

16-19 Bursary Policy & Additional Notes

Financial Support

Where learners aged 16-19 are experiencing financial difficulty meeting the costs associated with learning they may apply for financial support. There are two funds available.

1. 16-19 Vulnerable Bursary

This is a Vulnerable Bursary of at least £1,200 per academic year (pro-rata for shorter courses) to assist vulnerable learners. Young learners, aged 16-19 on 31st August, in the following groups may apply for a bursary:

- In care
- Care leavers
- Receive Income Support (or the equivalent Universal Credit) for any reason, in their own right
- With a disability and in receipt of both Employment Support Allowance (or Universal credit and a replacement for ESA) and Disability Living Allowance (or the new Personal Independence Payment), in their own right

2. 16-19 Discretionary Bursary

This is discretionary support available to young learners facing genuine financial barriers to staying on in education or training. Help is available with the costs of travel and essential course costs. You must fully justify why you require this additional support.

Young learners in one of the following categories may apply for help from this fund.

- Aged 16 to 19 years at the start of the course
- Enrolled on a course funded by the Education Funding Agency (EFA)
- Living in a household where the joint income is below £16,190
- Living in a household where the joint income is between £16,191 and £27,000

Payment in kind

The institution reserves the right to make payment in the form of equipment and vouchers where appropriate.

There are other national government schemes that provide financial support for young people.

What happens next?

- Applications will be assessed within two weeks of receipt of the 16-19 bursary application form. If approved, payments will be backdated to the start date (for no more than 1 month).
- You will be contacted explaining what support you will be given, when and how it will be paid.
- Payment of the Bursary is conditional on 100%* attendance and adherence to our Code of Conduct
- You will receive a letter confirming your provisional award
- Please note that payments will be made based on the weekly register noting your attendance.

- Payments will be made electronically to your bank account monthly.
- If your application is unsuccessful, you will be notified in writing and you may appeal using the procedure highlighted below.
- If your financial circumstances alter during the period of your study, please advise your Tutor.

Disclaimer: the institution reserves the right to withdraw payments when bursary funds have been allocated or a fraudulent claim has been made. Where false or misleading information is given, or you do not inform the institution about any part of income that is relevant, the matter may be referred to the Department for Education or the police and you could face prosecution and institutions will seek to recover any payments you are not eligible for.

To apply for a Bursary

Please complete the 16-19 Application Form and submit it with the required supporting evidence, in person, to your Tutor.

Appeals Procedure

All applicants have the right to appeal.

1. Informal Stage

In the first instance queries/complaints about the outcome of the applications will be passed to the Aspire Programme Manager for review and response

2. Formal Stage

In the event that the student or their parent/carer is still not satisfied with the outcome of the internal review the appeal will become formal and will be referred to the SMT learner support fund panel.

The panel will consist of

- UK Director
- Finance Director (Chair)

All members of the panel will normally will be required for a decision to be made. The chair may co-opt suitable manager to the panel as required.

Students who wish to make a formal appeal will need to write to the Finance Director within 10 working days of being notified of the decision stating clearly the reasons of the appeal and giving any additional details they think should be taken into consideration.

Appeals will be considered monthly by members of the Learner Support Fund panel. Notification of the outcome of the appeal will be within 10 working days of the panel meeting taking place.

Do you require more information?

Should you need any further information or help in completing your form please contact your Tutor.

*Please see additional notes

***Additional Notes:**

Attendance Criteria, learners will not receive payment for the following:

- One unauthorised absence in a given week
- Two periods of lateness in a given week
- Two days off sick
- A pattern of absence or lateness is detected