

16 – 19 Bursaries Policy

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Associated Policy:	<ul style="list-style-type: none"> • Bursary and Student Funds Appeal Procedures 2021-22 • Bursary guidance 21-22

1. Introduction

1.1 Cambridge Regional College recognises that the 16 – 18 Bursary Fund has an important role to play in removing barriers for some students accessing and completing further education courses. It is the aim of the College to use funds to make the maximum impact on recruitment, attendance, retention, achievement and success rates.

1.2 The fund will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Education Funding Agency & Skills Funding Agency. Student eligibility will be determined through assessments of the students' social and economic disadvantage.

1.3 It is the policy of the College to optimise the use of 16-18 Bursary funding to provide support to those young people facing the greatest financial barriers to continuing in education

2. Context

2.1 The bursary will be offered in the following categories:

- **Category 1 - 16 – 18 Discretionary Bursary** A bursary may be available for any student whose annual household income does not exceed £28,000.
- **Category 2 - 16 – 19 Vulnerable Student Bursary** A bursary of up to £1,200 a year will be available to assist with the costs of travel, meals, books and other associated course costs. Students in the following groups will be eligible if enrolled and assessed as being in one of the four defined vulnerable groups:

3. Eligibility

3.1 To be eligible to receive a bursary the student must be aged 16 to under 19 on 31 August 2021, satisfy the residency criteria in the document ESFA Funding Guidance 2021/22: Funding Regulations and be enrolled on an ESFA, ESF or publicly funded programme.

3.2 The following vulnerable groups will be eligible to receive a Vulnerable Bursary of up to £1200:

- Young people in care, including unaccompanied asylum-seeking children.
- Young Care leavers
- Young people in receipt of income support or the equivalent of universal Credit (UC) in their own right
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

3.3 Students on waged Apprenticeships, higher education courses or in young offender institution are not eligible for 16 – 18 Bursary.

3.4 The College will make provision to deal with immediate financial assistance and crisis payments following full assessment. Students must be assessed as being eligible to receive the fund; this might be a needs assessment and not necessarily a financial assessment for emergencies or crisis.

4. Eligibility for the Free Meal Fund

4.1 To be eligible to receive a Free Meal the student must be aged 16 to 18 on 31 August 2021. Where they reach the age of 19 during their programme of study, they can continue to be supported to the end of the academic year in which they reach the age of 19, or to the end of the programme of study, whichever is sooner.

4.2 Free Meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantaged' is defined as students being in receipt of, or having parents/carers who are in receipt of, one of more of the following benefits:

- Income Support

- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.
- Working Tax Credit run-on- paid for 4 weeks after you stop qualifying for Working Tax Credit
- During the initial roll out of the benefit, Universal Credit

The above list may be subject to change dependent on benefit changes by the Government

4.3 Student aged 19-25 and who have Education, health and care Plan (EHCP) assessed By the Local Authority and studying in a government funded full time course are eligible for free Meals providing that they meet the household income criteria mentioned above.

5. Conditions and Procedures

5.1 Students who apply for the Bursary will be required to supply evidence of household income and information about their actual need for support. This should be in the form of benefit or other official documents or verification from statutory or other agencies.

5.2 Payments are subject to satisfactory attendance, conduct and progress at College. The College reserves the right to suspend, delay or reduce payments where a student's attendance or conduct is giving cause for concern, in consultation with their curriculum area.

5.3 All payments, where possible, will be made by BACS into the students own bank account (excluding lunch cards and travel if purchasing college Bus Pass).

5.4 Care to Learn will continue to support students under the age of 20 years for 2021/22 academic year. It provides support with the cost of Ofsted-registered childcare up to £160 per week per child.

5.5 Wherever possible, payments for essential course kits will be made via internal College transfer where to a supplier for where appropriate.

5.6 Free Meals will be awarded at the level of £2.41 per day for each day of timetabled attendance at College.

5.7 Where the student's positions change during the academic year 21/22 and they become eligible as a vulnerable student, they will receive a pro-rata amount of the vulnerable student bursary entitlement, which will be from the date the student became eligible to the end of the academic year. Similarly, students will be required to disclose any change of circumstances during the year, which may affect their eligibility for assistance. If a student in receipt of assistance leaves before the completion of the course, they may be required to repay all or part of their award, or return any equipment purchased with their award.

5.8 Applicants will be notified in writing how much has been allotted to the categories they have applied for help with, including how payment will be made. Awards will be made to a third party or paid by internal budget transfer where possible. In all cases the application will be judged on its individual needs as outlined in the ESFA guidelines. The amount awarded will be specific to each application

5.9 If a student is unhappy with their award decision, the procedure for appeal is outlined in the letter informing them that the application has been unsuccessful

6. Responsibilities

This policy is the responsibility of the Director of Student Experience

7. Quality Assurance and Monitoring

7.1 This policy will be reviewed annually

7.2 Activity and budgets are reviewed on a termly basis by the Director of Student Experience and CRC Finance Team.

7.3 The Senior Student Adviser should report, where possible through their SAR, the impact of the Bursary on student retention and achievement

7.4 The Director of Student Experience should report through their SAR, the success rates of those receiving Bursary and make comparisons across the College.

7.5 Case studies of success stories for those receiving Bursary should be gathered and used to promote equality & diversity.

Document history

Date	Issue number	Change/Comments	Date Approved	Approved by
05/02/2019	1	Free meals amount changed from £3.41 to £2.41 to the correct amount	5/2/19	Emily Bennett.
29/5/2020	2	Review of document		Gayle Brown.
29/7/2021	3	Review of document		Gayle Brown



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