



## **16-19 Bursary Fund Guide 2022-2023**

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 from the college website or collected from the Attendance Office in the Ryken Building. There are several bursaries available for students to apply for and are split into the following categories:

### **1. £1,200 Bursary**

Students who fall within the following criteria will be eligible to receive a Bursary of up to £1,200 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 £1,200 Bursary may be eligible to receive a Discretionary based on evidence of the following criteria:

- a) Students from a household where the income is below £25,000. The calculation is based on your monthly take home pay plus your Universal Credit payment.
- b) A registered carer for a relative.

The amount of discretionary bursary may vary based on attendance as follows:

<b>Attendance</b>	<b>Amount per week</b>
100%	£15
99% - 85%	£10
84% - 75%	£5
Below 75%	£2.50

Where the bursary is awarded to help towards meals whilst at college, if you are absent from college the amount awarded for food will not be allocated.

The bursary is paid monthly by BACS transfer. Please refer to the Bursary Guide for Students for the payment schedule.

### **Free Meals in Further Education**

Eligibility for Free Meals is assessed as part of the bursary application process. Once approved £3.00 is allocated daily to the student via the cashless till system in the canteen. 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 from the college website or collected from the Attendance Office in the Ryken Building. The student is responsible for providing appropriate evidence, for example:

- a) An up-to-date **Tax Credit Award Notice (2022-2023)**
- 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.

Where behaviour or attendance falls below college expectations, may result in the reduction of the bursary payment.

### **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](http://railcard.co.uk) for benefits of the 16-17 Saver railcard we will re-imburse the cost of the card with proof of purchase. We will assess travel costs based on the assumption that you have this card.

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](http://ourpass.co.uk).

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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. **PLEASE NOTE WE CANNOT PAY THE BURSARY INTO PARENT'S ACCOUNTS.**

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**

Except for students eligible for the £1,200 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](mailto:bursary@xaverian.ac.uk)

Students will be able to hand in their completed applications, **with relevant evidence**, on or after enrolment day. Applications may not be accepted without all relevant evidence. Although applications can be made at any point during the 2022-2023 Academic Year, the deadline for students to be able to receive retrospective back payments from the start of term is the **21 October 2022.** Any applications after this date will only be paid from the date we receive the application.

Attendance & Student Finance Team

✉ [bursary@xaverian.ac.uk](mailto:bursary@xaverian.ac.uk)

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