

## BURSARY FUNDING PROCEDURE

### 1 LEARNER ELIGIBILITY

- 1.1 A learner aged under 19 on 31 August in the academic year in which he/she starts the program of study funded by the YPLA, will be eligible to apply for a bursary.
- 1.2 Eligibility and the level of award are dependent upon the learner's personal circumstances/ level of household income.
- 1.3 The budget funding for bursaries is limited; learners who are eligible for support are not automatically entitled to discretionary bursaries.
- 1.4 Learners are encouraged and expected to access other forms of financial support. This will be considered when their applications for bursaries are accessed.
- 1.5 Children in care, care leavers and students in receipt of income support are guaranteed bursaries.
- 1.6 The Centre will seek to allocate non-discretionary bursaries to learners who are at risk of not participating in learning because of financial hardship, particularly those learners who are not able to access alternative schemes to provide specific support in meeting the costs associated with attending the Centre.
- 1.7 Money will be used to fully meet the guaranteed awards for students in priority group 1 followed by the indicative 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 group 5.
- 1.8 Where money is insufficient to meet the indicative awards of students in priority groups 2, 3 and 4 then a percentage reduction will be made to all students' awards to match the funding.
- 1.9 Where money is sufficient to make awards to priority group 5 then these will be at the discretion of the Director of the Centre with consideration being given to all information provided relating to household income, personal circumstances and other sources of funding.
- 1.10 Where the Director of the Centre judges that the funds available are adequate to meet the most critical requests in priority group 5 then the percentage of transport costs indicated for priority groups 3 and 4 might be increased before further awards in group 5 are considered.

### 2 THE CRITERIA FOR THE DISBURSEMENT OF BURSARY FUNDING

Non-Discretionary		
Priority	Criteria	Indicative Award
1	<ul style="list-style-type: none"> <li>• Young people aged 16 and 17 in care</li> <li>• Care leavers aged 16,17 and 18</li> <li>• Young people receiving both Employment and Support Allowance, and Disability living allowance</li> </ul>	£1,200 pa

Discretionary		
Priority	Criteria	Indicative Award
2	<p>Students who are unable to access any other form of learner support funding and either parent in receipt of one of the following:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income-based Jobseekers Allowance</li> <li>• Income-related Employment and Support Allowance</li> <li>• Incapacity Benefit</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999</li> <li>• The Guarantee element of State Pension Credit</li> </ul> <p>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 less than £10,000 pa</p>	<p>Full cost of travel to Centre Course costs</p>
3	<p>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 £10,001 and £16,000 pa</p>	<p>2/3 cost of travel to Centre Course costs</p>
4	<p>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 £16,001 and £20,000 pa</p>	<p>1/3 cost of travel to Centre Course costs</p>
5	<p>Students who are able to access other forms of learner support funding and either parent in receipt of:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income-based Jobseekers Allowance</li> <li>• Income-related Employment and Support Allowance</li> <li>• Incapacity benefit</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999</li> <li>• The Guarantee element of State Pension Credit</li> </ul>	<p>At the discretion of the Assistant Headteacher or Director</p>
6	<p>Students who do not fall into any of the above categories but whose circumstances are causing them to suffer hardship or who are at risk of being unable to continue their studies because of hardship</p>	<p>At the discretion of the Assistant Headteacher or Director</p>

### 3 **APPLICATION**

3.1 Applications must be supported by evidence of circumstances.

3.2 Parents and students are encouraged to make early application in September, but they can apply for a bursary at any time during the Centre year

3.3 If a student feels aggrieved about how their application for a bursary was handled, they should follow the Centre's complaints procedure, and put their complaint in writing to the Director.

3.4 **Awards may be payments or "in kind". For example:**

- Inter-departmental funds transfers to cover particular course costs (eg visual arts materials)
- Purchase of essential equipment on loan to the student for the duration of the course
- A termly payment directly to the student towards course-related costs

3.5 Payments relating to transport will be made on a monthly basis in arrears based on satisfactory attendance during the month in question and production of EITHER a bus/train pass covering the month OR tickets covering one representative week from the month in question.

3.6 Monthly payments will each be one tenth of the total awarded for the year regardless of the number of teaching days in the particular month and ending with the 30 June payment.

3.7 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.

- 3.8 If a student is absent for a five day period through illness or for other authorised reasons then the transport payment will be reduced by 25% for each five day period.
- 3.9 Payment of all awards will be dependent upon satisfactory behaviour as specified in the student contract which can be read in full in the student planner. Whole or part payment may be withheld if standards in this regard are not met.
- 3.10 Payments towards course costs will terminate in the event that the student is withdrawn from the course in question.
- 3.11 **Whatever you have declared must be backed up by evidence (photocopies accepted) in order for an assessment to be made.**
- 3.12 The tables below show the evidence you will need to provide with your application form.
- 3.13 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.

Type of Income	Evidence Required	Check
<b>Annual Salary</b>	P60 for tax year 2010-11, or week 52 (last week in March 2011) payslip or month 12 (March 2011) payslip	
<b>Income Support</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Job Seekers Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Employment Support Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Incapacity Benefit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Carer's Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Housing Benefit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Council Tax Benefit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Any other benefit</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Working Tax Credit</b>	Working Tax Credit Award Notice marked "2011-12". Must be for full year and not partial awards (FULL AWARD NOTICE)	
<b>Child Tax Credit</b>	Working Tax Credit Award Notice marked "2011-12". Must be for full year and not partial awards (FULL AWARD NOTICE)	
<b>Child Benefit</b>	Award letter	
<b>Grants or bursaries etc</b>	Relevant paperwork detailing entitlement and amount paid	
<b>Disability Living Allowance</b>	Entitlement / Award letter – dated within the last 3 months	
<b>Any other income</b>	Relevant paperwork	
<b>Free School Meals</b>	Confirmation letter	

- 3.14 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.
- 3.15 A Tax Credit Award Notice is sent to you if you receive working tax credit or child tax credit.
- 3.16 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.
- 3.17 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.

Agreed by Staff	Agreed by Students	Agreed by Governors	Review Schedule	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed
N/A	N/A	29 SEP 2011	ANNUALLY	27 FEB 2014	17 NOV 2015		
Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed	Date Reviewed