

16-19 BURSARY FUND GUIDANCE 2018/2019

What is the 16-19 Bursary Fund and who can apply?

The 16-19 Bursary Fund exists to enable Students who have been identified as requiring financial support to remain in education, and therefore improve their choices in life. The Bursary Fund provides financial support to help students aged over 16 and under 19 at 31st August 2018 (for support in the 2018/2019 academic year). The Bursaries are funded by the Education and Skills Funding Agency.

Students aged over 19 can apply for the discretionary bursary if they have an Education, Health and Care Plan (EHCP) or are continuing on a course they started aged between 16 & 18 (a 19+ continuer)

The Bursary Fund Levels

Level 1

A Guaranteed Bursary of up to £1200 a year is only available to learners who are:-

- In care (i.e. under the care of the Local Authority, care leavers)
- In receipt of Income Support or Universal Credit in their own name
- Young People in receipt of Employment Support Allowance (ESA)
Or Universal Credit AND Disability Living or Personal Independence Payments (PIP) in their own right

Level 2

A Discretionary Bursary

Students who have a total Household Income of £16,190 or less. To be eligible for Free Meals, learners or their families, must be in receipt of one or more of the following benefits and can provide appropriate evidence:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance (ESA)
- Support under Part V1 of the Immigration & Asylum Act 1999
- 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 HMRC
- Working Tax Credit run-on paid for 4 weeks after stopping qualifying for WTC
- Universal Credit

Level 3

A Discretionary Travel Bursary

Students whose household income is more than £16,190, but less than £30,000. These learners will receive a contribution towards the cost of travel if they live more than 2 miles from NTG/Work Placement and Breakfast + Lunch voucher up to the value of £3.00 per day whilst attending NTG

Evidence should be dated within 3 months of the application. Household Income will relate to the Student and their family members with whom they reside.

- Please provide evidence of Tax Credits Award TC602 or Universal Credit Award Notification covering the April 2018/April 2019 Tax Year or:
- Evidence of household income showing who lives in the house and their related incomes. This may be Council Tax, Housing Benefit evidence along with proof of low income such as:-
- Income based benefit award letter (income support, JSA, ESA no more than 3 months old).
- Bank statement no more than 3 months old showing income based benefits or 3 months recent wage slips and P60 for all householders with Working tax credit evidence.

For Students whose family income is above £30,000, there is no financial support available unless in exceptional circumstances or financial hardship. (Exceptional financial circumstances: If this applies, a covering letter should be included outlining the circumstances. Supporting evidence may also be required. Applicants will be viewed sympathetically where financial need is evidenced). **Please note: This will be subject to funding availability.**

Each application is income assessed and judged on the basis of “financial need” The amount of bursary will be determined by that need and funds available.

How will my Bursary Application be processed?

If you have provided the required evidence, your application will be assessed within 14 days of receipt, but at peak times this may take longer.

Once your application form has been assessed, you will receive a letter indicating whether or not your application is successful, and what support you will receive together with how this will be provided.

How will I receive payment?

Students are required to complete their timesheets on a weekly basis and attach any receipts to these in order to receive payment.

Payment will be transferred weekly to the Student’s Bank Account via BACS, upon authorisation that the Student has satisfied all attendance and behaviour requirements.

These payments are made in arrears and there may be delays where there is a query relating to attendance.

Bursary of up to £1200 – learners who are eligible for the full bursary will receive payment on a weekly basis (subject to attendance) directly into their bank account. You will also be eligible for assistance with any essential course items. The amount awarded will be dependent upon the length of your training programme. **Please ensure that you complete your timesheets on a weekly basis.**

Discretionary Bursary/Free Meals – Students eligible for free meals will be able to receive Breakfast and one meal a day up to the value of £3.00. For those learners attending NTG, this will be given as a voucher, please ask at reception for your voucher. If attending work placement, a payment will be made directly into the learners bank account of up to £3.00 per day. **Please ensure that you complete your timesheets on a weekly basis.**

Discretionary Bursary/Travel – **Students** who are eligible will receive a contribution towards the cost of travel if they live more than 2 miles from NTG/Work Placement and Breakfast + Lunch Voucher up to the value of £3.00 per day whilst attending NTG. Payments will be made directly into your bank account. **Please ensure that you complete your timesheets on a weekly basis.**

Attendance & Behaviour Requirements

To receive bursary funds learners must adhere to the following criteria:-

- Students should have at least 80% + attendance at all lessons, unless they have prior permission for authorised absence. Attendance will be monitored on a monthly basis and any learner falling below this percentage, **will have their bursary payments reduced or withheld until such time as their attendance improves.**
- If Students are ill, then **NTG** must be contacted by a parent, carer or guardian on the first day of absence, preferably before 9.30 a.m. This can be either by telephone on 01909 477669 or by email to reception@nottstraining.co.uk If you fail to make **NTG** aware of your absence then this will be recorded as an unauthorised absence and any **bursary payment will be withheld for that period of time.**
- Students should make every effort to make medical/dental appointments out of learning hours where possible. If this is unavoidable please ensure that you contact **NTG reception and make them aware of this.**
- If Students are unacceptably late to lessons, then these will count as an absence and therefore any **bursary payment will not be paid for that day/days.**

Where do I return my Bursary Form

Please hand in your completed Bursary Application Forms together with evidence to your **Tutor or at NTG'S Reception.**

Data Protection Act 1998

We will use the information you provide to process your application for the Bursary Scheme. Your information will be securely destroyed after it is no longer required according to the ESFA audit requirements.

Further information about use and access to your personal data, details of organisations with whom we regularly share data, and how long we retain your data, together with how to change your consent on being contacted. Please visit:-

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Confidentiality

This form will only be seen by those members of staff administering the Bursary Fund, and all information is scanned and stored securely.

Residency Conditions

To qualify for the 16-19 Bursary you must meet the following residency conditions:-

- Be “settled” in the UK and Islands and who have been resident for at least 3 years prior to starting at Notts Training Group.
- People with refugee status or humanitarian protection or discretionary leave or exceptional leave to enter or remain, their spouses, civil partners and children.
- People with recently settled status within the 3 years immediately preceding the start of their course.
- Asylum seekers.
- Those who are (unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support.
- Students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK at any time in the past and where the student has been resident in the EEA and Turkey for the full 3 year period prior to the commencement of their programme.
- The EEA is defined as all members of the European Union, Iceland, Liechtenstein, Switzerland and Norway and each of their overseas territories.
- Students who are nationals of any EU or EEA countries who are already living in the UK before the start of their programme must be treated equally to UK residents while the UK remains part of the EU.

This guidance has been reviewed with due regard to the Equality Act 2010.