

16-19 Financial Support Procedure 2022-23

Owner: Vice Principal (Professional Services)

BEACONS OF **EDUCATIONAL EXCELLENCE**
TRANSFORMING THE LIVES OF INDIVIDUALS
AND COMMUNITIES



1. Overview

- 1.1 This document aims to provide an overview of the financial support available to students within the SCC Group, including students on apprenticeship programmes of study and those studying with our partners.
- 1.2 This document does not apply to students studying on the SCC Group community provision.
- 1.3 This document is guided by the 2021 to 2022 funding guidance from the Education Skills Funding Agency:
 - [16 to 19 Bursary Fund guide](#)
 - [Free meals in further education funded institutions guide](#)

2. Dates and Deadlines

- 2.1 The deadline for bursary applications and the submission of evidence for students who enrolled at the College in September is Friday 21st October 2022.

Contents

1. Overview	1
2. Dates and Deadlines	1
3. Procedure Statement.....	2
4. Bursaries Available.....	2
5. Eligibility	3
Vulnerable Bursary.....	3
Discretionary Bursary.....	3
6. Conditions of Bursary	3
7. Appeals	3
8. Payments	4
9. Payment Amendments	4

3. Procedure Statement

The 16-19 Bursary Fund provides financial support to students to help them overcome specific barriers to participation so they can remain in education post-16. The Education and Skills Funding Agency (ESFA) allocates funding to Colleges for this purpose.

The purpose of the fund is to assist students with their education-related costs such as; travel, meals whilst in College as well as essential books, clothing (uniform) and equipment. The 16-19 Bursary Fund is not intended to support non-education related costs, extra-curricular activities or provide support services such as counselling, mentoring or extra tuition.

No student can be automatically awarded the 16-19 Bursary Fund without an assessment of the level of need they have.

This procedure outlines how Salford City College Group will administer the 16-19 Bursary Fund.

The Vice-Principal (Professional Services) and Student Operations Manager are responsible for the administration of the College Bursary Fund.

4. Bursaries Available

There are two types of bursary available to students aged 16 to 19:

4.1 Vulnerable Bursary

Up to £1,200 per year for students in one of the vulnerable groups defined by the Department for Education (see below for further information).

4.2 Discretionary Bursary

Awarded to students who meet the eligibility criteria set by Salford City College Group within this procedure (see below for further information).

The College will base all decisions about which students should receive a discretionary bursary and how much bursary they receive on each student's individual circumstances and their actual financial need. These may vary from student to student, depending on, for example, household income, means of travel and distance from the College and the specific requirements of their chosen course(s). **Please be aware, as per government guidance, payments will be made in-kind where practicable. In-kind payments may include but are not limited to vouchers, equipment, uniforms and Free College Meals.**

Household Income	In-Kind Support	Cash Support	Free College Meals
<£10,000.00	Up to £670 / Year	Up to £15.00/Week	Up to £27.50/Week
<£16,000.00	Up to £670 / Year	Up to £12.50/Week	Up to £27.50/Week
<£20,000.00	Up to £670 / Year	Up to £10.00/Week	Up to £27.50/Week
<£30,000.00	Up to £670 / Year	Up to £8.00/Week	Up to £27.50/Week
<£35,000.00	Up to £470 / Year	N/A	N/A

5. Eligibility

To receive a **vulnerable** or **discretionary** bursary, students must:

- 5.1 be aged over 16 and under 19 on the 31st August 2022.

Students aged 19 are only eligible if they are continuing a study programme they began aged 16 to 18 or have an Education, Health and Care Plan (EHCP).

- 5.2 be in state-funded education.

- 5.3 Meet the residency criteria in the [ESFA Funding Regulations for Post-16 Provision](#).

Vulnerable Bursary

To receive a **vulnerable bursary**, students must be in one of the defined vulnerable groups **and have a financial need**. The vulnerable groups include students who are:

- 5.4 in care.

- 5.5 unaccompanied asylum seekers in local authority (LA) care.

- 5.6 a care leaver.

- 5.7 receiving Income Support (IS) or Universal Credit (UC) 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.

- 5.8 receiving Disability Living Allowance (DLA) or Personal Independence Payments **in their own right** and Employment and Support Allowance (ESA) or Universal Credit (UC) **in their own right**.

Discretionary Bursary

To receive a **discretionary bursary**, students must have a household income (the combined income of all persons in the household) of less than £35,000 per annum **and have a financial need**.

6. Conditions of Bursary

All students in receipt of bursary **must** meet termly punctuality and attendance targets and **must** meet the College's expectations with regard to conduct and quality of work submitted in order to ensure continued financial support.

By completing a bursary application, students will be expected to sign a declaration confirming their agreement to these conditions.

