



Application for 16 – 19 Bursary/Free Meals in FE

Guidance and Information 2021 - 2022

NOTE: Incomplete applications will not be accepted. This includes applications with missing evidence or evidence that is out of date.

To avoid delay, please ensure that you provide **good copies** of all the evidence of household income and/or benefits required to assess your form.

Where a student or their parent/carer is unwilling to provide evidence of household income, no assessment can take place; therefore, support will not be available.

Eligibility

To be eligible for support from the following funds, you must be over 16 and under the age of 19 on 31st August 2021

Free Meals in FE

Students who received Free School Meals in Y11 (academic year 2020-21)

Students who received Free Meals in FE support in Y12 (academic year 2020 – 21)

Students who were in receipt of Free School Meals on 1st April 2018

Priority 1

Vulnerable Students, who are defined as:

- Students aged 16-18 in Care/Care Leavers.
- Students aged 16-18 in receipt of Income Support/Universal Credit (in own name)
- Disabled students aged 16-18 in receipt of Disability Living Allowance or Personal Independence Payments **and** Employment Support Allowance or Universal Credit.

Priority 2

All students whose household income is below £16,190.

Priority 3

All students who are not already classified as Priority 2, who have a household income below £30,000.

Note

Where there are additional dependent children in the home (for whom Child Benefit is being paid), a deduction of £1,750 per child will be taken from the total household income to give an adjusted total income. This will then be used to determine eligibility.

Example - a household income of £22,000 pa where there are two additional dependants (3 children in total) will take the adjusted income to £18,500 pa

How to apply

Support is means tested and evidence of **all** income will be required with the application.

- Application forms are available from Student Services or the College website
- Applications can be submitted from August 2021
- Completed forms should only be submitted when **all** evidence of income has been attached – good quality copies must be provided.

Evidence and information required with your application

Free Meals in FE

To apply for Free Meals in FE without 16 – 19 Bursary support, you can provide evidence of receiving Free School Meals in your previous school or evidence that you were in receipt of Free School Meals on 1st April 2018.

16 – 19 Bursary and Free Meals in FE

If you are applying for both Bursary support and free meals, you must provide evidence of **all** household income.

Proof of current earnings or the following benefits (**dated within the last 3 months**) is acceptable:

Carers Allowance
Child Benefit
Child Support/Maintenance
Child Tax Credit (Award Notice marked 2021-22)
Council Tax Benefit
Disability Living Allowance (this will not be included in our assessment)
Employment Support Allowance
Grants or Bursaries
Housing Benefit
Incapacity Benefit
Income Support
Job Seekers Allowance
Monthly salary slips (x3 most recent)
Personal Independence Payment
Support under part VI of the Immigration & Asylum Act
Universal Credit (3 most recent statements plus Award Notice)
Weekly wage slips (x4 most recent)
Working Tax Credit

Any other income from personal pensions, pension credits, investments.

Vulnerable Student Bursary

If you are applying for the Vulnerable Bursary, one of the following is acceptable:

Written confirmation of your looked after or care leaver status from the local authority.

Proof that you are in receipt of Income support/Universal Credit in your own name.

Proof that you are in receipt of ESA or Universal Credit **PLUS** DLA or PIP

Please note, whilst support of up to £1200 is available to vulnerable students, this is not automatic. Individual applications will be assessed, and support will be tailored to meet only the costs incurred to participate in education.

Travel Support

If you live more than 2 miles from college you can apply for a travel pass. A copy of AA Route Planner showing details and the length of your journey must be provided see <https://www.theaa.com/route-planner/route>. Students who live on the College bus routes are expected to use college services and passes will be offered for these services only.

Students with limited mobility may be entitled to apply for a Disabled Pass. More information is available on www.travelsouthyorkshire.com or by calling Traveline on 01709 515151.

If you live less than 2 miles from the College and have a disability, you can apply for a travel pass provided you are not entitled to a Disabled Pass and have already been refused support by your local authority. You must apply to your local authority for support in the first instance. Evidence of refusal will be required.

Approval

You will be informed in writing of the outcome of your application. This will be sent to your college email account. We aim to process applications within 10 working days however, during busy periods assessments may take a little longer.

Where possible, support will commence from the date approval is granted. We are unable to back-date payments or pay for travel, equipment, books etc retrospectively.

Funding is for one year only. You must re-apply for support at the start of each academic year.

Requests for support for trips, visits, books, or equipment must be submitted on a Supplementary Form after approval has been granted. Supplementary forms are available from Student Services.

Conditions of support

Financial assistance and the provision of free meals from the 16 – 19 Bursary Fund is conditional upon satisfactory attendance (minimum 90%) for all subjects including tutorial. Assistance is also conditional upon satisfactory behaviour and effort, which covers classwork, return of homework, completing coursework on time and any disciplinary action. Payments will be reduced or withheld due to low attendance or unsatisfactory behaviour.

Appeals

Applicants refused support or those whose support is withdrawn have the right to appeal. This appeal should be made following the Trust Complaints Procedure within 10 working days of the College's decision. The reason for appeal must be given and any supporting documentation or information must be provided.

Support Available

16 – 19 Bursary Fund

The following assistance will be available if you fall within the Priority groups 1 and 2.

- Travel
- Meals
- Materials and Equipment
- Stationery Pack
- Support towards **essential** Educational Visits, Field Trips, Residentials • Other Expenses associated with Study

Students who apply under Priority group 3 will be granted support subject to the funds being available. Precedence will be given to supporting the cost of travel.

Free Meals in FE

On application, the following students are entitled to Free Meals in FE:

Students in receipt of Free School Meals on 1st April 2018 – evidence required

Students in receipt of Free School Meals in Y11 during the academic year 2020-21 – evidence required

Students who have not previously received Free School Meals will be entitled to Free Meals in FE if they or their parents/carers receive any of the following benefits:

- Income-based Jobseekers Allowance
- Income-related Employment & Support Allowance (ESA)
- Support under part VI of the Immigration & Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit - provided they or their parents/carers are not entitled to Working Tax Credit and their annual gross income is below £16,190
- Working Tax Credit Run-On
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Books and equipment

The College may purchase books and/or equipment on your behalf. In most cases, these will be loaned to you. All books and equipment remain the property of the College and must be returned at the end of each academic year or earlier, should you leave your course.

Child Care

Care to Learn

If you are under 20 years of age and have one or more children, Care to Learn can help with the cost of your childcare and related travel costs. You could receive up to £160 per child per week. For more information call the Learner Support helpline on 0800 121 8989 or visit www.gov.uk/care-to-learn.