



# **16-19 Bursary Policy**

**September 2018**

(Next review date September 2019)

1. The 16-19 Bursary has been set up to support the most vulnerable young people to participate and benefit from post-16 education and training.

## 2. Eligibility

2.1 To be eligible to receive a bursary the student must be aged under 19 on 31st August in the academic year in which they start their programme of study. Where a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19.

2.2 The most vulnerable young people will be eligible for a bursary of £1200. This group covers young people who are looked after; care leavers; those getting Income Support or Universal Credit; or those getting Employment Support Allowance and Disability Living Allowance. Evidence will be required in the form of:

- A letter setting out the benefit to which the young person is entitled
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services

2.3 SupaJam is free to determine which students should be eligible to receive a Discretionary Bursary and how much they should receive. Decisions will be made in October of each academic year. Payments may be limited by the level of demand for bursary support.

2.4 A student's household income will be assessed as evidence by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 form or certified accounts if self-employed. If a student's household income exceeds £24,000 per year, they will not be entitled to access the bursary.

2.5 Receipt of a bursary will be conditional on the student:

- Meeting the attendance criteria (outlined in our Attendance Policy, available on our website)
- Signing and abiding by the SupaJam Student Code of Conduct (available on our website)
- Signing the declaration on the bursary application form (see appendix A)
- Signing the Discretionary Bursary Agreement when their application has been approved (see appendix B)

2.6 There will be two categories of bursary payment:

1. Vulnerable young person, £1200 per year (Vulnerable Student Bursary)
2. A student whose household income is below £24,000 per year (Discretionary Bursary)

2.7 The bursary will be paid directly to the student via bank transfer when they present evidence of travel costs to the Administration office.

The evidence must be:

- A train/bus ticket or pass;
- A receipt for a train/bus ticket/pass.

2.8 Travel costs cannot be refunded if this evidence is not produced.

2.9 Students will be required to sign an agreement when their bursary has been approved (see appendix B).

2.10 A letter stating the amount they will receive will be sent to their parents or guardians so they are fully aware of the amount their child is receiving.

2.11 If a student has a taxi funded by their local authority to and from SupaJam Education in Music and Media, they will not receive bursary payments unless their Local Authority have requested a contribution towards the cost of a taxi. If this is the case, SupaJam Education in Music and Media will require evidence of this request. The student's application will then be reviewed by the Assessment Panel (see 4.2) to determine if they will receive a contribution towards this cost and if they do, what amount they will receive and when/how this will be paid to the student, their parents/guardians or directly to their Local Authority.

### **3. Administration**

For audit purposes, hard copies of all documentation for the Bursary Fund will be kept for a period of 6 years. This documentation will evidence the application process, documents relating to how the learner was assessed and the funds issued.

### **4. Applications and payment process**

4.1. The closing date for applying for a bursary for the academic year 2018-2019 is the 8<sup>th</sup> of October 2018. All applications must be submitted to the Administration Office using the application form (appendix A).

4.2. The Assessment Panel will assess each claim and authorise payments. The Assessment Panel will meet to make decisions on applications. Payment decisions must be recorded for audit purposes along with records of applications and evidence. The Assessment Panel will consist of the Head of Administration and The Director of Programmes.

4.3. Successful bursary applicants remain eligible for one academic year. Payments will be made on receipt of a travel ticket. If the student is receiving a contribution towards the cost of a taxi, the method of these payments will be decided by the Assessment Panel (see 2.11)

4.4. Applications made after the 8<sup>th</sup> of October will be processed only if there is money left that hasn't already been allocated to other students.

4.5. Students will be informed in writing of the decisions of the Assessment Panel within one week of the Assessment Panel's meeting.

4.6. Bursary payments will be made via BACS. Payments will usually only be made to a student's bank account.

4.7. Payments will not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

4.8 Payments may be made to a joint account, as long as the student is one of the account holders.

4.9 If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACS.

4.10 In determining payments of the 16-19 Bursary Fund, students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149(1) of the Equality Act.

## Appendix 1

### 16-19 BURSARY FUND APPLICATION FORM 2018/19 SUPAJAM

This completed application form and relevant evidence must be handed in by **8<sup>th</sup> October 2018**.

Applications made after this date will be considered provided sufficient funds are available. It should be completed by the student, although you may need help from your parent or guardian.