Salford City College Group reserves the right to withdraw or suspend bursary payments if these conditions of bursary are not met.

7. Appeals

If any student or their parent/guardian is dissatisfied with the outcome of their application, they should write to Martin Townsend (Student Operations Manager) at martin.townsend@salfordcc.ac.uk outlining their reasons why.

The Student Operations Manager and Vice-Principal (Professional Services) will then consider the appeal and respond within three working weeks of receipt.

8. Payments

In line with government guidance, where possible, the College will seek to make in-kind payments to students instead of cash payments. This is where the College will purchase items such as kit, equipment and vouchers for students to use, or provide meals in the College refectories.

Where cash payments are made, these will be paid directly into the student's bank account. **The College will not pay any bursary payments into the bank account of a parent/guardian.**

Students are advised that they should retain receipts for their college-related purchased made using the bursary fund.

9. Payment Amendments

Where remote learning is taking place, the amount(s) of financial support outlined within this policy may differ.

The College reserves the right to review and amend the 16-19 Bursary Payments at any time. This applies to individuals as well as the 16-19 Bursary Cohort.

Appendix. 1 – Examples of Supportive Evidence (16-19 Bursary Applications)

The following documentation may be used as evidence to support your application.

Vulnerable Bursary

ELIGIBILITY CRITERIA	EVIDENCE
In care	<p>Written confirmation of the students' current looked-after status from the relevant local authority.</p> <p>Evidence from School Records</p>
A care leaver	<p>Written confirmation of the students' prior looked-after status from the relevant local authority.</p> <p>Evidence from School Records</p>
A student in receipt of Income Support or Universal Credit (UC)	<p>Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name or confirm they are entitled to the benefits in their own right.</p> <p>For students in receipt of Universal Credit, also a document such as a tenancy agreement in the student's name, a child benefit receipt, or a birth certificate of a child of the bursary applicant.</p>
A student in receipt of Universal Credit (UC) or Employment and Support Allowance (ESA) and disability living allowance or personal independence payments	<p>Universal Credit award notice. This must clearly state that the claim is in the student's name or confirm they are entitled to the benefits in their own right.</p> <p>Evidence of receipt of Disability Living Allowance or Personal Independence Payments must also be provided.</p>

* Students on the Vulnerable Bursary may be asked for evidence of household income to support the College in assessing financial need.

Discretionary Bursary

ELIGIBILITY CRITERIA	EVIDENCE
Household Income	<p data-bbox="639 226 1334 256">Entitlement to a means-tested state benefit, such as:</p> <ul data-bbox="683 262 1334 966" style="list-style-type: none"><li data-bbox="683 262 1334 294">• Tax Credit Award Notice<li data-bbox="683 325 1334 451">• Three most recent monthly award statements for Universal Credit (UC) showing 'take home pay' and amount of Universal Credit after deductions. <i>Monthly total is the sum of these two amounts.</i><li data-bbox="683 483 1334 514">• Income Support Award Statements<li data-bbox="683 546 1334 577">• Other Benefit Award Statements<li data-bbox="683 609 1334 682">• P60 form for year ending 31st March 2022 showing parental annual earnings.<li data-bbox="683 714 1334 777">• Three most recent monthly pay slips of all household earners.<li data-bbox="683 808 1334 871">• Official Tax Return for year ending 31st March 2022 showing parental annual earnings.<li data-bbox="683 903 1334 966">• Three most recent monthly bank statements for all household earners.

Appendix. 2 – 16 to 19 Bursary Fund Checklist

The following checklist will be used when assessing a student's application for support from the 16 to 19 Bursary Fund.

Eligibility: All Bursaries

- Student meets the age criteria.
- Student is enrolled onto an eligible education provision.
- Student meets the residency criteria for post-16 provision.
- Evidence of student eligibility has been retained.**

Bursary for Defined Vulnerable Groups

- Student falls within one of the defined vulnerable groups, for example, in receipt of the specified benefits in their own right or in care/a care leaver.
- Financial needs assessment was carried out to confirm actual financial need and the amount of support required.
- Appropriate evidence has been seen to confirm student eligibility (including a letter to support in care).
- Appropriate evidence has been uploaded into ProSolution to be retained for audit purposes.
- Award letter issued to student confirming the amount of support issued, as well as what support will be made in-kind in addition to payment details.

Discretionary Bursary

- Appropriate evidence has been seen to confirm the student meets the bursary fund criteria outlined within the financial support procedure.
- Appropriate evidence has been uploaded into ProSolution to be retained for audit purposes.
- Financial needs assessment was carried out to confirm actual financial need and the amount of support required.
- Award letter issued to student confirming the amount of support issued, as well as what support will be made in-kind in addition to payment details.