

## **Guidance Notes 16-19 Bursary/Discretionary Learner Support Fund 2020 - 2021**

### **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 31/08/20, enrolled on a full time further education course in 2020/2021 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 Disability Living Allowance or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance or Universal Credit in their own right.
- Young Offenders, serving a non-custodial sentence.
- Unaccompanied asylum-seeking children (UASC).
- 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 31/08/20 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 may be eligible for a bursary of up to £1,200, 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:

- For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the Local Authority.
- For students in receipt of Income Support or Universal Credit (UC), a copy of their Income Support or UC award notice. This must clearly state that the claim is in the student's name and confirm they are entitled to benefit in their own right.
- For students receiving Universal Credit (UC) and Disability Living Allowance and Personal Independence Payment, a copy of their UC claim from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.

**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 £20,817.
- 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:

- Latest 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 a copy of Council Tax Statement
- Salary / Wages – Latest 3 month's payslip or P60 for each member of the household plus a copy of latest Council Tax Statement
- Evidence of self-employment - Accountant's letter on headed paper, 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 £20,817 and £25,817

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:

- Latest 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 a copy of Council Tax Statement
- Salary / Wages – Latest 3 month's payslip or P60 for each member of the household plus a copy of latest Council Tax Statement
- Evidence of self-employment - Accountant's letter on headed paper, 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 Bursary / Discretionary Funding must relate to education and student welfare as follows:

- Uniform / clothing subsidy
- Transport subsidy to and from school
- School meals subsidy
- Essential Books and educational resources (including course materials/equipment), specialist clothing
- Trips and Visits directly related to your course.
- Travel to Open Days
- Travel for University Interviews
- Examination re-sit fees
- UCAS Fee
- Any other educational expenses

### **IMPORTANT CONDITIONS:**

**Please note:**

**We cannot guarantee funding to a learner.**

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](mailto:lee.j@rsaacademy.org) for enquiries on eligibility or [finance@rsaacademy.org](mailto:finance@rsaacademy.org) for enquiries related to payments made and when.

Application forms are available via our website at [www.rsaacademy.org](http://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 2020 / 2021

**Applications cannot be made until a 6<sup>th</sup> 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:			
No of dependent children in household including yourself:			
Distance of Travel to School:			

### 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: <b>Please print name in Capitals</b>			

## 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	

### 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)

<b>High</b> (Vulnerable Bursary)		<b>Medium</b> (Discretionary)		<b>Low</b> (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 <b>Please print name in Capitals</b>		

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

- Uniform / clothing subsidy
- Transport subsidy to and from school
- School meals subsidy
- Essential Books and educational resources (including course materials/equipment), specialist clothing
- Trips and Visits directly related to your course.
- Travel to Open Days
- Travel for University Interviews
- Examination re-sit fees
- UCAS Fee
- Any other educational expenses