

16-18 Student Financial Support Policy 2017/2018

Scope

This policy applies to students studying towards Education Funding Agency (EFA) 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 EFA/AEB and openly, fairly and transparently apply the rules set by these government funding agencies.

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 EFA.

Financial support is intended to remove barriers, 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 paid as follows;</p> <ul style="list-style-type: none"> • All students will receive £2.41 per day for a meal while at college • Free college bus • Bursary payment 	<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 2017 or
- be aged 19 or over at 31 August 2017 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2017 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- meet the residency criteria in EFA 2017 to 2018 academic year funding regulations for post-16 provision
- be participating in provision that is subject to inspection by a public body which assures quality (such as Ofsted), the provision must also be either
 - funded directly by EFA or by EFA via a local authority
 - otherwise publicly funded and lead to a qualification (up to and including Level 3) accredited by Ofqual or 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 2017 in the 2017 to 2018 academic year

Students who are aged 19 and over on 31 August 2017 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

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.
- 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 20 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

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- in care
 - care leavers
 - in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
 - in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right
- Maximum bursary £1200 for those most at risk. Additional support can be taken from discretionary budget as listed below as long as the student meets the eligibility criteria for that fund.
 - In the first instance the student will be given £2.41 per timetabled days at college for a meal. The allowance will be credited weekly to the students Way2Pay account.
 - Remaining bursary paid weekly on Mondays based on attendance. Payment made by BACS to student bank account. Payment dates published and available to all students.
 - Free college bus

Full weekly payment 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.

- 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.
- 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.

- Discretionary support may be available for 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 20 mile radius from Derby Road campus.
- Discretionary support may be available towards 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.
- Discretionary support may be available for support with transport costs 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.

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 you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

A student is only eligible to receive a free meal when they, or a parent/guardian 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 2017 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:
 - 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, Notts NG18 5BH.

Student Financial Support Team

Room 26

Derby Road

Mansfield

NG18 5BH

Telephone: 01623 627191 Ext 8179

Email: StudentFinancialSupport@wnc.ac.uk

16-18 Student Support Fund – Termly payment dates		
6.10.2017	19.1.2018	20.4.2018

Vulnerable Student Bursary - weekly pay dates			
Week number	Week ending	Weekly Pay Dates - Monday	
1	04/09/2017	18/09/2017	
2	11/09/2017	25/09/2017	
3	18/09/2017	02/10/2017	
4	25/09/2017	09/10/2017	
5	02/10/2017	16/10/2017	
6	09/10/2017	23/10/2017	
7	16/10/2017	30/10/2017	
	23/10/2017		Half term
8	30/10/2017	13/11/2017	
9	06/11/2017	20/11/2017	
10	13/11/2017	27/11/2017	
11	20/11/2017	04/12/2017	
12	27/11/2017	11/12/2017	
13	04/12/2017	18/12/2017	
14	11/12/2017	27/12/2017	25 & 26/12 BH
15	18/12/2017	15/01/2018	
	25/12/2017		Xmas holidays
	01/01/2018		Xmas holidays
16	08/01/2018	22/01/2018	
17	15/01/2018	29/01/2018	
18	22/01/2018	05/02/2018	
19	29/01/2018	12/02/2018	
20	05/02/2018	19/02/2018	
21	12/02/2018	26/02/2018	
	19/02/2018		half term
22	26/02/2018	12/03/2018	
23	05/03/2018	19/03/2018	
24	12/03/2018	26/03/2018	
25	19/03/2018	03/04/2018	02/04/2018 BH
26	26/03/2018	09/04/2018	
	02/04/2018		Easter holidays
	09/04/2018		Easter holidays
27	16/04/2018	30/04/2018	
28	23/04/2018	08/05/2018	07/05/2018 BH
29	30/04/2018	14/05/2018	
30	07/05/2018	21/05/2018	
31	14/05/2018	29/05/2018	28/05/2018 BH
32	21/05/2018	04/06/2018	
	28/05/2018		Half term
33	04/06/2018	18/06/2018	
34	11/06/2018	25/06/2018	
35	18/06/2018	02/07/2018	
36	25/06/2018	09/07/2018	