

Guidance Notes

16-19 Bursary/Discretionary Learner Support Fund

2019 - 2020

What is the 16-19 Bursary Fund

The fund is made available from the government through its funding body – Education and Skills Funding Agency (ESFA) for 16-19 year olds - to provide financial assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

If you think you are eligible, please read the guidance notes and important conditions and complete the application form attached and send with your supporting evidence.

Who is eligible to apply for the 16-19 Bursary Funding?

Students following Academy funded full time courses, who are aged 16 years or over and under 19 years of age on 31/08/19, enrolled on a full time further education course in 2019/2020 and satisfy one or more of the following criteria:-

- Meet residency criteria as stated in the ESFA Funding Guidance for Post 16 provision.
- Students who are in local authority care.
- Students who are leaving or have recently left care (Care Leavers)
- Students who receive Income Support or Universal Credit in their own name, or because they are financially supporting anyone who is dependent on them and living with them, such as a child or partner.
- Students who are in receipt of Employment and Support Allowance (ESA) and Universal Credit and Disability Living or Personal Independence Payments (PIP) in their own right.
- Young Offenders, serving a non-custodial sentence.
- Unaccompanied asylum-seeking children.
- Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP).
- Lone parents.
- Students over 19 if they are continuing on a study programme that they began aged 16 to 18 or have an Education, Health and Care Plan (EHCP).

Who is not eligible for 16-19 Bursary Funding?

- Students under 16 years of age or over 19 years of age at the start of their study programme.
- Students who do not meet the residency criteria.
- International Students.
- Students who do not meet the additional criteria stated above.

How does the Academy assess applications and allocate 16-19 Bursary funding?

The 16-19 Bursary Fund is a **limited fund** and the Academy will prioritise allocation based on a first-come first-served basis. There will be 3 priority groups, categorised as high (Bursary), medium and low (Discretionary).

High priority group – Up to £1,200 paid over three instalments

Students aged 16 years and under 19 on 31/08/19 and who fall into one of the following categories:

- Meet residency criteria as stated in the EFA Funding Guidance
- Are currently in care (as defined by social services)
- Are leaving or have recently left care (Care Leavers)
- Are in receipt of Income Support (or Universal Credit Payment) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Are in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Eligible students will be guaranteed a £1,200 bursary, for the academic year, paid over 3 terms by BACs transfer.

NB: All students must meet the agreed attendance and attitude to learning criteria each term.

Evidence required:

- Current letter from the Local Authority, showing their current or previous looked after status of the student.
- Current Disability Living Allowance or Personal Independence Payment, Employment and Support Allowance or Universal Credit Statement Letter, showing benefits that the student is receiving.

Who is eligible to apply for the Discretionary Learner Support Fund (DLS)

Medium priority group – Up to £500 for the academic year, paid over three instalments

Students who fall into the following category:

- Meet residency criteria as stated in the EFA Funding Guidance
- Have a gross annual household income of below £20,000.
- Are currently on the free school meal register.

Eligible students in this group, if they apply to the 16–19 Discretionary Learner Fund will be eligible for:

A cash bursary of up to £500 for the academic year, paid over 3 terms, if aged under 19 and dependent on meeting agreed attendance and attitude to learning criteria each term.

Evidence Required:

- Tax Credit Award Notice (TC602) or Universal Credit Award Notice (For Universal Credit, latest 3 months Award Statement's required)
- Current Letter from Benefits Agency, confirming type of benefit plus copy of Council Tax Statement
- P60 for each member of the household plus Council Tax Statement
- Evidence of self-employment (P60 or 3 to 6 months' worth of bank statements) plus Council Tax Statement

Low priority group - Up to £250 for the academic year, paid over three instalments

Students who fall into the following category:

- Meet residency criteria as stated in the EFA Funding Guidance
- Have a gross annual household income of between £20,000 and £25,000

Those in the low priority group will be considered for funding based on the Academy allocation and subject to available funding after those in the high and medium priority groups have been awarded.

Students who fall into this category will be eligible for:

A cash bursary of up to £250 for the academic year, paid over 3 terms, if aged under 19 and dependent on meeting agreed attendance and attitude to learning criteria each term.

Evidence Required:

- Tax Credit Award Notice (TC602) or Universal Credit Award Notice (For Universal Credit, latest 3 months Award Statement's required)
- Current Letter from Benefits Agency, confirming type of benefit plus copy of Council Tax Statement
- P60 for each member of the household plus Council Tax Statement
- Evidence of self-employment (P60 or 3 to 6 months' worth of bank statements) plus Council Tax Statement

In extreme circumstances, additional funding can be applied for.

If you are eligible for discretionary funding, this will be paid as a BACs transfer payment, over three terms, in arrears, direct to the student, alternatively the Academy can purchase goods on your behalf to assist with your further education i.e. purchase of books and other resources.

Payments made under Discretionary Funding must relate to education and student welfare as follows:

- Uniform / clothing subsidy
- Transport subsidy
- School meals subsidy
- Books and educational resources (including course materials/equipment).
- Trips and Visits
- Examination re-sits
- Any other educational expenses
- NUS Cards
- 16-18 Travel Card

IMPORTANT CONDITIONS:

Please note:

1. To qualify all applicants should demonstrate the following:
 - Students must attend all lessons and achieve a 95% attendance record for all priority groups; high, medium or low.
 - Maintain excellent punctuality.
 - Demonstrate good behaviour.
 - Demonstrate good attitude to learning.
 - Complete academic work and meet deadlines.
2. The Academy reserves the right to stop payments immediately should a student's **attendance, behaviour or attitude** become unacceptable.
3. The Academy can request a full refund of any payments made should the student leave prior to the end of their studies.
4. Funds are limited and will be allocated based on the criteria outlined in the guidance notes.
5. Applicants will need to provide official proof of household income.

Students have the right to appeal due to special circumstances or if their payment is refused for other reasons. If a student is unhappy with the way their request was handled, they should follow the Academy's complaint procedure.

Where a student does not meet the agreed criteria, part-payment will be considered upon appeal, depending upon individual circumstances.

Further information:

Jackie Lee @ lee.j@rsaacademy.org for enquiries on eligibility or finance@rsaacademy.org for enquiries related to payments made and when.

Application forms are available via our website at www.rsaacademy.org (Post-16 link) or as a paper format which are available from the Post 16 Administration.

Telephone: 0121 556 1351 (main reception)

Successful applicants will be notified in writing whether their application has been successful, together with the level of award.

16-19 Bursary / Discretionary Learning Support Fund Student Application Form 2019 / 2020

Applications cannot be made until a 6th Form place has been confirmed and you have commenced your studies as a Post 16 student at the RSA Academy. Please note the Important Conditions on page 3 before signing the application.

Prior to completing this form please read the guidance notes and Financial Support information included in this document. Proof of entitlement will be required to allow the processing of this form.

Student Details

| | | | |
|----------------------|--|--------------|--|
| Surname/Family Name: | | | |
| First Names: | | | |
| Date of Birth: | | | |
| Tutor Group: | | School Year: | |
| Address: | | | |
| | | | |
| | | | |
| Post Code: | | | |
| e-mail address: | | | |
| Home Phone: | | | |
| Mobile Phone: | | | |

Residency Criteria

Please select which of the following applies to you:

| | | | |
|--|--------------------------|---|--------------------------|
| British Citizen | <input type="checkbox"/> | EU / EEA Citizen | <input type="checkbox"/> |
| Asylum Seeker | <input type="checkbox"/> | Refugee | <input type="checkbox"/> |
| Have 'settled' status <small>(A resident who has been in the UK for the last 3 years)</small> | <input type="checkbox"/> | Indefinite Leave to Remain In the UK (ILE/ILR) | <input type="checkbox"/> |

Bank or Building Society Details

| | |
|---|--|
| To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form. | |
| Name of Account Holder | |
| Name of Bank | |
| Branch | |
| Sort Code | |
| Account Number | |
| Roll Number | |

I certify that this information is true and accurate. I have read and understood the criteria for allocation and confirm and accept the important conditions stated in this document. I also confirm that the details above are true and accurate. I understand giving false information which results in an overpayment will mean that any future payment will stop and the Academy will seek repayment of anything paid so far, the matter may also be referred to the police with the possibility of the student and/or their family facing prosecution. I understand that funds are limited and will be issued on a first come first served basis (date of application) and meeting agreed criteria outlined in the guidance notes.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
| | Student: Please print name in Capitals | | |

16-19 Bursary /Discretionary Learner Support Fund: Parent/Carer Application Form

Prior to completing this form please read the guidance notes included in this document. Proof of entitlement will be required to allow the processing of this form.

Parental/Carer Details

| | |
|---|--|
| Surname/Family Name: | |
| First Names: | |
| Date of Birth | |
| Address (if different from learner details) | |
| | |
| Post Code | |
| National Insurance Number | |
| Home Phone | |
| Mobile Phone | |
| No of dependent children in household | |

Household Income

Please indicate all of the income / benefits you receive. **Evidence must be provided for each one.**

| Income | | Amount |
|---|--|--------|
| Employment | | |
| Benefits | | |
| Pension | | |
| Unearned Income i.e. Shares/Investments, savings and rental income etc. | | |

This application for assistance from the 16-19 Bursary Fund is made under the priority group of:
(please tick as appropriate)

| | | |
|---|---------------------------|------------------------|
| High (Vulnerable Bursary) | Medium (Discretionary) | Low (Discretionary) |
| My son/daughter is currently eligible for free school meals (automatic medium priority) | | |

I certify that this information is true and correct. I have read and understood the criteria for allocation (as detailed below) and confirm and accept the important conditions stated in this document. I also confirm that the details above are true and accurate. I understand that giving false information which results in an overpayment will mean that any future payment will stop and the Academy will seek repayment of anything paid so far, the matter may also be referred to the police with the possibility of the student and/or their family facing prosecution. I understand that funds are limited and will be issued on a first come first served basis (date of application) and meeting agreed criteria outlined in the guidance notes.

| | | | |
|-----------|---|------|--|
| Signature | | Date | |
| | Parent/Carer: Mr/Mrs/Ms/Miss Please print name in Capitals | | |

Payments made under Discretionary Funding must relate to education and student welfare as follows:

- Uniform / clothing subsidy
- Transport subsidy
- School meals subsidy
- Books and educational resources (including course materials/equipment).
- Trips and Visits
- Examination re-sits
- Any other educational expenses – attending University Interviews or Open Days
- NUS Cards
- 16-18 Travel Card