

## Guide to applying for financial support for 16-18 year olds

### **This guide is for learners who are:**

- aged 16 or over but under 19 at 31 August 2019 or
- aged 19 to 24 at 31 August 2019 and have an Education, Health and Care Plan (EHCP)
- be aged 19 at 31 August 2019 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')

Funding application forms are available on our websites @ [www.bacoll.ac.uk](http://www.bacoll.ac.uk) and [www.swdt.co.uk](http://www.swdt.co.uk)

### **The 16-19 Student Bursary**

Learners who are in one or more of the groups below can apply for a bursary of up to £1,200 (if they are participating on a study programme that lasts for 30 weeks or more. Learners on a study programmes of less than 30 weeks study will be able to apply for a pro-rata amount of bursary. The bursary is to support learners with costs associated with attending a course such as travel, kit and uniform. Eligible learners will also receive free meals.

### **The defined groups are learners who are:**

- in care (not privately fostered)
- care leavers or learners in permanent fostering under a Special Guardianship Order
- in receipt of Income Support, or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- in receipt of Employment and Support Allowance (ESA) or Universal Credit(UC) **and** Disability Living (DLA) or Personal Independence Payments (PIP) in their own right

Learners do not need to live independently of their parents to be eligible for a bursary payment - they can claim ESA or UC in their own right while living in the parental home. Parents will not be able to continue to claim Child Benefit if the learner successfully applies for ESA.

In some cases a young person might be eligible for a bursary because they are in one or more of the defined groups, but their financial needs are already met and/or they have no relevant costs e.g. a learner in local authority care whose educational costs are covered in full by the local authority. In these circumstances we may decide to award a reduced bursary or no bursary at all. Please speak with the Student Funding and Transport Officer.

### **To be eligible for the bursary learners must also:**

- be aged 16 or over but under 19 at 31 August 2019 or
- Must be resident in the UK for the 3 years prior to the course start date

A learner receiving support under the Bursary Scheme will not be eligible to receive support via any other bursary scheme operated by the College.

**Learners on Apprenticeship programmes do not qualify for the 16-19 Bursary or Discretionary Learner Support Funds.**

### **How do I apply?**

You will need to complete an application for financial support form and return it to the Student Funding & Transport Officer as soon as possible. You should complete all pages and return it with the correct evidence. We cannot accept an application without appropriate evidence.

### Evidence of eligibility

- Learners in receipt of qualifying benefits, a letter from DWP that states the benefit the learner is entitled to (they must be entitled to the benefits in their own right). The evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate).
- Learners who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority

### How do I receive it?

The bursary is paid in weekly instalments after deductions for travel, kit and uniform and is subject to attendance. This will be paid a week in arrears and only where the learner has remained on course. Learners must achieve 100% attendance to receive a payment. As well as good attendance, payments are subject to participating in class and good behaviour.

### 16-18 Discretionary Learner Support Fund (DLSF)

DLSF supports learners to help overcome the individual barriers to participation they face, for example help with the cost of transport, meals, books and equipment. These funds are aimed at those most in need and not in receipt of the 16-18 Student Bursary.

To be eligible to receive financial support in the 2019 to 2020 academic year the learner must:

- be aged 16 or over but under 19 at 31 August 2019 or
- be aged 19 to 24 at 31 August 2019 and have an Education, Health and Care Plan (EHCP)
- be aged 19 at 31 August 2019 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- Must be resident in the UK for the 3 years prior to the course start date
- a 16 to 19 traineeship programme

**Eligibility is determined by household income assessment. See below for further information:**

Support type	Household Income eligibility
Free Meals**	£16,190 or less (based on the tax year ending April 2019).**Free meals are not available if households are in receipt of working tax credit.
Uniform and Kit Costs	
Learner Allowance of up to £40 per month where 100% attendance has been achieved and dependent upon learner behaviour/ participation.	up to £25,000 (based on the tax year ending April 2019).
Support for university open days/interviews.	

## Here's a further explanation of these funds:

### Free Meals

This award provides the learner with access to a £2.41 daily meal allowance for timetabled days only. It can be accessed at both campuses from the eateries and campus shop. You must present your campus ID card at the checkout. This support is only available to learners with a household income of £16, 190 per annum **AND not in receipt of working tax credit.**

### Uniform and kit costs

Learners should complete their kit/uniform order forms (as issued by the curriculum area) and submit these with their application for financial support. We will order items on your behalf. The amount awarded is dependent on the course requirements. Please note you may need to purchase items before you start the course and the amount of grant awarded is not guaranteed to pay these costs in full. Reimbursements will only be made subject to proof of purchase. Not all learners will be eligible for this support. All funded items remain the property of Bishop Auckland College/SWDT. If you withdraw from your course you must return the items to avoid being invoiced for the cost.

### Learner Allowance

This will be paid monthly arrears and only where the learner has remained on course. Eligibility will commence from the start of the week an application for funding is submitted along with valid evidence.

Learners must be enrolled on a full time study programme. The learner allowance is to help meet the day to day costs of studying. If there are factors that may affect your attendance such as chronic illness etc. please make your tutor and student progress mentor aware. To receive a monthly Learner Allowance payment, students must achieve **100% attendance.**

### Support for university open days/interviews

Support to cover the main travel costs for learners who are attending a higher education open day or interview. Travel support for up to three trips may be covered. Learners may apply in advance or retrospectively and the visit must take place during the 2019/20 academic year. Evidence of the date of the open day/interview will be required.

