

The Bursary Fund is an allocated allowance for disadvantaged students identified by Department for Education criteria. Students will be supported financially to remove economic barriers to the learner.

It is not a compulsory fund and money will therefore be awarded on a discretionary basis using the Cabot Learning Federation Post 16 criteria.

1. Learner Eligibility

- A learner aged under 19 on 31 August in the academic year in which he/she starts the programme of study funded by the Education Funding Agency, will be eligible to apply for a bursary.
- Eligibility and the level of award is dependent upon the learner's personal circumstances / level of household income.
- The budget funding for bursaries is limited; learners who are eligible for support are not automatically entitled to discretionary bursaries.

2. Types of Bursaries

Guaranteed bursaries (Stage 1)

- Children in care
- Care leavers (restrictions apply, please refer to www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year)
- Students in receipt of Universal Credit (or Income Support) because they are financially supporting themselves and someone who is living with them such as a child or partner
- Students in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Non-discretionary bursaries (Stages 2 – 4)

- CLF Post 16 will seek to allocate to non-discretionary bursaries to learners who are at risk of not participating in learning because of financial hardship

Money will be used to fully meet the guaranteed awards for students in priority group 1 followed by awards for students in priority groups 2, 3 and 4, where this is achievable within the budget, before any money is allocated to students in priority groups 5 and 6.

Additional Bursary Support – Personal Individual Claims

Where money is available to make awards to priority group 5, then these will be at the discretion of the Principal of the CLF Post 16 with consideration being given to all information provided relating to household income, personal circumstances and other sources of funding.

3. Criteria for the allocation of bursary funding

Non-Discretionary		
Priority	Criteria	Indicative Bursary
1	<ul style="list-style-type: none"> Young people aged 16 and 17 in care Care leavers Universal Credit (or Income Support) because they are financially supporting themselves and someone who is living with them such as a child or partner Students in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right 	£1,200 per annum, payable in 10 monthly instalments
Discretionary		
Priority	Criteria	Indicative Bursary
2	Students who are unable to access any other form of learner support funding and parental income including child tax credit and working tax credit is below £16,190 p.a.	Y12 - £880 per annum, payable in 11 monthly instalments (Sept – July) Y13 - £800 per annum, payable in 10 monthly instalments (Sept – June)
3	Students who are unable to access other forms of learner support funding and either parent/carer is in receipt of: <ul style="list-style-type: none"> Income Support Income-based Jobseekers Allowance Income-related Employment and Support Allowance Incapacity benefit Support under Part VI of the Immigration and Asylum Act 1999 The Guarantee element of State Pension Credit 	Y12 - £880 per annum, payable in 11 monthly instalments (Sept – July) Y13 - £800 per annum, payable in 10 monthly instalments (Sept – June)
4	Students who are unable to access any other form of learner support funding and parental income including child tax credit and working tax credit is between £16,190 and £25,000 p.a	Y12 - £440 per annum, payable in 11 monthly instalments (Sept – July) Y13 - £400 per annum, payable in 10 monthly instalments (Sept – June)
5	This funding is available for students on an individual discretionary basis who may require financial support during their period of study with CLF Post 16.	Between 25% and 100% of any additional costs incurred. Payments will be approved by a panel to determine the level of support available.
Discretionary bursary is never a guaranteed payment. Whole or part payment may be withheld if standards in this regard are not met.		

4. How to apply

Student applications should be submitted within term 1 of each academic year.

- Complete a Bursary Application form – **Bank account must be in the student's name.**
- Applications must be supported by evidence of circumstances.
- Parents and students are encouraged to make early application in September, but they can apply for a bursary at any time during the academic year
- If a student feels aggrieved about how their application for a bursary was handled, they should follow the CLF Post 16 complaints procedure, and put their complaint in writing to the Principal of CLF Post 16.

5. Bursary awards payment criteria

- Payments made to teaching academies or departments to cover particular course costs (e.g. examination resit fees, sports kit)
- Purchase of essential equipment on loan to the student for the duration of the course (e.g. text books, which should be returned at the end of study)
- Travel costs may be considered upon application, such as a contribution towards bus/train fares and fuel. Fuel will not be paid as mileage, receipts must be provided for consideration.
- One off payments/costs will be considered but only as a contribution of between 25% - 75% of the total cost. Students will need to be prepared to pay for or contribute towards the cost of these items before they are purchased.
- To contribute to and support additional costs related to study programmes (e.g. towards the cost of excursions, materials, visits to University Open Days). Students will be required to provide receipts and complete a Bursary additional claim form. Reimbursement will be proportional, not in full. Large resource items or costs (over £100) will not be considered (i.e. laptops, hotels, musical instruments)
- Attendance is monitored regularly. In order to avoid any freeze on payments, students are expected to attend 90% or higher of their timetable. Lower attendance will jeopardise payments.
- Satisfactory attendance is understood as meaning that no absence is unauthorised. A warning will be given and then a payment withheld in the event of unauthorised absence.
- If a student is absent for a five day period through illness or for other authorised reasons then payment will not be made for that period.

Discretionary bursary is never a guaranteed payment. All applications are considered and approved by a panel. Payment of all awards will be dependent upon satisfactory behaviour and attitudes as specified in the student agreement. Whole or part payment may be withheld if standards in this regard are not met.

6. Evidence required

Whatever you have declared **must** be backed up by evidence (photocopies accepted) in order for an assessment to be made. No action will be taken until full, satisfactory evidence has been provided.

The table below shows the evidence you will need to provide with your application form. Once you have declared and identified your benefits on the application find the 'Type of Income' that applies to you in the first column and the 'Evidence Required' column will tell you what you need to provide.

All evidence must be current and a complete and full copy (all pages).

Type of Income	Evidence Required	Check
Annual Salary	P60 for the previous tax year, or week 52 (last week in March) pay slip or month 12 (March) pay slip	
Child Tax Credit	CURRENT Working Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Working Tax Credit	CURRENT Working Tax Credit Award Notice. Must be for full year and not partial awards (FULL AWARD NOTICE)	
Universal Credit	Entitlement / Award letter – dated within the last 3 months	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Grants or bursaries etc.	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other income	Relevant paperwork	
Free School Meals	Confirmation letter	

The easiest way to tell us about your income is to send your latest Tax Credit Award Notice (form TC602) that correctly states your total household income for the tax year. Do not send us your Review Notice (form TC602R) or a Tax Credit Award Notice that does not state your correct income for the tax year.

A Tax Credit Award Notice is sent to you if you receive working tax credit or child tax credit.

The figure you need to give us is your **total income** shown on the inside pages of your notice – not the amount of tax credits you receive.