

<b>Bursary Policy</b>	
Person Responsible:	Business and Finance Manager
Date of Policy:	January 2022
Next review date:	January 2025
<b>Rationale</b>	
<p>The Bursary policy sets out how Great Oaks College will make the bursary fund available to those students in greatest financial need.</p>	
<b>Aims</b>	
<p>The 16-19 Discretionary Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they may face so they can remain in education. The fund is intended to help students with their actual costs of participating and bursary decisions are based on individual circumstances and financial need.</p> <p>Bursary Funding is provided by the Education &amp; Skills Funding Agency (ESFA) and administered by the College. The College carries out a financial assessment of each application and administered bursaries in line with the ESFA Bursary Fund Guidelines.</p>	
<b>Procedure</b>	
<p>Great Oaks College education provision is largely cost free to students and therefore the majority of the bursary funding will be used to support the provision of free meals in further education for those students who have applied for and are eligible to receive this support. Where payment may be incurred by students to participate in their education, then this bursary policy and application procedure will apply.</p> <p>Great Oaks College will target the Bursary to ensure that it reaches those students who face significant financial barriers to participating in education. In doing so we have a duty to ensure that the money is spent in ways which help to break down barriers and deal with any additional costs students may incur to continue to participate in education.</p> <p>Students at Great Oaks College may be eligible for a discretionary bursary for specific educational purposes. Discretionary bursaries are awarded to meet individual participation needs such as for transport, meals, books, uniform and equipment (where payment is required for such items). Where the cost of such items is included in the education provision for all students, then a bursary payment would not be required.</p> <p>Eligibility for the discretionary bursary is by application based on annual household income and family circumstances. Free meals eligibility does not guarantee eligibility for the discretionary bursary.</p> <p>Families must make an annual application for the bursary and provide supporting evidence. Examples of acceptable supporting evidence for the fund are:</p>	

- A full T602E Tax Credit Award Notice (TCAN) for the young person's household. This document is from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- P60 End of Year Certification for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the year.
- Payslips for the previous 3 months.
- Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards etc.

Bursaries from the fund can only be spent on certain items which are deemed to be the costs of accessing education. They include:

- Stationery
- Equipment
- Essential books
- Cost of educational visits
- Specialist clothing such as uniform or interview clothes
- Compulsory trips including industry placements and open days
- Transport to and from college
- Uniform
- Any other exceptional items as agreed by the Head Teacher.

We encourage students to submit their applications at the start of the September term however the closing date for application is 22 October each academic year.

Students/families will be advised in writing of the outcome of their application. Priority is given to students who live in a household where the income is £25,000 gross or below. If your household income is higher but you are in hardship, you can still apply and your case will be considered, however a supporting statement and evidence of financial difficulties must be included.

The College will set aside 20% of its discretionary bursary allocation to accommodate changes in circumstances and for student's facing financial hardship at any time during the academic year. An application form will still be required in such cases.

Decisions will be based on individual circumstances and actual financial need and will vary according to household income, requirements of the study programme, distance required to travel to College and available transport options, the number of dependent children within a student's household, relevant participation and any other relevant household circumstances.

Where ever possible, support will be 'in kind' for the items required which means that the College will purchase the resources required on your behalf. Where this is not possible, payment will be issued via bank transfer. Where the College purchases books or equipment, students may be asked to return these at the end of their study programme so that they may be used again.

Bursary payments must be used for the intended purpose only. Please note that when you apply for a Bursary you are asked to confirm that the information you have provided is correct and complete to the best of your knowledge. Providing false or incomplete information that leads to incorrect payments may result in future payments being stopped and the College seeking repayment. The matter may also be referred to the Education & Skills Funding Agency and/or the police with the possibility of facing prosecution.

You must inform the College in writing if, after you are awarded a bursary, there is a material change in your personal or financial circumstances.

The College reserves the right to withhold the bursary if students fail to meet expectations for attendance, punctuality and behaviour.

Any student or parents who is unhappy with the College's handling of an application for bursary funding should follow the complaints policy and procedure which is available on the College website or a copy can be requested from the College office.

All Bursary applications are confidential and kept in line with data protection and ESFA guidelines.

**Bursary Fund Application Form**

Please hand this form to the College reception along with any relevant photocopied evidence.

Academic Year: \_\_\_\_\_

**Personal Details**

Student Name:
Date of Birth:
Home address:
Contact telephone number:
Contact e-mail address:

**Residency Status**

British Citizen <input type="checkbox"/>	Asylum Seeker <input type="checkbox"/>	Indefinite Leave to Remain <input type="checkbox"/>
Refugee <input type="checkbox"/>	EU/EEA <input type="checkbox"/>	Other _____
<p><b>Eligibility criteria:</b> You must have been resident in the UK/EU for 3 years. Refugees are not required to meet the 3-year residency rule, if refugee status was confirmed in the 3 years prior to starting the course.</p>		
Who do you live with in your house?		

**I wish to claim support from the 16 to 19 discretionary bursary fund and I provide the following information as evidence of my household circumstances (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year.**

**Income details:**

What is your total annual household income?
Salaried income:
Income Support / Universal Credit:
Tax Credit:
Other Benefits, Pensions:
Self Employed income:
Other income:

**Please supply evidence of your total household income by way of a P60, Receipt of Benefit Notification, Tax Credit Notification, Payslips, Other Income Support, Benefits, Pensions or Self Employed Income Notification.**

Please details what financial support you need and the costs applicable to the best of your knowledge when submitting the claim EG: travel, essential books, equipment or specialist clothing)	Cost

**Please note that for audit purposes all receipts, invoices etc. must be filed with this claim to verify payment.**

- I confirm that I have read the attached guidance and the information provided on this form is correct.
- I understand that any false information given or failure to notice the College of a change of circumstances will result in disqualification of support and may result in further action.
- I confirm that I consider myself/my child to be in financial need.
- I understand that this form does not guarantee my young person's entitlement to the bursary fund.

Student signature:

Parent signature:

Date:

**Data Protection Declaration:** The information recorded on this form is required by the College to assess your eligibility for financial support to participate in education at Great Oaks College. It will be treated as confidential but may be passed to Government funding agencies. Your application will be retained for 6 years in line with ESFA guidance.

**Bank account details**

Name of Bank:

Name on Bank account:

Bank account number:

Bank account sort code: