

Policy Owner	Executive Principal	Review Date:	September 2024
Policy No.	101e	Version No.	4



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Where

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Applicants must meet the eligibility criteria and the residency criteria Evidence of household income below the appropriate level<sup>8</sup> see below must accompany the application prior to assessment.

	Inside Greater London <sup>9</sup>	Outside Greater London
Single Adult	£16,967.04	£14,753.04
Family	£25,323.00	£22,020.00

Based on the information received and if financial hardship is identified, the learner could be provided/reimbursed with:

- Contribution toward meal expenditure for College meals above the amount for Free College Meals for additional costs due to dietary needs.
- Re-imburement of travel costs upon submission of evidence. e.g. travel tickets/weekly pass or invoices.
- Other as mentioned above.

The bursary fund is not intended to

Provide learning support - services that institutions give to students - for example, counselling, mentoring or extra tutoring.

Support extra-curricular activities where these are not essential to the students' study programme.

Support general household incomes.

In exceptional circumstances the bursary funds can be used in individual cases of severe hardship, to provide emergency food support whilst a learner attends their study programme. A learner who is considered to be in real need of funding can be provided without undertaking the checks on household income or gathering other evidence that would normally be required. We expect this to be for a small number of learners and would be for a limited period of time whilst an application for free meals could be submitted and processed. For audit purposes the college will retain a record of the number of learners supported in this way, the number of days support is given, the value of the support given.

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### Appendix 1 Vulnerable Bursary Application Form

Please completed the form and submit it together with your supporting evidence to the Principal of College via the Senior Education Coordinator by 30 June 2024.

Title				
Surname				
First name				
Address				
Postcode				
Phone/Mobile				
Email				
Date of Birth (DD/MM/YY)				
Your Age		<i>You must be 16, 17 or 18 (i.e. under 19 on 31 August 2023 to apply)</i>		
Have you the right of abode and been resident in the UK for the last 3 years?	Yes		No	

### Vulnerable Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2023 and meet the Education and Skills Funding Agency (ESFA) residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard and there is a financial need for the funding.

To qualify you must fall into one of the categories below and produce the required evidence as stated:

Are you in receipt of Income Support (IS) or Universal Credit (UC)? (evidence required – IS or UC Statement letter. For UC Screenshots or documents printed from your online account are acceptable)	Yes		No	
Care Leaver or currently looked after in care? (evidence required – letter from Local Authority) Student in receipt of	Yes		No	

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Please provide your bank details below as printed on your bank card or statement.

Bursary payments will be paid directly into learners' bank accounts only (by BACS). Please be aware that the College0 0 1 170.08 644.7 Tm0 G[0 0 1 170ma,4S46(l)14(l)-q0.00000912 0 612 792 reW\*n

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## Appendix 2 Discretionary Bursary Application Form

Please completed the form and submit it together with your supporting evidence to the Principal of College via the Executive Assistant to the Principal of College by 30 June 2024.

Title				
Surname				
Firstname				
Address				
Postcode				
Phone/Mobile				
Email				
Date of Birth (DD/MM/YY)				
Your Age		<i>You must be 16, 17 or 18 (i.e. under 19 on 31 August 2023) or 19-25 and have an EHCP to apply.</i>		
Have you the right of abode and been resident in the UK for the last 3 years?	Yes		No	

### Discretionary Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2023 or be 19-25 and have an EHCP and meet the Education and Skills Funding Agency (ESFA) residency criteria. The bursary is paid to enable you to attend education with us and will only be paid if your attendance and behaviour meet the required standard.

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds the maximum see below, you will not be eligible for a bursary payment.

	Inside Greater London	Outside Greater London
Single Adult	£16,967.04	£14,753.04
Family	£25,323.00	£22,020.00

Please tick one of the following to show what type of evidence you have provided. **If you cannot provide evidence, then we cannot process your application.**

P60		Income Support / Universal Credit (award letter)	
Self-employed earnings (official tax return)		Full Tax Credit Award Notice (last 3 months statements)	
Wage Slips (most recent wage slips)		Other benefits/pension (award letter)	
Number of dependent children in the household			

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**Student Request for Assistance Form**

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance and for how much you will need during the academic year.

This information is strictly confidential and will only be used for this assessment purpose.

<b>Assistance Requested</b> (please provide details what is being purchased and the amount for each item)	<b>Amount Required</b>	<b>Number of Days</b>	<b>Office Use Only (Total)</b>
Books			
Equipment			
Transport			
Meals (please apply for Free College Meals, as this is for additional costs due to dietary needs)			
Any other			

If there are extenuating circumstances within your household that have not been covered but you would like to consider as part of this application, please provide the information here:

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