



College

16-19 Discretionary Bursary Fund 2020/21

Guidance Notes

PLEASE APPLY BY 30 SEPTEMBER 2020 or WITHIN THREE WEEKS OF COURSE START DATE

WHAT IS THE 16-19 BURSARY FUND?

The 16-19 Bursary Fund is provided by the Government to help support USP College students who face barriers to continuing their education or training.

The financial support you receive is linked to attendance and behaviour.

WHO CAN APPLY FOR THE DISCRETIONARY BURSARY?

All students over the age of 16 and under the age of 19 as of 31 August 2020 can apply.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16-18 (19+ continuers') or have an Education, Health and Care Plan (EHCP).

If your household income is £25,000 gross or below, you can apply.

Students who are eligible for support are not guaranteed payments. There is a finite amount of funds available.

You are expected to attend all timetabled lessons. Failure to do so will put your financial support at risk.

WHO CANNOT APPLY FOR THE DISCRETIONARY BURSARY?

- Those not resident in the EU/EEA for the last 3 years (except where a refugee status was confirmed in the 3 years prior to starting the course)
- Students aged under 19, studying Higher Education courses
- Waged Apprenticeships or students enrolled on provision identified as wholly funded from other sources
- Students in prison or a young offender institution who have been released on temporary licence, i.e. day release
- Students enrolling on a course which is not funded by the Government e.g. Education and Skills Funding Agency (ESFA) funded
- Students aged under 16
- Students aged 19 and over on 31 August in the year they start their study programme. Students who are 19 and over may be able to access the Discretionary Learner Support provided by the Education and Skills Funding Agency (ESFA).

WHAT CAN THE DISCRETIONARY BURSARY FUND HELP ME WITH?

- Meals (for any day the student is timetabled for more than three hours)
- Course materials
- Transport contribution if you live outside a 1 mile radius from the college
- Contribution towards essential trips.

The college reserve the right to select the most cost-efficient method of award for transport.

Often the funds allocated to you will be a contribution toward the costs you face as a student – you are likely to face some costs yourself.

WHEN CAN I APPLY?

Bursary applications can be made from July 2020. Applications should be received by Admissions no later than *30 September 2020 or within three weeks of your course start date. Applications can be submitted throughout the year and will be considered all the time funds are available.

Applications will only be considered for the current year, September 2020 – July 2021.

The first payment will be made at the end of October 2020.

Free school meals (if applicable) will commence once a completed application form and full supporting evidence has been processed and will not be backdated. Payments will then start after the October half term.

Students must be enrolled and have started a course before a bursary payment can be made.

HOW DO I APPLY?

Complete an application form; these are available on our website, from Student Services and Admissions.

All forms need to be completed and returned with the relevant up-to-date proof of household income. Please see the application form; incomplete forms will delay payments. Applicants under 18 require parent/carer signature on the application form.

If you need help with applying for financial support, visit Student Services where staff can help you complete the form, make it available in other formats (e.g. large print) and discuss other sources of funding.

Payments are made directly into the **student's** bank account.

APPEALS PROCEDURE

If you are unhappy with a Bursary decision, you should speak to the Head of Registry & Exams in the first instance. If you are still unsatisfied, you can follow the college's complaints procedure.

If you are worried about money and would like to find out what help and support is available - please speak to a Student Advisor in Student Services.

If you have any queries regarding your Bursary application please speak to the Admissions Team.

CONTACT US

By Email bursary@uspcollege.ac.uk
By Phone 01268 756 111 - ext 222

*Application forms **must** be submitted to the Admissions Team by 30 September 2019 with supporting evidence otherwise it may not be accepted.