

## Financial Assistance

### The 16-19 Bursary Fund

The Government has set aside some money to be allocated to young people who may benefit from financial support to help them participate in education. There are two forms of bursary that the government is providing via the College.

#### **Bursary for young people in defined vulnerable groups**

A bursary of up to £1200 will be made available to students who the government has classed as 'vulnerable'.

These include:

- **young people in care;**
- **care leavers;**
- **young people in receipt of Income Support or Universal Credit, 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.**
- **young people who are receiving 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.**

To be eligible for this fund, a student would need to complete the relevant application form and provide appropriate evidence such as:

- Written confirmation of the students current or previous looked after status from the relevant local authority;
- A copy of the student's Income support or Universal Credit award notice;
- Evidence of receipt of Disability Living Allowance or Personal independence payments;
- For students in receipt of Universal Credit, it may also be necessary to see a tenancy agreement in the student's name, utility bills and other documentation.

If the student is eligible for the 'vulnerable bursary' they will meet with Kirsten Halvorsen (Health and Wellbeing Co-ordinator) to discuss the individual needs for financial support. A financial needs assessment will be completed which will help ensure that funds are allocated in the most appropriate way for the student.

It should be noted that if the financial assessment determines that a student is not in financial need, or if costs are covered from another source, it may be decided that no financial support from the bursary fund would be given. If this was the case we would fully explain this decision in writing.

In most cases the bursary will be paid in kind rather than in cash. This could be in the form of bus or train passes, books and stationery, educational trips and events or meals whilst at College.

Without evidence of eligibility, applications cannot be processed. If support is needed to source the proof of eligibility please speak to Kirsten Halvorsen who will assist.

Bursaries for vulnerable young people can be approved at any point throughout the academic year, however, the funds will be allocated pro-rata.

### **Discretionary Bursary**

This bursary is for students whose parents/guardians are in receipt of:

- Income support;
- Income based Jobseekers Allowance;
- Income related Employment and Support Allowance (ESA);
- The guarantee element of the State Pension Credit;

or if the household income is below £32,000, including any tax credits or Universal Credit payments.

If you wish to apply for the discretionary bursary, evidence of household income is required.

This should include a current award letter (all pages) for each qualifying benefit paid to each individual. For those in receipt of Universal Credit the three most recent monthly statements must be provided. The take-home pay figure in addition to the amount of Universal Credit after all deductions will give the total monthly income. If you have not been receiving the award for three months we will accept the months that you do have. It might be necessary to see bank statements to support benefit awards if they are not dated within the last three months.

For those not receiving benefits we would need to see evidence of earnings for example, the last 3 months payslips. If self employed, the most recent Self - Assessment Tax Return would suffice.

This proof of eligibility can be uploaded via the application form or emailed directly to **bursary\_and\_free\_meals@farnborough.ac.uk**. Screen shots and photographs are acceptable.

The bursary funds are used to support students with:

### **Transport**

Full public transport costs will be covered to a maximum of £500 per term.

Financial support is only available to assist with public transport costs, unless there are exceptional circumstances.

Train passes will be purchased in instalments by the College. If any extra payment is required, this will need to be made before the student can collect their pass.

Stagecoach bus tickets need to be purchased directly from the Stagecoach website. You will be issued with a discount code which will provide a full discount for either the termly Blackwater Valley Student Rider or the termly South Gold Student Rider depending on where you are travelling from. New discount codes will be issued termly. This will be done via email once your bursary application has been processed.

In some circumstances students may need to purchase their bus or train passes independently. If this is the case receipts will be required for any tickets purchased and the student will be reimbursed.

The bursary fund will pay for a College parking permit in lieu of public transport costs. The student will still need to apply for and be allocated a parking space in the normal way.

The use of the 16 - 19 Bursary Scheme to help meet transport costs does not replace the statutory duty of local authorities to set out the arrangements they will make to facilitate the participation in education or training of young people of sixth form age.

### **Books, Stationery, Art, Photocopying & Photography supplies**

Bursary funds are available to help with these costs associated with study. Receipts will be required for proof of any purchases that are not made within College.

### **Essential Trips, DBS checks and other expenses related to studies**

The bursary is able to support the costs of field trips that are an essential part of achieving a student's study programme goals.

The bursary can pay the cost of DBS checks required to complete programmes of study.

Many universities have provision in place to help those who are financially disadvantaged to travel to university open days. The bursary can support students wishing to travel to those open days who do not have this provision in place.

### **Student Lunches**

Please see the information about Further Education Free Meals on the College website.

**A financial needs assessment is part of the application process for the bursary scheme. This will help ensure that funds are allocated in the most appropriate way to each individual student.**

## **HOW TO APPLY**

An application form can be accessed via the College [website](#) - please note that this form will not be available until 26 August, 2025.

Applications should be submitted prior to October half term. Your application will be treated confidentially and in accordance with data protection law.

Applications cannot be processed until the student has enrolled and all required supporting evidence is provided. Financial support will be given from the date a completed application is submitted.

The College understands that circumstances may change throughout the year, therefore applications submitted after the October half term break will still be considered. Any assistance that may be offered to late applications will be dependent on available funds.

Once your completed application pack has been received we will process it and advise you of the outcome in writing, within 21 working days. This notification will inform you of the details and amounts of the award.

The application form will ask you to sign a declaration confirming that the information you are providing is correct and completed to the best of your knowledge. If false or incomplete information is given that leads to the incorrect payment of funds, future payments may be stopped and incorrectly paid funds may need to be recovered.

Unsuccessful applicants can ask for their application to be reviewed if they believe that the decision made is incorrect or if there are extenuating circumstances. This appeal should be made initially to Kirsten Halvorsen stating the reasons why they feel their application should be reviewed. The application will then be reviewed by Kirsten Halvorsen and Matt Smith, Assistant Principal – Pastoral Support.

Please note that appeals cannot be considered where a refusal has been made to a late application due to an exhaustion of funds.

## **CONDITIONS**

There is an expectation that students will have a satisfactory standard of attendance, work completion and behaviour as set out and agreed to in the Learning Agreement in order to continue receiving support from the fund. If there are significant concerns, the student will meet with Kirsten Halvorsen to discuss in the first instance, but it may be that support is withdrawn. If this were to be the case, the applicant and their parent/guardian would be informed in writing.

**Students will need to reapply for the bursary each academic year. This will include the resubmission of proof of eligibility.**

**Please note that these guidelines are reviewed yearly and may be subject to change in line with any new guidance produced by the Department for Education and/or The Education and Skills Funding Agency. This may include changes to the amount of financial support available.**

## **Loans**

In certain circumstances, students may apply to the College for a short-term loan in support of their studies. For further information please contact Kirsten Halvorsen.

## **Childcare for young parents**

If you are under 20, Care to Learn could pay up to £180 per child per week towards your childcare and travel costs while you are learning. Information and application forms are available online at <https://www.gov.uk/care-to-learn>

If you are eligible for this scheme please contact Kirsten Halvorsen so she can support you with the application.

## **CONTACT**

**If you have any questions, concerns or require any further information about any of the schemes outlined above please contact Kirsten Halvorsen or Julia Carter by email at [bursary\\_and\\_free\\_meals@farnborough.ac.uk](mailto:bursary_and_free_meals@farnborough.ac.uk)**