

19+ Further Education Bursary Policy

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Originator title:	Deputy Principal - Commercial
Author:	Director of Student Experience
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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 19+ Fund has an important role to play in removing barriers for some learners 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 Skills Funding Agency & Education Funding Agency. Learner eligibility will be determined through assessments of the learners' social and economic disadvantage and level of study.

1.3 It is the policy of the College to optimise the use of Adult Education funding to provide support to those young people facing the greatest financial barriers to continuing in education.

2. Context

2.1 19+ Bursary funding is available to students who are studying on a qualifying funded full or part time course.

2.2 Students aged 19 and over in receipt of the Advanced Learner Loan should apply for the Advanced Learner Loan Bursary.

2.3 Students must be a home student i.e. a permanent UK/EEA resident.

2.4 Bursary funding is only available to students enrolling on a funded programme and who are aged 19 and over as of the 31st August 2021 (unless they are in the second year of a 2-year qualification aim.)

3. Eligibility

3.1 19+ Bursary may be available for students aged 19 and over who meet the following criteria:

- Enrolled on a qualifying funded full or part time course.
 - Have an annual household income which does not exceed £28,000 (parental income will not be taken into account, but the income of any spouse or co-habiting partner will be considered).
 - Be identified as a 'vulnerable' student, i.e. learning difficulties, health issues, disabilities, ex-military personnel and parents needing support with childcare.

- 3.2 Students that have been mandated to training (full- or part-time) by Jobcentre Plus will have their travel and childcare costs met by Jobcentre Plus where required.
- 3.3 All students over the age of 20 who meet the eligibility criteria for the 19+ Bursary can apply, in addition to 19+ Bursary, for the Childcare Bursary (where appropriate). Evidence of relevant children, e.g. Child Tax Credit Award Notice, Child Benefit letter is required.
- 3.4 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.

4. Conditions and Procedures

- 4.1 Students who apply for the 19+ 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.
- 4.2 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 the personal tutor.
- 4.3 All payments, where possible, will be made by BACS into the students own bank account (excluding lunch cards and college bus passes).
- 4.4 Payments are only backdated to the start of the term that the application is received. The amount of bursary provided will depend upon individual circumstances and may be subject to change due to the availability of funds.
- 4.5 Wherever possible, payments for essential course kits will be made via internal College transfer where to a supplier for where appropriate.
- 4.6 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 SFA guidelines. The amount awarded will be specific to each application.
- 4.7 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.

5. Responsibilities

This policy is the responsibility of the Director of Student Experience

6. Quality Assurance and Monitoring

6.1 This policy will be reviewed annually.

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

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

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

6.5 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			
29/5/2020	2	Review of document		Gayle Brown.
29/7/2021	3	Review of document		Gayle Brown



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