

16-18 Student Financial Support Policy 2018/2019

Scope

This policy applies to students studying towards Education and Skills Funding Agency (ESFA) funded further education qualifications that also qualify for bursary support based on funding body criteria.

Policy context

Vision West Nottinghamshire College policy is to follow the policy guidelines of the ESFA and openly, fairly and transparently apply the rules set by this government funding agency.

These funds are managed by the College and are allocated on a first come, first served basis (with the exception of the 16-18 Vulnerable Student Bursary Fund) via an application and assessment process. Students must meet the specified eligibility criteria in order to be considered for any assistance. The rules within this policy are set out at the time of writing and could be subject to change at any time from the ESFA.

Financial support is intended to remove barriers and support participation, attendance and achievement.

Application forms received by the Student Financial Support Team will be processed within six weeks of enrolment. Any applications received prior to this will not be processed until after the student has enrolled. Applicants will be notified of their application outcome by post.

Overview of funding available

	Vulnerable Bursary	16-18 Student Support Fund Bursary	Free College Meals
Help available:	<p>Up to £1200, which could be a combination of the following;</p> <ul style="list-style-type: none"> • Free college bus • Help with travel costs if over a mile from college bus route or on placement. To a maximum of 18 miles. • Support for essential kit/uniform • All students will receive £2.41 per day for a meal while at college • Up to 50% paid towards curriculum based trips to a maximum funding of £250.00 per year 	<ul style="list-style-type: none"> • Free College Bus • Bursary payment • Help with travel costs if over a mile from college bus route or on placement. To a maximum of 18 miles. • Support for essential kit/uniform • 50% paid towards curriculum based trips to a maximum funding of £250.00 per year 	<ul style="list-style-type: none"> • £2.41 per day for timetabled days at college

Eligibility for 16 – 18 bursaries

To be eligible for the bursary students must:

- be aged 16 or over but under 19 at 31 August 2018 or
- meet the residency criteria in ESFA funding regulations for post-16 provision in the 2018 to 2019 academic year
- be participating in provision that is subject to inspection by a public body that assures quality (such as Ofsted), the provision must also be either
 - funded directly by ESFA or by ESFA via a local authority
 - funded or co-financed by the European Social Fund
 - otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or is pursuant to Section 96 or the Learning and Skills Act 2000
 - a 16 to 19 traineeship programme

Students on apprenticeship programmes, or any waged training, are employed, rather than in education. They are not eligible for help from the 16 to 19 Bursary Fund or Free Meals.

Students aged 19 and over at 31 August 2018 in the 2018 to 2019 academic year

Students who are aged 19 and over on 31 August 2018 are not eligible for support from the 16 to 19 Bursary Fund unless they:

- have an Education, Health and Care Plan (EHCP) and are attending eligible education provision; or
- are a student who is continuing on an eligible study programme they began aged 16 to 18 (19+ continuers)

No students aged 19 or over are eligible to receive a vulnerable bursary.

16-18 Student Support Fund for full-time students

To qualify for the bursary support you must have an annual gross household income of below £25,000 or below £30,000 with three or more dependent children, aged up to 19 and in full time education or below school age living in the household. Discretion may be given in extenuating circumstances.

For all applications (excluding Free College Meals) funding is limited; therefore evidence of eligibility does not guarantee an award. Student's wishing to apply for financial support should do so as soon as possible from the start of their course.

- £30.00 termly BACS payment to student bank account. Payment dates published and available to all students.
- Free college bus
- 100% support for essential kit and uniform (as specified by the Curriculum Area) – internal transfer or reimbursement with receipts. Students who qualify for the bursary can have items purchased/reimbursed for them however, the items will remain the property of the college and they will be expected to return them at the end of the academic year or at any point should they withdraw. Kits/uniforms can be retained for further use to enable them to complete their studies if they are progressing onto the next level.
- 50% paid towards curriculum based trips to a maximum funding of £250.00 per year.
- UK University interview travel costs – 50% of the total travel costs reimbursement with receipts and letter confirming interview date, time and venue. Public transport costs only.
- UCAS fee – Pay 100% of fee of either £18 if application is for a single choice or £24 for more than one choice.
- Exams – Pay 100% of exam resit cost for students in receipt of a bursary.

All above payments will be awarded based on 80% attendance rate except exam resit support which will have no attendance threshold.

- 100% support with transport for those that do not live on a college bus route – mega-rider to be given where possible. Must live more than 1 mile away from college. Maximum 18 mile radius from Derby Road campus.
- 100% support with transport for timetabled placement days. Students must provide a copy of their signed placement log to the student finance team for payment along with bus ticket.
- 100% support with transport for those whose timetabled hours include weekends or after 5pm on weekdays.
- Young carers may be given support with transport even if they live on a bus route if this assists them with their caring responsibilities.

Full monthly payment in relation to transport costs is made if attendance is 90% or above. If attendance falls below 70% no payment is made. Attendance between 70% and 90% the student will receive that percentage of payment.

16-18 Vulnerable Student Bursary

Students who meet one of the 4 criteria below and who have a financial need can apply for a bursary for vulnerable groups.

