



KEMPSTON CHALLENGER ACADEMY

16-19 BURSARY FUND

2017/18

INFORMATION FOR PARENTS

16-19 Bursary Fund 2017/18 Supporting Information for Parent/Carers

Deadline for applications is **3PM FRIDAY 29TH September 2017** Applications made after this deadline will not be able to be considered for the bursary.

The 16 to 19 Bursary Fund is a new scheme to help young people facing financial hardship to stay in full-time education.

A student must be under 19 on 31st August in the academic year in which they start the programme of study.

The scheme is made up of two parts and applications are for either a Full Bursary or a Discretionary Bursary. Most students are awarded the discretionary bursary.

Either 1) or 2) can be applied for:

1) Full Bursary

Only a very limited number of students will qualify for this type of bursary due to the nature of the criteria set out below. **Mainly for those in care or living independently.**

Those most in need students will be eligible for a full bursary of £1,200 a year. This bursary is referred to as the 'full' bursary.

Type of Bursary
<p style="text-align: center;">Full Bursary - £1,200 per academic year</p> <p>You must meet ONE of the criteria listed</p> <p>Tick the one that applies to you:</p> <p>You are a young person looked after by the Local Authority (in care)</p> <p>You are a Care leaver</p> <p>You are a Student 16-19 living independently and receiving income support in your own name</p> <p>You are 16-19 and a parent and receive Income Support</p> <p>You are 16-19 and receive income support for any reason</p> <p>You are a disabled student (in receipt of Employment Support allowance AND Disability Living Allowance/Personal Independence Payments in your own name)</p>

2) Discretionary Bursary

The majority of students will apply for this type of bursary.

Students who need financial support to help them to stay in education or training may also be able to claim a bursary to help with costs of transport, food, equipment or other course-related costs. This bursary is referred to as a 'discretionary' bursary.

The amount awarded for this bursary will be determined by the number of applicants, in relation to the amount of funds made available to the college by the Education Funding Agency.

Type of Bursary
<p style="text-align: center;">Discretionary Bursary</p> <p>The majority of students fall into this category. The criteria for eligibility of the Discretionary Bursary is explained below:</p> <p style="text-align: center;">Where a student lives in a family where the <u>gross</u> household income is £21,000 or less per annum.</p> <p>The total will be made up of <u>ANY</u> combination of income from:</p> <ul style="list-style-type: none">• Employment• Benefits, working tax credit and child tax credit• Any other income <p style="text-align: center;">Evidence is required before any application will be considered</p>

Evidence required

All applications must be supported by proof of income, benefit statements and from HM Revenue & Customs as per the application form

- The most recent Working/Child Tax Credit statement issued by HM Revenue & Customs to show total household income, working & child tax credits to be paid in the tax year April 2016 to April 2017. This is normally issued in July/August 2017.

If financial circumstances have changed during the financial year (2017-18) then you may submit in addition to the above the following to show the updated household income as of September 2017

- Most recent P60
- The 3 months' most recent wage slips (photocopies) as evidence of income below £21,000 for the year.
- Reductions in income could also result in an increase in working/child tax credits and could be indicated by an updated statement from the HM Revenue & Customs. The most recent statement from HM Revenue & Customs should be submitted as additional evidence.

If the necessary evidence required to support the application is not provided by the deadline and at the time of application, it may prevent the bursary being awarded to the student

Students can only apply for one type of bursary not both.

Criteria and standards for the awarding of the bursary

There are additional criteria that need to be met to be eligible for a bursary, but it is anticipated that the majority of applicants will satisfy these criteria. These criteria include course types, residency and age restrictions.

Applications & Deadlines

Application is via a common application form. Students/Parents/Carers are required to submit evidence as appropriate.

Payment – Frequency & Amount awarded

Successful applicants will receive half-termly payments for the academic year 2017/18, in accordance with college administration. The amount of funding for the bursary scheme is limited and varies from school to school according to a fixed formula.

For the full bursary, a payment of £200 will be awarded each half term.

For the discretionary bursary, the amount paid will depend on the number of successful applications received and will therefore vary from school to school. The amount paid will be in six equal amounts, one per half term. Successful applicants will be notified of the amount awarded in the first half term of the autumn term 2017. The amount awarded will reflect the number of successful applicants and the amount of money assigned to the College for 16-19 Bursary payments by the Education Funding Agency.

Receipt of a payment is conditional on the student meeting agreed standards.

The continuance of Bursary payments for each half term will be subject to the following criteria; Attendance to lessons must be at least 95%, with no unauthorised N marks, behaviour must be at least good when reported on by subject staff and declaration and completion of Bursary Passport each half term.

Payments will be held back if a student does not satisfy attendance, behaviour, attitude and work-rate requirements as outlined by the college.

Exception

- If there is a long-term health problem demonstrated by Doctors notes, then the Bursary will not be held back

Standards

Students will sign a contract with the college, setting out the standards which need to be met. These standards relate to attendance, behaviour, attitude, work-rate and progress in a student's studies. Whether the standards of the agreement have been met will be assessed according to the college's own calendar and monitoring procedures.

All scheduled payments may be delayed or withheld if the student fails to meet the agreed standards. The student will be informed if a payment is being delayed or withheld along with the reasons why. The college will decide whether to withhold a payment completely or delay it upon the student meeting agreed targets. The college will take into the individual circumstances of a student where they fail to meet one of the agreed standards, for example, long term illness in relation to attendance.

Payments will be made directly to the student in the form of a cheque. It will be made payable to the student, to enable them to pay it directly into their own bank account. Payments will be issued by the college's finance department and only the student in receipt of the bursary may collect the payment cheque.

Appeals

Applicants for both bursaries will be informed of the decision in writing. Any unsuccessful applications will be eligible to an appeal. This appeal must be made within one week of receiving the decision and be in the form of a letter addressed to the Executive Principle Mr I Evason.

Late Applications

We are unable to consider any applications made after the deadline.

Change in Circumstances

If, during the course of the school year, the parent/carer/student falls into one of the relevant criteria for consideration, an application can be made to the college using the application form. The copy of the relevant benefits paper work submitted in support of the application will indicate the date the application became valid.