

16-19 Bursary Fund Briefing Sheet 2016-17

The 16-19 Bursary Fund is designed to help students who face the greatest financial hardship.

1. Who is eligible?

1.1 Students who are between the ages of 16 and 18 on 31 August 2016

1.2 Guaranteed Bursaries

Students in the categories below are eligible to receive a bursary of £1200 a year.

- i. Young people in care
- ii. Care leavers
- iii. Young people in receipt of Income Support or Universal Credit in their own right
- iv. Disabled young people in receipt of Employment Support Allowance (or Universal Credit) **and also** in receipt of Disability Living Allowance (Personal Independent payments)

Cash payments will be made on a fortnightly basis. Students may choose to reduce the amount paid in cash by opting to ask college to use some of their Guaranteed Bursary to pay for college meals and/or travel passes.

1.3 Discretionary Bursary

Students where the gross household income (including benefits) is under £26,000 will be eligible to apply for and receive financial support.

All students have the option to be provided with a lunch to the value of £3 in college on each day of their study programme. Support with transport is provided for students living more than 2.5 miles from college. Support is also available for sport kit/uniform, trips and visits that are mandatory for the course, transport to university open days, interviews and auditions as well as for additional exceptional costs (such as exam resit fees). Please contact Student Services at reception if you would like to discuss the nature of support that you will receive.

1.4 Free College Meals

- i. Students who have successfully applied for a meal must go to the college reception at English Bridge or Welsh Bridge Campus each day and be issued with a token.
- ii. This token can be exchanged for a meal to the value of £3.00 at the college's catering outlets on either campus.
- iii. Lost tokens will not be re-issued and so they must be treated as if they have a monetary value. Tokens are non-transferable.
- iv. A free meal is not provided on days where a student is absent from their study programme.
- v. When a student is out of college as a direct consequence of participation on their study programme, ie college trips and college organised work placements, a cash payment will be made to enable them to purchase a meal. The student will need to come to the college reception at least 2 days before the event in order to be authorised for the payment. The payment will then be made from the Student Cash Desk at English Bridge Campus or the Finance Office at the Welsh Bridge Campus between the hours of 10.30am – 1.30pm Monday to Friday.

2. Application process

(Bursary application forms are available from reception at both campuses and on the college website)

- i. Students and/or their parents will be required to complete an application form.
- ii. The initial deadline for applications is **Friday 7 September 2016** (though applications can be submitted at any time –late applications will take up to 2 weeks to process).
- iii. If you would like transport and/or college meals to be in place for the beginning of term in September please submit your application form and evidence by **3 August 2016**.

Applications should be sent together with appropriate supporting evidence to Student Services, Welsh Bridge Campus, Shrewsbury 6th Form College, Priory Rd, Shrewsbury SY1 1RX.

3. Conditions for Payments

We expect all students to meet the criteria below if they are to continue receiving payments.

- i. Attendance above 90%
- ii. No stage 2 or above disciplinary actions

If these criteria are not met, payments will only continue to be made on the recommendation of the Student Support Tutor if there are exceptional circumstances.

All cash payments will be made by BACS into a student's bank account. Only in urgent cases involving severe hardship will this be changed.

4. Extraordinary Payments

Exceptions from standard levels can apply when personal circumstances or academic need suggest that a higher level of support is required and this is supported by professional recommendations from college staff or external bodies. Bursary levels will then be determined at the discretion of Student Services staff.

5. Appeals

If the applicant does not agree with the panel's decision they should give notice that they wish to appeal via the Student Services team at reception.

The applicant must give notice of their appeal within 10 working days from receipt of the original decision.

The applicant will be asked to state the reasons for disagreeing with the decision and why it is unfair.

A panel will be convened within 20 working days. The panel will consist of members from the Senior Management Team.

The applicant will be asked to attend a meeting of the panel and may wish to be accompanied by a friend/representative.

The panel will review the action taken by Student Services in the original decision.

The applicant will be notified of the panel's decision in writing within 5 working days.

The decision of the panel will be final.