

2016/17 16-19 Bursary Statement

1. Introduction

- 1.1 The 16-19 Bursary fund is designed to help support those young people who face the greatest barriers to continuing in education or training post 16. The fund has two elements: the vulnerable bursary for young person identified by the EFA as being particularly at risk¹ and the discretionary bursary for travel and general support for those facing financial barriers to participation in education.
- 1.2 The College will ensure compliance with the guidelines set out by the Education Funding Agency (EFA) guidelines. Common parameters for implementation have been agreed with Sixth Form Colleges in Surrey (S7), but with a flexible approach that takes into account Strode's College and individual circumstances relating to our students.
- 1.3 Discretionary Bursary funds are to be used to help pay for the costs related to participation in education, such as the costs of transport, compulsory books, equipment and trips. Some payments may be made in kind.
- 1.4 Discretionary Bursary payment may be withheld if the student does not comply with the College's expectations on attendance. These expectations will be laid out annually in application guidelines and will fall in line with the overall expectations of the College.
- 1.5 5% of the College's allocation for the Discretionary Bursary, in accordance with EFA guidelines, will be used for administration.

2. General Eligibility

- 2.1 Residential Eligibility
An applicant must satisfy the residency criteria outlined in EFA funding guidance.
- 2.2 Age of Applicants
To be eligible to apply for assistance, an applicant must be aged 16 to 18 on 31 August in the academic year in which they start their programme of study. Where a person turns 19 during their programme of study, they can be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. In general, bursaries should be paid only to young people who have reached the statutory school leaving age. The College may in exceptional circumstances use its discretion to pay bursaries to younger students.
- 2.3 Status of Applicants
In determining the financial circumstances of applicants the incomes of a student's parents/carers are taken into account unless he/she should be treated as an independent student under the terms of the Education (Student Support) Regulations 2011. Where a student satisfies the conditions for independent status, the income of a spouse or partner is taken into account in any means testing.

3. Vulnerable Bursary

- 3.1 The following nominated vulnerable groups are eligible to receive a bursary of up to £1,200 a year:
 - Students who are in care
 - Students who are care leavers
 - Students in receipt of Income Support or Universal Credit, in their own right
 - Disabled students in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments, in their own right

¹See definition in section 3.1

- 3.2 Students will have to complete an application form and supply full evidence of eligibility as appropriate prior to any payment being made.

4. Discretionary Bursary for Travel and General Support

- 4.1 The level of support which the College can offer is dependent on the total funding received from the EFA and the numbers of applications it receives. The level of support offered may be reviewed during the academic year and is dependent on the amount of funds available. The eligibility for awards will be published annually, normally in June, for the following academic year.
- 4.2 Students will complete an application form and supply evidence of eligibility as appropriate prior to any payment being made. Bursary forms will have details of deadlines for applications.
- 4.3 As part of the application process, applicants will be advised of the conditions of payment and of any liability to repay all or part of the payment in the event of supplying false information, withdrawal from College or not meeting the College's expectations on behaviour, performance and attendance.

5. Payments and Benefit Entitlement

- 5.1 It is the student's or parent's/carer's responsibility to notify the benefits agencies where payment may impact on benefit entitlement.

6. Contingency Fund

- 6.1 The College retains a contingency reserve for unforeseen late applications and changes in financial circumstances.

7. Bursary Publicity

- 7.1 The College will publicise the 16 - 19 bursary fund through the College website, intranet, and at College events such as Open Evenings. Existing students will also be reminded of access to financial assistance through tutorial, internal emails and poster advertising.

8. Applications and Appeals

- 8.1 Applications and in year payments will be processed by the Student Services team. Appeals against unsuccessful applications or withdrawal / adjustment of any in year payment must be made in writing to Naomi Brokenshire, Student Operations Manager, nbrokenshire@strodes.ac.uk, within ten working days of letter/email of notification. A response to the appeal will be made in writing within a further ten working days. Further appeal is available to the Bernadette Joslin, Assistant Principal (Student Services).

Next Revision Date: May 2017