

16-19 Bursary Fund Guidance 2018-19

The 16-19 Bursary fund is designed to help support those young people who face the greatest financial barriers to continue in education post-16.

The fund has two elements:

- **Guaranteed Bursary** – for young people in particular categories – Vulnerable Group (VG)
- **Discretionary Bursary** – for eligible young people facing financial barriers to participation.

These funds can be used to help you pay towards the costs related to participation in full-time education, such as meals, transport, exam re-sits (as applicable), university open days, university interviews, trips, books and equipment. The level of support which the College can offer is dependent on the total funding received and the number of applications it receives and may therefore vary during the academic year.

In order to ensure that you receive the maximum support possible during the year, you must complete and return your bursary application form, with the supporting evidence, as soon as possible. It is vitally important to submit the necessary documentary evidence to support your application. If these documents are missing or part missing you will receive an e-mail requiring you to resubmit these documents.

You will be expected to sign an agreement to access the support for which you apply and you must provide information detailing your own personal bank account.

This guidance makes reference to eligibility bands. Criteria and eligibility for these bands can be found at the back of this booklet. To be eligible to apply for assistance, you must be 16 or over on 31 August 2018 in the academic year in which you start your programme of study.

Eligibility

Guaranteed Bursary - Regular payments

The following groups are eligible to receive a regular payment (£30/week – paid monthly). This is guaranteed for students eligible for Band A support.

You are also eligible to receive interim payments to support and sustain you in education. These payments will be made in the week preceding a college holiday. (see page 2 for dates) These payments are subject to satisfactory participation as outlined in Conditions of Payment on page 4.

- Students in care, including unaccompanied asylum-seeking students;
- Students who are care leavers;
- Students in receipt of Income Support or the equivalent Universal Credit in their own right;
- Students in receipt of both Employment Support Allowance (or Universal Credit as a replacement for ESA) **and** Disability Living allowance in their own right.

If you are eligible for this support you will be required to

- complete an application form
- provide evidence of eligibility
- sign a Payment Agreement which outlines the expectations and arrangements
- provide details of your personal bank account into which funds can be paid

Band B - Payments

If you are in Band B you are eligible to receive interim payments to support and sustain you in education. These payments will be made in the week preceding a college holiday. These payments are subject to satisfactory participation as outlined in Conditions of Payment on page 4.

Payment Date (week commencing)
15 October 2018
17 December 2018
11 February 2019
8 April 2019
20 May 2019
1 July 2019

At this stage we are unable to tell you exactly how much this will be at each payment point; that will be communicated to you by email prior to the payment.

NOTE: Payments for the above will only be made directly into your personal bank account and are subject to availability. Regular payments can be withdrawn at any time.

Discretionary Bursary

The Discretionary Bursary is available to students whose family income is £31,000 or less. For full details of eligibility of each type of support check the Bursary Grid at the back of this booklet. The following information outlines the types of support available

Meals

You will receive an allowance on your student card. If you are Band A or B an additional daily allowance will entitle you to both breakfast and a meal deal on your home campus.

Transport

Provision of support for travel normally requires you to live **two miles or more** away from your home campus.

Staff will help you **investigate the best value options** e.g. a termly pass will work out to be significantly cheaper than weekly passes. Investigate the cost of passes from commercial providers which could be more cost effective for you as they may give you more flexibility.

Detailed information and advice on transport providers, tickets etc. can be accessed as below:

- **Regent Road Campus - The Hub**
- **University Road Campus - Student Services**

Trips, Visits, Specific Materials and exam re-sit fees

Eligibility for contributions is outlined on the Bursary Grid at the back of this booklet. These payments go towards costs of WQE organised/approved trips, visits and materials required for successful completion of your course or that will contribute to your progression. You will need to request this support in advance. The amount awarded may vary depending on funds available. No payments can be made without the production of a receipt.

You can apply for support from the Bursary Fund for **one** re-sit per subject.

UCAS fee

Your UCAS application fee will be paid in full.

Care to Learn

WQE also administers/supports young parents under national **Care to Learn** schemes. Information on these schemes is available as follows

Website: www.gov.uk/care-to-learn/overview

Phone: 0800 121 8989

If you think you may be eligible for support through this scheme please discuss this with the relevant team at your home campus.

Application process

- Collect an application form
 - Regent Road Campus - The Hub
 - University Road Campus - Student Services
- Gather evidence required from home and submit with your completed application form
 - Regent Road Campus - The Hub
 - University Road Campus - Student Services
- You will receive an e-mail confirming your eligibility
- You will sign the relevant agreements
 - Regent Road Campus - The Hub
 - University Road Campus - Student Services

For further details according to your 'home campus', email

Regent Road - bursaryteam@wqe.ac.uk

University Road - student.services@wqe.ac.uk

Conditions of payment

It is important that you read this information carefully and adhere to it to ensure continued financial support.

Eligible students have to sign their Agreement before payments can be made. Payments may be withheld if you do not comply with the criteria listed on the Agreement as these payments are made to help you achieve, by encouraging you to maintain full and punctual attendance, meet deadlines for submitting work and make good learning progress. If you are subject to formal intervention processes, payment may be withheld for the period of that intervention.