The defined vulnerable groups are students who are;

- in care
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Please note that eligibility is no longer a guarantee of the full £1200 award from the vulnerable bursary fund. There is the possibility of a limited award or even no award at all.

The amount of any bursary award will be based on individual needs, which will include costs such as

- Free college bus
- Transport costs for those that do not live on a college bus route – mega-rider to be given where possible. Must live more than 1 mile away from college. Maximum 18 mile radius from Derby Road campus.
- Travel costs for timetabled placement days. Students must provide a copy of their signed placement log to the student finance team for payment along with bus tickets.
- Transport costs for those whose timetabled hours include weekends or after 5pm on weekdays.
- 100% support for essential kit and uniform (as specified by the Curriculum Area) – internal transfer or reimbursement with receipts. Students who qualify for the bursary can have items purchased/reimbursed for them however, the items will remain the property of the college and they will be expected to return them at the end of the academic year or at any point should they withdraw. Kits/uniforms can be retained for further use to enable them to complete their studies if they are progressing onto the next level.
- £2.41 per timetabled days at college for a meal. The allowance will be credited weekly to the students Way2Pay account.
- Up to 50% paid towards curriculum based trips to a maximum funding of £250.00 per year.
- UK University interview travel costs – 50% of the total travel costs reimbursement with receipts and letter confirming interview date, time and venue. Public transport costs only.
- UCAS fee – Pay 100% of fee of either £18 if application is for a single choice or £24 for more than one choice.
- Exams – Pay 100% of exam resit cost for students in receipt of a bursary.
- If a student has any further costs associated with their college course not covered by the support outlined above they must contact the Student Finance Team.

The award you receive will be based upon you attending all your planned classes, behaviour and discipline will also be taken into account. Your attendance will be monitored by the online college register system.

Full monthly payment in relation to transport costs is made if attendance is 90% or above. If attendance falls below 70% no payment is made. Attendance between 70% and 90% the student will receive that percentage of payment.

Free College Meals

Eligible benefits

Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to Vision West Nottinghamshire College.

- Payment will be made to students aged between 16 and 18 on 31st August 2018 who are or whose parent/carer are in receipt of qualifying benefit.
- Students aged 19 or over are only eligible for a free meal if they or their parent/carer are in receipt of a qualifying benefit and they:
 - Are continuing on a study programme they began aged 16 to 18 ('19+ continuers')
 - or
 - Have an Education, Health and Care Plan (EHCP)
- The payment will be £2.41 per timetabled days at college.
- The allowance will be credited weekly to students Way2Pay accounts.
- Eligible students attending placement can receive payment of £2.41 per day paid into their nominated bank account on production of a copy of their signed placement log to the student finance team for payment.

Appeals/Complaints procedure

Any disagreement with a decision made by the Student Financial Support Team in relation to an application should be made in writing to the Head of Service, Student Support, Vision West Nottinghamshire College, Derby Road, Mansfield, Nottinghamshire NG18 5BH.

Student Financial Support Team

Room 101d

Derby Road

Mansfield

Nottinghamshire

NG18 5BH

Telephone: 01623 627191 Ext 8179

Email: StudentFinancialSupport@wnc.ac.uk

16-18 Student Support Fund – Termly payment dates		
5.10.2018	18.1.2019	18.4.2019

Vulnerable Student Bursary - weekly pay dates			
Week number	Week ending	Weekly Pay Dates - Monday	
1	03/09/2018	17/09/2018	
2	10/09/2018	24/09/2018	
3	17/09/2018	01/10/2018	
4	24/09/2018	08/10/2018	
5	01/10/2018	15/10/2018	
6	08/10/2018	22/10/2018	
7	15/10/2018	29/10/2018	
8	22/10/2018	05/11/2018	
	29/10/2018	12/11/2018	Half term
9	05/11/2018	19/11/2018	
10	12/11/2018	26/11/2018	
11	19/11/2018	03/12/2018	
12	26/11/2018	10/12/2018	
13	03/12/2018	17/12/2018	
14	10/12/2018	24/12/2018	
15	17/12/2018	14/01/2019	
	24/12/2018		Xmas holidays
	31/12/2018		Xmas holidays
16	07/01/2019	21/01/2019	
17	14/01/2019	28/01/2019	
18	21/01/2019	04/02/2019	
19	28/01/2019	11/02/2019	
20	04/02/2019	18/02/2019	
21	11/02/2019	25/02/2019	
	18/02/2019	04/03/2019	Half term
22	25/02/2019	11/03/2019	
23	04/03/2019	18/03/2019	
24	11/03/2019	25/03/2019	
25	18/03/2019	01/04/2019	
26	25/03/2019	08/04/2019	
27	01/04/2019	15/04/2019	
	08/04/2019	22/04/2019	Easter holidays
	15/04/2019	29/04/2019	Easter holidays
28	22/04/2019	07/05/2019	06/05/2019 BH
29	29/04/2019	13/05/2019	
30	06/05/2019	20/05/2019	
31	13/05/2019	28/05/2019	27/05/2019 BH
32	20/05/2019	03/06/2019	
	27/05/2019	10/06/2019	Half term
33	03/06/2019	17/06/2019	
34	10/06/2019	24/06/2019	
35	17/06/2019	01/07/2019	
36	24/06/2019	08/07/2019	