



ST JOSEPH'S  
COLLEGE

## St Joseph's College

### 2018-2019 Guidance Notes 16 – 19 Bursary Fund

St Joseph's College 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, e.g. costs for transport, meals, books and equipment, field trips and course-related costs. Each application is assessed on its own merits based on the guidance provided by the Education Funding Agency (EFA).

Receipt of a bursary will depend on family financial circumstance plus the student meeting agreed standards relating to attendance, performance, and/or standards of behaviour. These conditions are clear, accessible and must be understood by students. Each student will be required to sign an agreement to the conditions of the scheme.

#### Age Requirement:

To be eligible to receive a bursary in the 2018 to 2019 academic year the student must be aged 16 or over but under 19 at 31 August 2018.

Students aged 19 or over are only eligible to receive a discretionary bursary 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)

These 2 groups of students can receive a discretionary bursary while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the additional support to continue their participation. Students aged 19 or over are not eligible for the vulnerable student bursary.

#### Residency Requirement:

Students must meet the residency criteria in [EFA funding regulation](#) for post-16 provision in the 2018 to 2019 academic year. This document also specifies the evidence institutions must see and retain for audit to confirm eligibility.

## **The scheme is divided into two parts:**

### **Vulnerable Bursary**

Students who are in one or more of the groups below can apply for a vulnerable bursary of up to £1,200 (if they are participating on a study programme that lasts for 30 weeks or more - institutions should pay a pro-rata amount for students on study programmes of less than 30 weeks). This reflects that students in these groups may need a greater level of support to enable them to continue to participate.

The defined vulnerable groups are students who are:

- in care
- care leavers
- getting [Income Support](#) (IS), or [Universal Credit](#) (UC) in place of Income Support, in their own right
- getting [Employment and Support Allowance](#) (ESA) or Universal Credit (UC) and Disability Living Allowance (DLA) or [Personal Independence Payments](#) in their own right

Institutions are reminded that students do not need to live independently of their parents to be eligible for a vulnerable student payment - they can claim ESA or UC in their own right while living in the parental home. Institutions may wish to remind parents (in any application form they use or on their websites) that they will not be able to continue to claim Child Benefit if the student successfully applies for ESA.

### **Discretionary Bursary**

Discretionary bursaries are targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment. This bursary is available to students who are not eligible for the Vulnerable Bursary and who live in a household whose parents/guardians are in receipt of any of the following state benefits:

- Income Support\Universal Credit
- Income – based Jobseeker’s Allowance
- Income – related Employment and Support Allowance/Universal Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit “run – on” – the payment someone may receive for a further 4 weeks after they stop qualifying for Working Tax Credit
- Disability Living Allowance/Personal Independence Payments.

## **Benefit Changes**

The Department for Work and Pensions (DWP) is phasing in 2 new benefits. Universal Credit, will replace Income Support and Employment Support Allowance (ESA). Personal Independence Payments will replace Disability Living Allowance (DLA).

## **Impact on household benefits**

Getting 16 to 19 Bursary payments does not affect entitlement to Department of Works and Pensions income-related benefits. The 16 to 19 bursaries are assigned directly to students in addition to other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit and does not affect them.

However, if the student is getting DLA (or Personal Independence Payments) and ESA or UC, parents can no longer receive certain household/family benefits for that child such as Child Benefit.

## **Assessment process**

The level and type of support available is dependent on the total funding received by the College from the Young People's Learning Agency (YPLA), the assessed needs of individual students, and the number of applications received. The level of funding may vary during the academic year and different amounts awarded to individual students. The majority of this bursary will be used to purchase equipment and books for the recipients.

## **Bursary Award conditions:**

- Students must meet the age and residency requirements and be enrolled on a non-fee paying full time course at the College
- All bursary awards will be directly linked to attendance, performance and behaviour
- Documentary evidence must be provided to support each application
- All bursary awards will be made on a termly basis
- Provision of 'in-kind support' such as learning resources, equipment, books, meals etc. is the preferred method of assistance
- Monetary payments will only be made in exceptional circumstance where provision of 'in-kind support' is not appropriate
- Any exceptional payments will be made by cheque to the student, cash transactions are not available
- Reimbursement of previously approved expenditure, must be supported with receipts

## **Emergency Assistance**

- In **exceptional** circumstances students who are not automatically eligible for a bursary can also apply for help with one-off course related expenses (proof of income or hardship will be asked for). Applications for emergency assistance will be considered on an individual basis and is dependent upon available funds. Please contact Director of 6<sup>th</sup> Form for more details.