

2019-20 Student Bursary for 16-18 year olds



Who should read these guidelines?

The Young Person who will be attending Trafford College as a student in September 2019 and Parent(s)/Carer(s)/ or other Adult(s) who are mainly financially responsible for the Young Person.

What is the Student Bursary?

The Student Bursary is money which has been given directly to the College by the Government to help 16-18 year old students who face financial barriers in continuing in full time further education.

Who is eligible to apply for the student bursary?

Applicants must have applied for, been offered or have accepted a place on a full time further education course of at least 12 hours per week. Applicants must be aged over 16, 17 or 18 on 31st August 2019 or be aged 19-24 and have an EHC plan (Educational Healthcare Plan).

Young People whose residency status is that of overseas student and who have a UK student visa or a UK visitor's visa will not be eligible to apply for a Student Bursary.

Will the Trafford College Student Bursary be Income Assessed?

Yes – the Student Bursary will be assessed on the household income of the student's parent(s)/ carer(s) or adult(s) mainly financially responsible for the student and with whom they live. If the student lives with a spouse or partner – the household income of both will be assessed.

We will look at the student's income only if:
The student lives independently and is supporting themselves.

The student is receiving Universal Credit or Income Support in their own right.

The student is receiving Employment and Support Allowance in their own right as well as Personal Independence Payments or Disability Living Allowance.

Applications from students in the care of the Local Authority, care leavers and students living with foster parents (but not a private foster care arrangement) will not be income assessed.

Applications from students who live with foster parent (s) / carer(s) within a private foster care arrangement will be assessed on the household income of their foster parent(s)/ carer(s).

What is the Income threshold?

To be eligible to apply for a Trafford College Student Bursary household income must be:

£28,000 (before tax) per year or less

What income is taken into account?

All taxable earnings, income and benefits are taken into account. Child Benefit, Disability Living Allowance, Attendance Allowance, Personal Independent Payment, Universal Credit and Tax Credit payments are not counted.

'Our Pass' Travel Scheme (new for 2019)

Available from July, 'Our Pass' is a free bus travel scheme for 16-18 year olds who live and travel within the Greater Manchester area. Visit www.ourpass.co.uk for more information on the scheme and to apply.

'Our Pass' replaces bursary financial assistance for bus travel for students within the Greater Manchester area.

Please note: if you use an 'Our Pass' for journeys to and from college, you will not be eligible for a travel contribution from the bursary.

An 'Our Pass' will cost £10 and this fee will be reimbursed by the College, if you are eligible for the bursary, live more than 2 miles from the college, and use an 'Our Pass' for your college journeys.

If you live outside the Greater Manchester area or have to use alternative transport methods you may be eligible for financial support for travel, please contact Student Services to discuss with a Financial Support Officer. (contact details are on the back of these guidelines).

What sort of financial help is available to successful applicants?

There are 2 types of bursary depending on your circumstances.

1. Vulnerable Bursary

This fund supports students with a financial need relating to costs whilst studying at College who meet at least one of the criteria below:

- Students who receive Employment and Support Allowance or Universal credit in their own right as well as Personal Independence Payments or Disability Living Allowance.
- Students who receive Universal Credit or Income Support in their own right because they financially support themselves and live independently or financially support themselves and someone living with them such as a child or partner.
- Students, who are in the care of the Local Authority or are care leavers or living with foster parents (but not a private foster care arrangement)

Students will receive:

- A bursary of up to £1200 per academic year (subject to satisfactory attendance).
- A free college meal on days timetabled to be in College.
- Other course related costs.

2. Discretionary 16-18 bursary

For all other eligible students help is available towards:

- Travel if you live more than 2 miles from your college campus (outside of Our Pass Area or using other mode of transport e.g. train/tram)
- Essential equipment and uniform

Free College Meals

The College has a statutory duty to provide a Free College Meal to eligible students on the days they are timetabled to be in College. The College will use the 16-18 Bursary application and administrative processes to identify eligible students, notify them of their entitlement and distribute college meal vouchers during the academic year.

Free college meals are available for students who live independently or who are living with parent(s)/ carer(s)/ adult(s) mainly responsible for them, OR who live with a spouse or partner who are in receipt of any of the means tested benefits listed below:

- Universal Credit with net earnings not exceeding £7,400 p.a.
- Income Support
- Income Based Job Seekers Allowance
- Income Based Employment and Support Allowance
- Guarantee Element of Pension Credit
- Child Tax Credit ONLY (and NOT eligible to receive working tax credit) with an income of £16,190 or less,
- Support Under Part VI of the Immigration & Asylum Act 1999.
- (N.B. these are the same criteria which would entitle a school pupil to free school meals, and will be the criteria the College uses to identify statutory eligibility for Free College Meals)

Are you a Young Carer?

If you are a young carer who looks after a family member because they have an illness or disability, or has a drug/ alcohol addiction, please indicate by answering yes to the question 'Do you consider yourself a Young Carer?', in Section 5 'Applicant's Personal Circumstances', on the application form.

Important notice regarding availability of funding

The total amount of funding the College will receive from the Government is finite. Application and eligibility is not a guarantee that an award will be made.

The College will aim to help as many eligible students as possible and is recommending that all students who have identified that they are eligible to apply should do so as soon as possible.

However, should there be a shortfall in funding and if the College is unable to make awards to all eligible applicants, the College will prioritise eligible students on a case by case basis according to individual's needs and circumstances.

