

The Sixth Form College  
F a r n b o r o u g h

**A**

**GUIDE**

**TO**

**FINANCIAL**

**SUPPORT**

**2014/2015**

Please enquire if you need this  
information in a alternative format

## **Bursary Scheme**

There are two forms of Bursary that the Government is providing via the College.

### **1. Guaranteed Bursary**

Money will be made available to students who are classed as 'vulnerable'.

These include:

- a) Young people in care.
- b) Care Leavers.
- c) Young people in receipt of Income Support.
- d) Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance.

To be eligible for this fund you will need to complete the relevant application form and provide appropriate evidence such as:

- a letter setting out the benefit to which you are entitled, or
- written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services.

If you are eligible for this bursary you will meet with either Tracey Falzon (Health and Wellbeing Co-ordinator) or Catherine Cole (Deputy Principal, Student Services) to discuss what the funds will be used for and how they will be paid.

### **2. Discretionary Bursary**

For students whose parents/guardians are on:

- Job Seekers Allowance (income based).
- Pension Credit (guaranteed element).
- Employment and Support Allowance (income based), or
- if the family income is below £21,000.

We will ask you to provide evidence to support your application in the form of a benefit letter and/or P60, Tax Credit Award Notice or evidence of self-employment income. No assessment can be made without supporting evidence.

### **What can the Bursary Funds be used for?**

- A grant to contribute towards transport costs.
- A grant to contribute towards books, equipment and other course costs.
- A grant to contribute towards the cost of field trips which relate directly to the course of study.

## **Do you qualify for the Bursary Scheme?**

You are able to apply for an award if you meet the residential requirements as stated below:

- \* Be a UK national born here or have UK citizenship or a UK passport with three years of continuous residence in the UK before starting your course.
- \* Have 'indefinite leave to remain'.
- \* Come from an EU or EEA country and have lived in the UK for three years.

If you are not living with parents/guardians due to exceptional circumstances the application would be assessed as a separate entity. You would be referred to your local Job Centre and council offices who would assist you in applying for additional financial assistance such as Income Support and Housing Benefits. The Bursary Scheme would not be used to enhance accommodation costs.

Receipt of other forms of financial support is neither a pre-condition nor an exclusion factor for the receipt of assistance through the Bursary Scheme.

### **Application Forms:**

Application forms will be available from the 23rd June 2014. Call Registry on 01252 688216 to request a form or see Tracey Falzon (term time only).

Applications for new students will not be accepted until Enrolment on the 27th - 29th August. Applications should be submitted prior to 31st October 2014.

The College understands that circumstances may change throughout the year and therefore applications submitted after this date will still be considered. Any assistance that may be offered to late applications will be dependent on available funds.

### **How should you apply?**

- If you are eligible to apply, a Bursary Form will be printed by Student Services.
- Your parent(s) or guardian(s) will need to complete the section on family finance; unless you are living independently, in which case you will need to complete it.
- The form and evidence of income should be returned to Tracey Falzon, Health and Wellbeing Co-ordinator or to the Student Services office.
- Once we have received your application, an appointment will be made for you to meet with Tracey Falzon or Catherine Cole, Deputy Principal, to discuss the assistance you may require.

\* If you require any assistance with your application please contact:  
Tracey Falzon on 01252 688301 or email  
bursary\_and\_free\_meals@farnborough.ac.uk

## **Conditions**

- In order to receive a bursary, you have to abide by your Learning Agreement.
- The College may withdraw payments if you fail to attend, your attendance drops below 80% or your commitment is poor.
- The College reserves the right to use the student award to pay off debts to the College.
- If you receive financial assistance and leave before the completion of your course, you may be required to repay all or part of your bursary.

## **Additional Assistance**

### **Further Education Free Meals**

Following guidance from the Education Funding Agency (EFA), free meals will be made available for all eligible students from September 2014. Please see additional sheet.

### **Transport Assistance**

If the household income is less than £30,000 and you are finding it difficult to cover the cost of transport it may be possible to spread the cost over the College year. Please speak to Tracey Falzon, Health and Wellbeing Co-ordinator in Student Services on 01252 688301 (term time only) or Alison McKenzie, Finance Manager on 01252 688218.

### **Loans**

Students may apply to the College for a short-term loan in support of their studies. Parent/guardian agreement is generally requested and repayments are arranged through a standing order. If you would like more information about the scheme then please contact either Tracey Falzon, Health and Wellbeing Co-ordinator 01252 688301 (term time only) or Alison McKenzie, Finance Manager 01252 688218.

### **Childcare for young parents**

If you are under 20, Care to Learn could pay up to £160 per child per week towards your childcare and travel costs while you are learning. You will have to apply via the Care to Learn scheme. Further details and application forms are available online at [www.gov.uk/care-to-learn/overview](http://www.gov.uk/care-to-learn/overview) or they can be collected from Tracey Falzon, Student Services.

### **Family Action**

Family action has been making grants to families and individuals in need since its foundation in 1869. They make welfare grants meeting a range of essential needs and educational grants for the additional costs associated with education such as transport, books and equipment.

Please see [www.family-action.org.uk](http://www.family-action.org.uk) for more information.

All information correct at time of printing.