



16-19 Bursary Fund Guide 2021-2022

The 16-19 Bursary Fund is a contribution to College related costs incurred by students. This bursary is provided to ensure that students who qualify are given a contribution towards some of the costs of study. For bursary students, discretionary funds may also be available to cover some of the costs of expenses such as trips, UCAS applications etc. This should be applied for on a case by case basis for bursary students. Bursaries are based on acceptable behaviour and attendance. Should these fall below the college expectations, bursary payments may be withheld or reduced. Application forms can be downloaded online or collected from the Attendance Office in the Ryken Building. There are a number of bursaries available for students to apply for and are split into the following categories:

1. £1200 Bursary

Students who fall within the following criteria will be eligible to receive a Bursary of up to £1200 per year:

- a) Young People in Care.
- b) Care Leavers.
- c) Young People who live independently and receive Income Support (or Universal Credit) in their own right.
- d) Young people with a disability in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

2. Discretionary Bursary

Students who are not in receipt of a full £1200 Bursary may be eligible to receive a Discretionary based on evidence of the following criteria:

- a) Students from a household where the total salary is below £16,190.
- b) Students from a household where the total salary is between £16,191-£18,000 and there are **3 or more children** under the age of 18 living in the household.
- c) Students from a household where the total salary is between £18,001-£21,000 and there are **4 or more** under the age of 18 living in the household.
- d) A registered carer for a relative.

Free Meals in Further Education

Eligibility for Free Meals is assessed as part of the bursary application process. Once approved £2.55 is allocated daily to the student via the cashless till system in the canteen. This is in addition to any bursary awarded. Evidence of the following criteria is required:

- a) Income support
- b) Income-based Jobseeker's allowance
- c) Income-related Employment and Support Allowance (ESA)
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) The guaranteed element of State Pension Credit
- f) Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- g) Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- h) Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Evidence required

Application forms can be downloaded online or collected from the Attendance Office. The student is responsible for providing appropriate evidence, for example:

- a) An up to date **Tax Credit Award Notice (2021-2022)**.
- b) The three most recent months of **Universal Credit statements** (these can be obtained online)
- c) A letter setting out the benefit to which the student is entitled.
- d) Written confirmation of the student's current or previous looked-after status from the relevant Local Authority.
- e) Written confirmation that the student satisfies the government's residency criteria, if not already held by the college.

Scale of payments

Household income	Band	Payment per week
Below £16,190	1	£15
From £16,190 to £18,000 (Where there are 3 or more children under the age of 18 living in the household)	2	£12
From £18,001 to £20,000 (Where there are 4 or more children under the age of 18 living in the household)	3	£10

** The above figures are indicative at this stage and may vary depending on the number of students requiring financial assistance.*

Where behaviour or attendance falls below college expectations, the attendance team will liaise with Pastoral Managers to determine the next steps.

3. Travel Bursary

Those students who are travelling from Derbyshire or other outlying districts, who are not eligible for Manchester concessionary passes may be entitled to a subsidy, paid monthly; application forms are available from the Attendance Office. We strongly advise students who travel to college by train to check the website railcard.co.uk for benefits of the 16-17 Saver railcard.

Students who live within the Greater Manchester area are eligible to apply for an 'Our Pass' which gives free bus travel throughout Greater Manchester. There is a one-off registration fee of £10 - to apply go to ourpass.co.uk.

All students applying for any of the bursaries are required to have their **own bank account with proof of the account** (i.e. a current bank statement). This information needs to be supplied within four weeks after receipt of your application to avoid loss of bursary payments. The College will pay bursary owed up to a maximum of four weeks where there is a delay in this information being supplied.

Discretionary Learner Support Fund application forms are also available throughout the year should students encounter financial difficulties at any point or require emergency funds.

ASSESSMENT AND PAYMENT OF BURSARIES

With the exception of students eligible for the £1200 bursary, the College is free to determine which young people should be eligible to receive a Bursary, and how much they should receive. If a student is dissatisfied with the College's assessment for their Bursary they can appeal in writing to Mrs E May, Attendance & Student Finance Officer at bursary@xaverian.ac.uk

Students will be able to hand in their completed applications, **with relevant evidence**, on enrolment day. Applications will not be accepted without all relevant evidence. Although applications can be made at any point during the 2021-2022 Academic Year, the deadline for students to be able to receive retrospective back payments from the start of term is the **22 October 2021**. Any applications after this date will only be paid from the date we receive the application.

Attendance & Student Finance Team

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