### How do I apply for Funding?

Complete an application for financial support and return it to the Student Funding & Transport Officer as soon as possible. Complete and return it with a **photocopy** of your parents/carers tax credit award form for 2019/20 (all pages). We cannot accept an application without appropriate evidence. We cannot accept 'Provisional' TCANs. If this paperwork is not available, please contact the Student Funding & Transport Officer for more information. Please supply photocopies only as we are unable to return evidence.

### Travel Support

We operate a travel scheme in conjunction with Arriva. Learners must be undertaking a full or part time further education course (excludes full cost courses). Eligible learners can travel free on any Arriva North East bus required to get to and from campus and work placement, Monday to Friday, 0630 to 2200, during term time only. We will authorise your Campus I.D. card with Arriva travel

permissions if your funding application is successful.

Campus I.D. cards are issued on enrolment but no earlier than August 2019. The Campus I.D. card will also serve as the learners travel pass. Learners must renew their Campus I.D. card for each term in order to continue travelling with Arriva. This can be done during the last week of the previous term at Student Services at either campus by submitting your old card. We will not be responsible for any travel costs incurred due to learners failing to renew their Campus ID card. If you withdraw from your course you must return your Campus I.D. card to the Student Funding and Transport Officer. Failure to do so will result in an invoice being issued to you.

For those learners who are unable to travel independently because of a medical condition or Special Educational Needs and Disability (SEND), we would advise parents/carers to contact Durham County Hall to request information regarding their travel award scheme.

**Learners using their own transport** can apply for mileage costs but only where Arriva does not provide a service bus which can be reasonably accessed. Receipts for fuel must be submitted with the claim form.

**Learners living in an area that is not serviced by Arriva** are still eligible for travel support provided they live a minimum of 3 miles from their campus of study. Learners must keep their bus/train tickets and claim a refund on a monthly basis. To do this, learners should obtain a Travel Claim form from their campus reception and submit this before the month end. All travel claims are subject to attendance checks and must be accompanied with receipts/tickets, where the claim is for use of public transport. Reimbursements are made monthly direct into your bank account.

### Childcare Support

#### Care to Learn (C-2-L)

If you are a young parent, C-2-L can help pay for your childcare and any additional travel costs whilst you are studying. You must:

- have started your course or study programme before you turn 20
- be the parent or main carer and be in receipt of Child Benefit for the child(ren)
- be living and studying in England and be either a British citizen or a national of a European Economic Area (EEA) country
- using an Ofsted registered childcare provider (this can be a childminder, nursery or pre-school)

You can apply on line at the Care to Learn website - [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn) or contact their helpline on 0800 121 8989.

### Emergency/hardship support

Any learner with exceptional hardship or domestic emergency needs can request financial support to enable them to remain on course. This is normally a one-off support payment or very short term support. It cannot be used as a substitute for state benefits or living costs.

## Terms and Conditions of Funding

### Attendance

Financial support from the national schemes or funds from Bishop Auckland College/SWDT are subject to learners maintaining a minimum 100% attendance level. Where learners fall below this, we reserve the right to revoke all funding. We will invoice parent/carers for reasonable recovery of the value of funded items. For purposes of Student Bursary and Learner Allowance, attendance percentages will only count positive and actual attendance on course. **Authorised absences** are not positive attendance.

### Withdrawals

If you withdraw from your course you will not receive further financial support. You may also have to repay any financial support you have been awarded. You must return your kit/uniform and Campus I.D. card. Failure to do so will result in an invoice being issued for the total cost of these items.

### Appeals

If you believe your funding application has not been assessed correctly, you do not receive a grant or you are not happy with the level of support allocated, you can appeal. Your appeal should be made in writing and addressed to:

**Appeals, Head of Finance, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, DL14 6JZ.**

You can only appeal once regarding a specific situation - if your appeal is declined, you are unable to re-appeal for the same reason again, unless you can provide new additional information to support your case. The appeal decision is final. If you are unhappy with the decision you can make use of the College's formal complaints procedure.

### Further Discretionary Learner Support (DLSF) conditions

- Discretionary Learner Support (DLSF) funding is only available for one course per academic year. **If you are on a two year course you will need to make a new application for help each academic year.**
- You will not receive funding if you have outstanding debts to the College or your household income is above the rates stated.

**All guidance and eligibility criteria mentioned in this booklet are correct at the time of print, but the College reserves the right to amend any of this information during the academic year following government changes to eligibility criteria.**

## The Finance Department

The Finance staff are here to ensure you receive the best advice and support with your application for financial support. If you need help, or would like to speak on an individual basis, please do not hesitate to contact the Finance Department to arrange a meeting/discussion. The office is available throughout the summer holidays.

You can contact the Finance Department by telephone on :

**01388 443115**

**01388 443113**

**01388 743166**

**01388 443037**

or by e-mail at [finance@bacoll.ac.uk](mailto:finance@bacoll.ac.uk) or by post at the following address:

Finance Department  
DLSF Return  
Bishop Auckland College  
Woodhouse Lane  
Bishop Auckland  
Co Durham  
DL14 6JZ