When can I apply to the Bursary Fund?

We would encourage all prospective and returning students who think that they might be eligible to apply for assistance to complete and submit the Student Bursary application form during the summer vacation period in order that their application can be assessed before the start of term. Early application will help us ensure that any assistance awarded can be put in place as close as possible to the start of the September term.

Applications can be made throughout the year. Application forms and guidance notes will be available on the College website and in Student Services at all College sites.

Do I need to submit evidence with the application form?

Yes, it is very important that the correct evidence is submitted with the application. The evidence required for each type of earnings, income and benefit is clearly specified on the application form. Photocopies are acceptable and Student Services will photocopy evidence if required.

If the correct evidence is not submitted the form cannot be assessed and an award **cannot** be made. If this is the case, we will write to the student to inform them of what further evidence they need to submit. It is the responsibility of the student to make sure that they do this promptly.

How will students know if they have been successful?

We will write to all students informing them of the outcome of their application. Successful students will get a letter which tells them what their award is including where applicable if they are entitled to free college meals. This means that wherever possible most eligible students will know what level of assistance they can expect before they start their course.

Students who make later applications to the fund will normally receive a decision letter within 3 weeks of making their application.

We will also write to all unsuccessful students informing them of the reasons for the College's decision.

How and when will payment be made?

Payments will only be issued once the student is enrolled on and has been attending their course for at least two weeks.

The Vulnerable Bursary will be paid by weekly BACS credit transfer into their bank account.

Discretionary Bursary travel payments will be made by monthly BACS credit transfer into the student's bank account.

Payments for equipment and uniforms will be by BACS credit transfer once confirmation has been received that the item has already been purchased by the student.

If items have been purchased or costs met by the College on behalf of the student, the Bursary Fund will reimburse the College.

Please note that no guarantee can be given that the full cost of an item will be reimbursed.

Students eligible for Free College Meals will be given vouchers which can be used in Cafe Retreat.

Bank Details

As outlined above, some payments will be made by BACS credit transfer directly to a bank account and as part of our application form we have included a request for bank details and would ask that all students fill in this section with their bank details.

Please note payments can only be made into the student's own bank account.

Are there any other conditions for receiving assistance from the Bursary Fund?

Yes, any payments will be conditional on good attendance, good behaviour, and satisfactory academic progress (for example completing and handing in work set on time). These conditions are the same as those outlined in your Learner Agreement which you will sign when you enrol at Trafford College.

What should I do if I am not happy with any decision that has been made regarding my application?

Students can appeal against any decision made regarding their application using a 16-18 Student Bursary Appeal form or in writing to the Programme Leader Learner Services. Students can request an appeal form and a copy of the appeals procedure by contacting the Financial Support Officer on 0161 886 7148 or 0161 952 4694.

Initial assessments of applications and initial award decisions are made by the Financial Support Officer. In order to ensure impartiality, appeals will be investigated by the Programme Leader Learner Services who has no part in the original decision making.

Changes in Circumstances

Students may submit further evidence should a change occur in their circumstances which may result in them being assessed for a higher level of assistance. Except for Vulnerable Bursary students and where eligibility for Free College Meals has been identified, all other further awards will be subject to availability of funding. Students are also required to disclose any change in circumstances – personal, financial or educational that may make them ineligible for funding. Failure to do so may make the students liable for the cost of funding already received.

Equality and Diversity Statement:

Programme Leader Learner Services and the Student Financial Support Team will:

1. Take positive action to ensure that all students can apply for financial support thus widening participation and providing learning opportunities for under represented groups.
2. Ensure that no applicant to the Bursary Fund receives less favourable treatment which cannot be justified in relation to individual financial/personal circumstances.
3. Ensure that all Student Support Bursary Fund literature, marketing and publicity material are free from stereotypes, discriminatory assumptions, images and language.
4. Monitor and review the effectiveness of the support on a regular basis.
5. Ensure that this form is available in other formats if required.

Confidentiality

Applications and evidence of income are only seen by staff involved in the delivery of the Student Bursary Scheme.

All ticked sections on the form are treated in confidence, but if you would prefer to discuss your circumstances in person, rather than tick a section on the form please come to Student Services to see a member of the team.

GDPR

Trafford College (Part of the Trafford College Group) is a data controller in terms of the GDPR regulations. The Finance Support Team collect data requested on this form and use it in relation to your application to the support fund. Your data is held securely and may only be shared with our government departments or their agencies or when we are required by law to provide the information.

Our Data Protection Policy is available on our website.

**Is there anyone I can talk to if I need help with any aspect of my application?
Yes, you can contact the College's Financial Support Officer on**

**0161 886 7148 or 0161 952 4694.
info@tcg.ac.uk**

All application forms can be returned to our Altrincham Campus which will be open Monday to Friday 9.00 a.m. – 4.00 p.m. Supporting evidence can then be photocopied and returned.

We would prefer you to hand deliver your application to the College to ensure that your form is securely received. If delivering your form in person:

Please report to the College's Main Reception on arrival.

If you would prefer to return by post, please send to:

Student Services, Trafford College, Manchester Road, West Timperley, WA14 5PQ.

These guidelines and application form are available in other formats on request.

* The information in these guidelines is correct at time of printing however Trafford College reserves the right to make any necessary changes in order to comply with Education and Skills Funding Agency, Government or College Policy.