

16-19 Bursary Fund Policy 2017-18

The money in the 16-19 Bursary Fund is supplied to the College by the Education Funding Agency (EFA). The EFA impose strict regulations about how it can be used, and adherence to these is checked by the College's auditors. The regulations and the systems used to administer the Fund are described below as simply as possible.

1. Eligibility Criteria

The 16-19 Bursary Fund is for young people aged between 16-19 years enrolled on a full-time Education Funding Agency course for a minimum of 12 hours per week. There are two levels of entitlement to the 16-19 Bursary Fund.

A. Vulnerable Bursary (higher priority group)

Please contact studentservices@woodhouse.ac.uk as soon as you start college for an appointment.

Young people from this group will receive a Vulnerable Bursary of £1,200. Payments will be dependent on attendance, behaviour and progress on the course if they fall into one of the following groups:

- In care
- A care leaver
- Claiming Income Support in their own right if they live away from home, are a young parent or their parent(s) have died
- Receiving Employment Support Allowance AND/OR Disability Living Allowance in their own right.
- Have achieved at least 90% average attendance for the half-term.

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

B. Discretionary Bursary (lower priority group)

Young people from this group do not have the same entitlement to the 16-19 Bursary Fund as the higher priority group however they MAY be funded for Course Related Costs (see point 3) at the discretion of the College should funding permit through the Discretionary Bursary. Payments will depend on attendance, behaviour and progress on the course and students must:

- Live in a household where the total annual income is under £16,190.
- Have achieved at least 95% average attendance for the half-term.
- Have produced coursework and homework of an acceptable standard.
- Have a good disciplinary record.

Evidence: The College requires the original Working Tax Credit Award Notice showing the household income for 2016-17.

2. Payment of Funds

Payments will be calculated as a half-termly lump sum and paid in arrears. Amounts may vary due to the length of each term.

Payments are made through the Bacs system and are paid directly into the student's bank account.

3. Purpose and use of the Fund

Payments from the 16-19 Bursary Fund are expected to cover the following:

1. Travel to College in exceptional circumstances.
2. Approved Field Trips/ Residential Courses/ essential Education Trips.
3. Books and stationery.
4. Necessary course – related equipment and uniform/ specialist clothing.
5. UCAS fees and some examination fees.
6. Learning Resources.

Students eligible for help from the Discretionary Bursary Fund should not expect that payments will cover all course-related expenses: there is a limited amount available to the College each year and this will be distributed amongst students in need.

4. Administration of Fund

1. Students applying for the **Vulnerable Bursary must contact studentservices@woodhouse.ac.uk As soon as possible.**
2. **Students applying for the Discretionary Bursary must complete an application form available from the Attendance Office and online from the College website.**
The deadline for submitting applications is **Friday 29th September 2017** but applications should be submitted as early as possible.
3. A small percentage of the Fund will be held back for emergency payments to students whose circumstances change mid-year causing them financial hardship.

5. Appeals

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