

FILE REFERENCE

Author: CECK May 2014; reviewed JBRI April 2015; reviewed KCAU July 2018; reviewed CGRE May 2023; reviewed STUC March 2024



16-19 BURSARY FUND POLICY 23-24

Bursaries are intended to support students who may have financial difficulties in accessing education and assist with the cost of essential items needed for their study programme. To apply, students must provide the required evidence and complete the necessary bursary application form.

Discretionary Bursary

A student must be aged 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2024 to 2025 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health, and Care (EHC) Plan. 19+ students can receive a discretionary bursary while they continue to attend College but this must be the same programme they started before they turned 19.

Funds will be targeted at those facing the most significant barriers to participation in education and will cover a contribution to one or more (if funding is available) of the following:

- Travel to College (set as priority)
- Essential books (only if not available to loan from the library - check library budget)
- Specialist equipment/clothing/footwear that are necessary/essential to the course/programme up to a maximum of £120.00 in total
- Educational trips that support the learning aim up to a maximum of £180.00 for compulsory trips and £100.00 in total towards non-compulsory trips
- Public transport costs to university open days and visits (up to a maximum of £40.00 per visit and can only be supported in either the student's first or second year)
- Exam resits (up to £30.00 per exam)
- UCAS fees
- Additional travel fees to work/industry placements (only if there is no further funding available)
- CRB/DBS checks (only if the student's programme or HR have refused funding)
- Other essential course costs including activities which will enhance a student's programme whilst studying at The Henley College

The Henley College will promote bursaries in order to bring the provision to the attention of students who may qualify for support.

The Henley College will seek to make awards in a fair and rational manner. A cap of £1,200 is set for the maximum amount an eligible individual can claim. *If an individual will incur participation costs above this amount, it may be possible to increase the cap. There must be sufficient rationale and evidence to support this.*

To be eligible for financial assistance from the available bursary funds, a student must be enrolled at The Henley College. Students must agree to the College's bursary fund conditions as detailed in the 16-19 declaration for financial assistance document.

Bursaries (for students who are non-subsidised) may be awarded to students in households with incomes below £25,000.00. If funding is available this may also be open to students in households with incomes below £35,000.00. Funding will be allocated dependent on the academic year's funding allocation and will be set at the College's discretion. Awards will be based on the individual student's circumstances and their actual financial need. The remainder of the funds are discretionary with transport costs seen as a priority.

Financial assistance will only be awarded to one method of travel. Students cannot receive assistance to both the college-run coaches and public transport. Only the cheapest method of travel will be

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supported. Bursaries will only assist with the fees associated with the college-run coaches and public transport, it will not support student's travelling by personal means e.g. car or motorbike.

Funds towards transport costs will only be awarded to students attending timetabled lessons at The Henley College. Bursaries will not be awarded to students completing remote independent study.

It is the student's responsibility to organise any replacement student ID cards/passes/tickets etc. and the fees associated with this.

Applications are considered in order of receipt. Early application is advisable and preferably by the end of August as funds are limited. Completed applications with the required accompanying evidence can take 20 working days to process. Failure to provide the necessary evidence and incomplete applications will not be processed. It is the responsibility of the student and parent/guardian to complete the necessary steps to apply for the available bursaries.

The Discretionary Bursary Fund will only make a financial contribution to the cost of transport and is unable to cover the whole cost of travel for the academic year. Dependent on funding, a percentage towards course costs/materials/trips etc. will be assessed. Students will be expected to make the initial payment of costs and provide proof of receipt(s) so that the bursary can assess how much to reimburse (if funding is available). Students will therefore be expected to subsidise the rest of their travel costs/course fees and ensure funds are available to cover necessary costs throughout the academic year and between the interim bursary instalment payments. A student's individual circumstances/timetable will be reviewed throughout the academic year and a change in their award will be made to reflect this.

Bursaries are dependent on full attendance and if this falls below 95% part of the funds may be withheld. A student's personal tutor and the attendance officers be notified and targets may be set. Part payments may be authorised on the understanding that a student attends 100% of their timetabled lessons during the review period. Failure to meet the targets will result in future instalment payments being withheld.

A student who leaves before the completion of the course may be required to repay all or part of the bursary.

A student who engages in misbehaviour, fraud or who brings the reputation of The Henley College into disrepute may be required to repay all or part of the bursary and where applicable, will not receive future payments.

Vulnerable Bursary

Vulnerable bursaries will be awarded provided the eligibility criteria are met. Students aged 19 and over are not eligible for bursaries for vulnerable groups. Each application will be individually assessed. The defined vulnerable groups are students who are:

- In care
- Care leavers
- Receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Free School Meals

Students aged 16-18 at the start of their course (students aged 19+ at the start of their course are not eligible for FSMs unless they are aged 19-25 with an EHCP) and live in a household in receipt of the benefits listed below, may be entitled to free school meals.

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Free school meals are available to pupils in receipt of, or whose parents are in receipt of, one or more of the following benefits:

- Universal Credit (provided you have an annual net earned income of no more than £7,400.00, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190.00)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

We are not allowed to recognise any other benefit other than those mentioned above and have to follow the guidance as set out by the Education & Skills Funding Agency.

A cashless system will be operating and the student's canteen account (student ID card) will be credited daily.

Accompanied and Unaccompanied Asylum-Seeking Children

It may be possible to provide 'in-kind' support as long as an asylum seeker has not had their application for asylum refused. The Henley College will refer to the *16 to 19 Bursary Fund Guide* for the applicable academic year to determine what support can be awarded.

Emergency Funding

A small amount of funding may be retained from the 16-19 discretionary bursary fund allocation to support students who face exceptional circumstances during the year to a change in their situation – if it impacts on their ability to participate in education. The student must be individually assessed and their participation costs reviewed. Welfare must provide details on the student's situation and this must be added to the student's evidence folder.

Financial Declaration

Students must read the declaration for financial assistance document, download a copy and understand and agree to the terms and conditions before applying for any of the available bursaries. This includes the impact on payments if they do not attend, the implications of providing false or incorrect information and the College's rules about returning equipment paid for from the bursary funds.

Appeals

Appeals against a decision must be made in writing to the Head of Admissions within seven days of receiving notification of the decision.

Appeals will be considered within ten working days of the College receiving an appeal in writing.