BURSARY POLICY

2021/22

Reviewed April 2022

Greenhead College

Bursary Policy

Background

The Bursary Scheme replaced the EMA scheme in September 2011. It is intended to assist students from households with low incomes afford costs associated with attending college. In addition it is to help financially students who are in care or are care leavers and to provide one off payments to students with financial hardship. It is made up of the Student Financial Support Funding and the Free Meals Funding.

Bursary Income

Funding for the Bursary Scheme is received from the ESFA with notification of the amount for the following academic year being received in March. This income is based on the areas of deprivation where Greenhead students live.

Application Process

Students enrolling at the College in September will be notified about the Bursary Scheme during the summer and asked to apply once they have enrolled at the College. Students will be given three weeks to complete an on-line application form and upload supporting family benefit information.

After the cut-off date the College cannot guarantee that an application will be accepted although it will be further considered at the start of the next academic term. Approved applications will attract a Bursary dated from the start of the autumn term

Late applications that are approved will have bursary payments back dated to when the application was received.

The Bursary Fund is split into three sections

1. Category 1 – pays £1,200 over the academic year to a student who is in care or who is a care leaver and receives Income Support, Universal Credit, Disability Allowance or PIP in their own name.
2. Category 2 – pays a regular weekly amount throughout term time to students from families who earn under a predetermined income threshold. This payment is determined by costs to travel to College and what resources, linked to subjects taken, are needed. Depending on family financial circumstances this payment may also include a Free School Meal payment.
3. Category 3 – contributes towards one off costs e.g. essential trips that are not accounted for under category 2. Payments are discretionary.

Students who receive a Care to Learn payment may also receive a bursary.

Students applying for category 1 payments must provide evidence that they are in care or are care leavers.

Students applying for category 2 payments are asked to provide evidence of household benefits received rather than of household income which can take the form of the working Tax Credit TCAN or Universal benefit form or evidence of receipt of Job Seekers Allowance or Disability payment. Address details on the benefit form must match the home address of the student that the College has on record. In the 2021-22 academic year the level of gross income shown on the benefit form must be below £24,000. This threshold will be reviewed on an annual basis.

Students applying for category 3 payments must provide evidence of benefits as for category 2 and advise what the one off payment is for. Category 3 payments will be funded at the discretion of the Director of Finance and Resources (DFR) but must be for essential trips and equipment. It is likely that a contribution towards the full cost will be made rather than for the full cost itself (usually 80% of the total cost)

All applications will be vetted and approved/rejected by the Bursary Office. Any formal appeals over rejected applications or the level of bursary will be heard in the first instance by the DFR who may send a further appeal to the Principal who shall have the final decision.

Students approaching the end of their first year in College will be asked to provide evidence of household income in order for their bursary to be continued into their second year. New applications can submitted in the summer term for the following September.

Applications will be logged by the Student Registration Manager.

Payment

The fund will be divided as follows

5% of the Student Financial Support fund to be taken as an Administrative payment.

£5,000 to be allowed for category 3 payments.

These amounts will be reviewed on an annual basis.

The remaining funds will be divided between the students in categories one and two over the number of weeks in the academic year (excluding holidays).

The amount of payments for category 2 payments may vary from year to year depending on the grant received by the college.

At the start of the summer term, the money remaining in the fund will be reviewed by the DFR who may increase category 2 payments if the fund allows.

Payment entries will be made by the Student Registration Manager who will pass these on to a Finance Officer to be processed through the BACS payment system directly into a student's bank account. The College will decide on the regularity of payment and advise this to students accordingly.

Withholding of Payments

The College has the right to withhold payments from students who do not have 100% attendance or who show unacceptable behaviour in College or whose work level in class is not acceptable to their teacher. Appeals for non-payment will be heard by the DFR.

"This policy has been impact assessed to ensure it complies with all aspects of Equality and Diversity. Members are reassured that this policy is compliant with current equality legislation".

Author:	*DFR*
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