Surname	Forename:
Address:	
	Postcode:
Date of Birth:	Age:

Have you the right of abode and been resident in the UK for the last 3 years? (Please tick the appropriate box)	Yes		No	
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**Bursary criteria:**  
 You must be aged 16, 17 or 18 on 31 August 2018 and meet the Education Funding Agency's residency criteria. If you are 19+ you must have an EHC Plan to qualify. The bursary is to be paid to enable you to attend college and will only be paid if your attendance and behaviour meet the required standards. If you are 19+ and do not have an EHC Plan but your household income is below 24,000 per year then please speak to Alice Birchmore.

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**Vulnerable Student Bursary additional criteria:**  
 To qualify for this bursary you must fall into one of the categories below and produce the requisite evidence.

Are you in or recently left local authority care?	Yes		No	
Are you getting Income Support or Universal Credit in your own name?	Yes		No	
Are you getting Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit?	Yes		No	
Are you getting Personal Independence Payment (PIP) in your name and either ESA or Universal Credit?	Yes		No	

**Discretionary Bursary additional criteria:**  
 Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £24,000 per annum, you will not be eligible for a discretionary bursary payment. You must provide your total household income and tick the box(es) of all the relevant documentation that you are providing to support this, including details of benefits being received. If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments.

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What was your household income for the tax year 2017-18?	£			
P60 (for all earners in the household)	Income Support / Universal Credit award letter		Full TCAN (Tax Credit Award Notice)	
Self-employed earnings (official tax return)	Other benefits/pension award letter		Wage slips (3 most recent wage slip)	
My family does not receive any benefits	Are you currently in receipt of free school meals?	Yes	No	

### **How will the bursary be paid to me?**

This will be paid to you via bank transfer when you present evidence of travel costs to the admin office.

#### **The evidence must be:**

- A train/bus ticket or pass;
- A receipt for a train/bus ticket/pass.

Travel costs cannot be refunded if this evidence is not produced. You will be required to sign an agreement when your bursary has been approved and a letter stating the amount you will receive will be sent to your parent or guardian.

#### **Further information:**

If you need further information or help with completing the application form, please contact Alice Birchmore, SupaJam's administrator:

**Telephone:** 01322 660845    **Email:** [alice.birchmore@semmuk.com](mailto:alice.birchmore@semmuk.com)

#### **Student declaration:**

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment fully aware that any false statements can lead to withdrawal or refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Fund will be paid on condition of standards of attendance and behaviour as explained in SupaJam's policies.
- I will maintain over 85% attendance (95% if I am home schooled and accessing the Vulnerable Bursary).
- When changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify the SupaJam immediately.
- I will notify the SupaJam immediately with any changes to my Bank/Building Society details.
- I understand that this money must be used to support my travel to and from SupaJam and the evidence detailed above must be presented to access my bursary.
- I understand that SupaJam cannot give students additional payments for any other purpose.
- I understand that I will need to sign an additional agreement when my claim has been approved.
- I agree that if my claim is approved then the amount I receive will be shared with my parent/guardian.
- I understand that I do not have an automatic entitlement to bursary payments and all payments are based on the information I have provided.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to Alice Birchmore, but if I feel I have not been treated fairly I can follow SupaJam's Complaints Procedure.

I confirm I have read the '16-19 Bursary Fund 2017-18 – Information for students' which is available on SupaJam's website <https://www.semmuk.com/>.

Applicant name \_\_\_\_\_

Applicant signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix B



### SupaJam Bursary Agreement

I \_\_\_\_\_ agree that SupaJam will cover my travel expenses up to the cost of \_\_\_\_\_ per week. If my travel costs exceed this amount, I understand that I will not receive extra funds from SupaJam and will have to cover any additional costs myself.

Expenses will be reimbursed via bank transfer when I present my ticket(s) to the Administration Office to be photocopied. I accept that payments cannot be back dated by more than one week.

I understand that my tickets need to be handed in before 1pm for a guaranteed reimbursement that day.

In the event of a lost ticket, it will be at the discretion of the Administration Office whether travel funds are reimbursed.

I also agree to maintain at least 85% attendance. I understand that if my attendance drops below this, my reimbursements could be stopped.

If I only attend part of my timetabled day, I accept that I may not have my travel reimbursed on that occasion.

I understand that SupaJam will not pay any fines incurred on public transport and will not cover travel expenses for days when SupaJam is closed to students.

Signed \_\_\_\_\_ Date \_\_\_\_\_