

16-19 Bursary Fund & Free School Meals Information Sheet 2017-18

What is the 16-19 Bursary Fund?

The Government has given the College some money to help students with the cost of studying. The fund is available to students who have lived in the UK or the EU for the past 3 years at least.

Who can get money from the Bursary Fund?

There are two types of bursary available to young people.

1. If you fall into one of the following categories then you fall into the higher priority group and will receive a **Vulnerable Bursary** of £1,200 per year to help with the cost of studying:
 - If you are living on your own and receiving Income Support.
 - If you are living in Local Authority Care.
 - If you are a Local Authority Care Leaver.
 - If you are registered disabled and are receiving Disability Living Allowance AND Employment Support Allowance.

The College will require original evidence from external agencies, key worker/social worker or evidence of income support / ESA in your own name.

PLEASE EMAIL studentservices@woodhouse.ac.uk FOR MORE INFORMATION ABOUT HOW TO APPLY FOR THE VULNERABLE BURSARY.

2. If you live at home with your parents or carers who receive benefits and have a total yearly income of under £16,190 you fall into the lower priority group and MAY be eligible for financial help from the **Discretionary Fund**. You may also get help from the Discretionary Bursary Fund if you are a young carer. These payments will be linked directly to attendance/behaviour and progress. You will have to complete an application form and bring in the original Tax Credit Award Notice showing the household income for 2016/17

FIRST TIME APPLICANTS MUST BRING IN A PASSPORT OR BIRTH CERTIFICATE AS PROOF OF STATUS.

How can I apply for the Bursary Fund?

Please collect an application pack from the Attendance Office or download the pack from the Woodhouse College website this can be found under the Financial Support tab. Please return the completed application along with the required evidence to the Attendance Office as soon as possible.

The closing date for Bursary applications is 29th SEPTEMBER 2017.

Applications should ideally be submitted as early as possible.

How do I get my payments?

Payments will be paid half-termly in arrears, **depending on 95% attendance, behaviour and progress** on the course. STUDENTS MUST HAVE THEIR OWN BANK ACCOUNT in order to receive payments.

N.B. Nationwide Savers Accounts cannot be accepted.

How can I appeal if my Bursary application is turned down?

If your application is unsuccessful there is an appeals process and you will receive a letter with guidance on how to appeal.

Who is eligible for Free School Meals?

Free School Meals can be awarded to students who attend a state maintained College on a full time basis.

In order to be eligible the parent(s) / Carer(s) should be in receipt of one of the following:

- Income Support
- Income Based Jobseekers Allowance
- Employment and Support Allowance (IR)
- Assisted as an Asylum Seeker under part V1 of the Immigration Act 1999
- Child Tax Credit **only**, and have an annual income of less than £16,190
- The guaranteed element of State Pension Credit.

Please Note:

If you are in receipt of Working Tax Credits you will not be entitled to Free School Meals.

Not all applicants eligible for the Bursary Fund will be eligible for Free School Meals.

How can I apply for Free School Meals?

Please apply via the Free School Meal Eligibility form. This is available online from the College website. Alternatively Bursary & FSM packs are available from the Attendance Office. Completed applications must be returned along with the required evidence to the Attendance Office as soon as possible.

Students will ONLY receive Free School Meals once the Free School Meal Eligibility form has been completed and a Proof of Benefit letter has been submitted to the Attendance Office.

You will be informed via email if your application for Free School Meals is successful. Free School Meals will commence the following day.

There is no deadline when applying for Free School Meals