The expectation is that you:

- attend punctually all lessons, and other timetabled sessions/appointments
- work to the best of your ability
- be punctual with the completion and submission of work
- tell the College promptly if you are unable to attend
- behave considerately at all times
- follow the rules on the use of college equipment
- read carefully and follow any subject guidance given to you

Registers will be taken as evidence of your attendance - if there is no present mark or authorised reason for absence, this may affect payment decisions. Checking your own attendance record regularly **is your responsibility**

You can view your own attendance through the College VLE. If you are unsure how to do so you should ask your Progress Coach/Personal Supervisor or Student Services (University Road Campus only) to check it with you.

If your attendance is not recorded correctly it is **your responsibility** to do something about it promptly. You will need to see whoever has marked the register **within 14 days** of the session to query your attendance. After this 14 day period your attendance cannot be amended.

Changes beyond this will only take place in exceptional circumstances and this will usually be done through the Appeals process. See Appeals information on page 6.

Punctuality: You are expected to attend all college activities and sessions punctually. Persistent lateness will initiate intervention and may therefore affect payments.

Attendance: You are expected to provide reasons for any absence, where possible in advance – **failing to do this may affect payments**. Bursaries are conditional on attendance at college, so payments will only be made for a limited range of absence – such as where sessions are missed for activities that are part of your course or for an appointment that **cannot** be made outside college hours.

The following are examples of 'authorised absences' which should not affect Regular Payments:

- *Bereavement/Funeral of close family member*
- *Medical appointment (evidence must be provided IN ADVANCE)*
- *University Open Day (permission must be obtained IN ADVANCE)*
- *Religious Festivals*
- *College organised visits*

This list is not exhaustive; there may be individual and exceptional circumstances for absence; you should check in advance if you have something planned and will be advised as to whether this will be authorised.

Even if absence is authorised, the following are examples of absences that **will** affect payments:

- **Religious celebration, i.e. weddings**
- **Holidays in term time**

Sickness Absence

In general, isolated instances of genuine sickness absence will be permitted for Bursary payments as long as campus specific reporting procedures have been adhered to. However, payments are intended to help with the costs incurred through attendance in learning, so are not payable for any absences covering prolonged periods.

Persistent and repeated non-attendance due to sickness without explanation or evidence is not acceptable and may result in stoppage of payments.

If your absences are due to chronic illness or disability, you **must** inform your Progress Coach/Personal Supervisor. This can be done in confidence.

All absences are taken into account when making decisions on bursary payments. Your attendance will be regularly monitored; any on-going concerns will be highlighted to the relevant manager and may lead to your bursary payment being stopped.

FAQs

Who can give me Bursary advice?

- **Regent Road Campus** Student Administrators, Personal Supervisors or Rakesh Naik.
- **University Road Campus** Student Services

How will my guaranteed Bursary be paid?

Payments will be made by Bank Credit. Payments will only be made into your **OWN** bank account. You will need to make sure that your bank can accept BACS payments.

I do not have a bank account does this mean I cannot get Bursary payments?

If you do not already have a bank account in your own name you will need to open one **IMMEDIATELY**.

If I am unable to attend college due to illness or an authorised absence, will I still receive bursary payments?

Normally bursary payments will not be affected unless you are subject to formal intervention. The following campus specific information outlines how you should manage this.

- **Regent Road Campus**

If you are unwell and unable to attend you must telephone and report your absence to Reception before 8.30am giving your student I.D. number and your date of birth.

If you become ill during the college day, before leaving complete a signing out form which must be authorised by your Personal Supervisor. Signing out forms may be obtained from Reception.

- **University Road Campus**

If you are absent due to illness, you or a parent/carer should telephone the College **before 10 a.m.** on each day of absence. (0116) 247 1147 - select option 1 for 'Student Absence' and follow the instructions. If you become ill during the college day, before leaving you must discuss this with a Progress Coach

I received Bursary support last year; do I need to apply again this year?

Yes you need to re-apply again.

Will everyone know that I am getting a Bursary?

No, this information will normally be kept confidential.

How do I know if there are any issues with my payments?

You will be notified by **college e-mail** of all issues related to your Bursary. If you require further details about payment and non-payment decisions you must speak to the Student Administrators in the HUB (Regent Road) or student Services (University Road). It is your responsibility to check your email inbox and ensure it can receive emails.

How do I appeal against a payment decision or the administration of the Bursary payments?

- **Regent Road Campus**

Appeal forms are available from the Student Administrators in the HUB and must be submitted within 14 days from the date of the e-mail containing payment/non-payment information.

All appeals regarding non-payments will be referred to Rakesh Naik, Head of Progress and Welfare.

- **University Road Campus**

Appeal forms are available from Student Services and must be submitted within 14 days from the date of the e-mail containing payment/non-payment information.

All appeals regarding non-payments will be referred to Andrew Jackson, Associate Principal.

How do I know if I am eligible for Guaranteed Bursary payments?

See eligibility on Page 1

Am I guaranteed the full amount available in each academic year?

