have a household income of below £30,000 and be able to provide a copy of their Advanced Learner Loan confirmation letter. Students must complete the Discretionary Bursary application and provide the evidence of household income as stated in the application.

Childcare Funding

Care to Learn (for students aged between 16-20)

If you are under 20 at the start of your course and you are the main carer for your child and in receipt of Child benefit you may be eligible for funding towards your childcare.

For more information and to apply for Care to Learn visit www.gov.uk/care-to-learn

Childcare Grant (for students aged 20+)

To have support towards the cost of childcare you must be over 20 years of age at the beginning of your full time Further Education course. Household income has to be below £30,000. You must complete the Childcare Funding application form and provide the supporting documentation required.

The College will fund up to 80% of the students childcare costs. This payment will be made directly to the Childcare provider who must be Ofsted registered. The certificate of registration must be sent as evidence with the application form.

Free College Meals

This entitlement is for learners who are in full time **Further Education** at Askham Bryan College and its centres. Students must be aged between 16 and 18 years on 31st August 2019. If a student turns 19 during the academic year they will remain eligible for free meals until the end of the academic year.

Students aged 19 and between 25 years old who are subject to a Learning Difficulty Assessment (LDA) or have an Education Health Care Plan (EHCP) will also be entitled to free meals whilst at the College, providing they meet the household income eligibility criteria and can provide evidence to support this.

Eligibility Criteria

If the household is in receipt of any of the benefits listed below and the income is below **£16,190**, the student may be eligible for free meals. You must complete a bursary application form and provide evidence in order for your free meal entitlement to be approved.

Evidence Required:

- Jobseekers Allowance income based
- ESA – income related Employment Support Allowance
- Income Support
- Guaranteed element of State Pension Credit
- Child Tax Credits (you cannot be in receipt of Working tax credits)
- Universal Credit (you must provide 3 recent statements)
- A recent letter from the Local Authority confirming entitlement.

IMPORTANT NOTE

For **ALL** grants and bursaries, the evidence provided to support the application must be for the year **1st April 2018 – 31st March 2019**. If the incorrect year is sent the application will **NOT** be assessed until the correct year is sent.

Application forms for the grants and bursaries can be downloaded from the Askham Bryan College website; paper copies are available on request from Student Services.

Applications must be returned to the following address:-

By post:

Student Finance Officer
Student Services
Askham Bryan College
Askham Bryan, York
YO23 3FR

By email:

Email: bursaries@askham-bryan.ac.uk

Please note if you are sending your bursary application form and evidence via email you must password protect the document, please email prior to sending your application your password so we can access the application.

Within **FIVE** working days of receipt of an application an acknowledgement email will be sent, any original documents will be returned via the post. If application forms are sent to the Centres and not directly to the York office, this will delay the assessment process.

The College will not be able to make any payments or purchase any equipment for you until you have been enrolled and you have started to attend your programme of study. This means that you have to wait several weeks for your equipment or first payment. If you need help urgently, please make an appointment to speak to the Student Finance Officer via Student Services or email bursaries@askham-bryan.ac.uk with your details.

If you have any queries please contact [Student Services on 01904 772201](tel:01904772201) or [The Student Finance Officer 01904 772271](tel:01904772271).