Not necessarily. You are eligible for the full amount if you are studying for a minimum of 30 weeks on a full time course. If your course is less than 30 weeks or even if your course lasts for 30 weeks but you only study for a few hours a week you will probably receive less.

Do I need to prove to WQE that I am eligible for Guaranteed Bursary payments?

Yes, we need to see evidence that proves you are eligible. This could be a letter from your local authority confirming you are re in care or have been in care; or a letter from the Department of Work and Pensions confirming the types of benefits you are receiving. We will tell you what is required.

Do I need to be receiving the benefits in my own name?

Yes, you must be receiving the specified benefits yourself to be eligible for Guaranteed Bursary payments. If you are not eligible for Guaranteed Bursary payments you may still be able to apply for Discretionary Bursary payments.

I am receiving Disability Living Allowance/Personal Independence Payments. Can I apply for Guaranteed Bursary payments?

Only if you also receive Employment Support Allowance as well – to qualify you must receive both benefits. If you are not in receipt of both benefits, you can apply for Discretionary Bursary support.

There have recently been changes to Employment Support Allowance; does this mean that I am no longer entitled to Guaranteed Bursary payments?

No; as long as you continue to receive both Employment Support Allowance and Disability Living Allowance or personal Independence Payments you can still apply for a Guaranteed Bursary. If you don't receive both benefits, you are not eligible for Guaranteed Bursary (unless of course you qualify by being in one of the other Guaranteed groups). However, you can apply for a Discretionary Bursary.

I am looking after a disabled relative. As a young carer am I entitled to Guaranteed Bursary payments?

As a young carer you are not entitled to a Guaranteed Bursary, but you can still apply for a Discretionary Bursary.

I am a young parent. Am I entitled to Guaranteed Bursary payments?

Not unless you are living away from your parents/carers and receiving Income Support or Universal Credit in your own name. If not, you can apply for a discretionary bursary support. You may also get help with childcare costs through the Government's Care to Learn scheme. www.gov.uk/care-to-learn

I am doing an Apprenticeship - can I apply for the Bursary?

If you are being paid on your Apprenticeship you are not eligible for Bursary support. If you are on an Access to Apprenticeship programme or if you are an un-waged Apprentice you can apply.

	Description	Payments	Meals	Transport	Specific kit/ equipment/ books/exams resits	Trips/HE/ Open Day/ Interviews	UCAS fee
A	Guaranteed Bursary. Student is either: in Local Authority (LA) care of has left care in receipt on Income Support or Universal Credit in their own name. Disabled and in receipt on Employment and Support Allowance and either Disability Living Allowance or Personal Independence Payment in their own name.	£30 per week paid on a monthly basis and up to six discretionary payments per annum. (See guidance)	Allowance on your card towards breakfast and meal deal.	If you live more than 2 miles from the College, you may be awarded up to 100% contribution towards the cost of the best value public travel termly.	Specific kit/equipment/books (authorised by appropriate manager) Printer credit top up. (Maximum £120 contribution per year) Exam re-sits.	100% towards trips that directly enhance your studies. (Maximum of £200)	Paid.
B	In receipt of Income Related Benefits or in receipt of either Universal Credit or Tax Credits and gross annual household income of below £16,200.	Up to six discretionary payments per annum. (See guidance)	Allowance on your card towards breakfast and meal deal.	If you live more than 2 miles from the College, you may be awarded up to 100% contribution towards the cost of the best value public travel termly.	Specific kit /equipment /books (authorised by an appropriate manager) Printer credit top up (Maximum £120 contribution per year) Exam re-sits.	100% towards trips that directly enhance your studies. (Maximum of £200)	Paid..
C	In receipt of either Universal Credit or Tax Credits and gross annual household income in range £16,201 - £22,000.	Not eligible.	Allowance on your card towards a meal deal.	If you live more than 2 miles from the College, you may be awarded up to 75% contribution towards the cost of the best value public travel termly.	Specific kit /equipment /books (authorised by an appropriate manager) Printer credit top up. (Maximum £90 contribution per year) Exam re-sits	75% towards trips that directly enhance your studies (Maximum of £150)	Paid.
D	In receipt of either Universal Credit or Tax Credits and gross annual household income in range 22,001 - £26,000.	Not eligible.	Allowance on your card towards a meal deal.	If you live more than 2 miles from the College, you may be awarded up to 50% contribution towards the cost of the best value public travel termly.	Specific kit /equipment /books (authorised by an appropriate manager) Printer credit top up. (Maximum £60 contribution per year) Exam re-sits	50% towards trips that directly enhance your studies (Maximum of £100)	Paid.
E	In receipt of either Universal Credit or Tax Credits and gross annual household income in range £26,001 - £31,000.	Not eligible.	Allowance on your card towards a meal deal.	If you live more than 2 miles from the College, you may be awarded up to 25% contribution towards the cost of the best value public travel termly.	Specific kit /equipment / books (authorised by an appropriate manager) Printer credit top up. (Maximum £30 contribution per year) Exam re-sits	25% towards trips that directly enhance your studies (Maximum of £50)	Paid.

