

# Bursary Policy

## Rationale

The Bursary policy sets out how Green Corridor will make the bursary fund available to those students in greatest financial need.

## Aims

The 16-19 Bursary Fund and 19-24 Discretionary Bursary provides financial support to help learners overcome the specific financial barriers to participation they may face so they can remain in education. The fund is intended to help learners with their actual costs of participating and bursary decisions are based on individual circumstances and financial need.

The 16-19 bursary is allocated by the Student Bursary Support Fund and Green Corridor will make the application on behalf of the young person once it has confirmed their eligibility for the fund. To be eligible the young person must:

- In care.
- Care leavers.
- Receiving Income Support (IS), or Universal Credit (UC) 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.
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right.

The 19-24 Discretionary Bursary funding is provided by the Education & Skills Funding Agency (ESFA) and administered by the College. The College carries out a financial assessment of each application and will administer bursaries in line with the ESFA Bursary Fund Guidelines.

## Procedure

Green Corridor education provision is largely cost free to learners. Where payment may be incurred by learners to participate in their education, then this bursary policy and application procedure will apply.

Green Corridor will target the bursary to ensure that it reaches those learners who face significant financial barriers to participating in education. In doing so we have a duty to ensure that the money is spent in ways which help to break down barriers and deal with any additional cost's learners may incur to continue to participate in education.

Learners at Green Corridor may be eligible for a bursary for specific educational purposes.

Discretionary bursaries are awarded to meet individual participation needs such as for transport,

books, uniform, and equipment (where payment is required for such items). Where the cost of such items is included in the education provision for all learners, then a bursary payment would not be required. Please note that the cost of meals, books, uniforms, trips and equipment is included in the standard cost of the course, so a bursary would not be granted for these items.

Eligibility for the 19-24 discretionary bursary is by application based on annual household income and family circumstances. Free meals eligibility does not guarantee eligibility for the 19-24 discretionary bursary.

Families must make an annual application for the bursary and provide supporting evidence.

Examples of acceptable supporting evidence for the fund are:

- A full T602E Tax Credit Award Notice (TCAN) for the young person's household. This document is from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- P60 End of Year Certification for all adults in the young person's household who contribute to household costs. This certificate is a statement of earnings from an employer. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the year.
- Payslips for the previous 3 months.
- Self-Assessment Tax Calculation (SA302). This is the equivalent of the P60 for self-employed people. It must be for the correct adult(s) and for the correct Tax Year. The income will be shown as Total for the Year.
- Evidence of other benefits, pension awards etc.

Bursaries from the fund can only be spent on certain items where it has been assessed that, without them, learners are unable to access the educational. They include:

- Stationery
- Equipment
- Essential books
- Cost of educational visits
- Specialist clothing such as uniform or interview clothes
- Compulsory trips including open days
- Transport to and from college
- Uniform
- Any other exceptional items as agreed by the CEO.

As stated above, the cost of meals, books, uniforms, trips and equipment is included in the standard cost of the course, so a bursary would not be granted for these items.

We encourage learners to submit their applications at the start of the September term; however, the closing date for application is 22nd October each academic year.

Learners/families will be advised in writing of the outcome of their application. Priority is given to learners who live in a household where the income is £45,000 gross or below. If your household income is higher but you are in hardship, you can still apply and your case will be considered; however, a supporting statement and evidence of financial difficulties must be included.

Green Corridor will set aside 20% of its discretionary bursary allocation to accommodate changes in circumstances and for learners facing financial hardship at any time during the academic year. An application form will still be required in such cases.

Decisions will be based on individual circumstances and actual financial need and will vary according to household income, requirements of the study programme, distance required to travel to Green Corridor and available transport options, the number of dependent children within a learner's household, relevant participation, and any other relevant household circumstances.

Wherever possible, support will be 'in kind' for the items required which means that Green Corridor will purchase the resources required on your behalf. Where this is not possible, payment will be issued via bank transfer. Where Green Corridor purchases books or equipment, learners will be asked to return these at the end of their study programme so that they may be used again.

Bursary payments must be used for the intended purpose only. Please note that when you apply for a bursary you are asked to confirm that the information you have provided is correct and complete to the best of your knowledge. Providing false or incomplete information that leads to incorrect payments may result in future payments being stopped and Green Corridor seeking repayment. The matter may also be referred to the Education & Skills Funding Agency and/or the police with the possibility of facing prosecution.

You must inform Green Corridor in writing if, after you are awarded a bursary, there is a material change in your personal or financial circumstances.

Green Corridor reserves the right to withhold the bursary if students fail to meet expectations for attendance, punctuality, and behaviour.

Any learner or parent who is unhappy with Green Corridor's handling of an application for bursary funding should follow the complaints policy and procedure which is available on the Green Corridor website, or a copy can be requested from the College office.

All bursary applications are confidential and kept in line with data protection and ESFA guidelines.

## 16 -19 Bursary Fund Application Form

Please hand this form to Green Corridor reception along with any relevant photocopied evidence.

Academic Year: \_\_\_\_\_

### Personal Details

Student name:
Date of birth:
Home address:
Parent Contact telephone number:
Parent Contact e-mail address:

### Residency Status

British Citizen	Asylum Seeker	Indefinite Leave to Remain
Refugee	EU/EEA	Other
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<b>Eligibility criteria:</b> You must have been resident in the UK/EU for 3 years. Refugees are not required to meet the 3-year residency rule if refugee status was confirmed in the 3 years' prior to starting the course.		
Who do you live with in your house?		

Please details what financial support you need and the costs applicable to the best of your knowledge when submitting the claim (e.g.: travel, essential books, equipment, or specialist clothing)	Cost

**Please note that for audit purposes all receipts, invoices etc. must be filed with this claim to verify payment.**

- I confirm that I have read the attached guidance and the information provided on this form is correct.
- I understand that any false information given or failure to notice Green Corridor of a change of circumstances will result in disqualification of support and may result in further action.
- I believe that my young person is entitled to access this support. Please see the guidance on the website to check eligibility.
- I confirm that I consider myself/my child to be in financial need.
- I understand that this form does not guarantee my young person's entitlement to the bursary fund.

Student signature:

Parent signature:

Date:

**Data Protection Declaration:** The information recorded on this form is required by the College to assess your eligibility for financial support to participate in education at Green Corridor. It will be treated as confidential but may be passed to Government funding agencies. Your application will be retained for 6 years in line with ESFA guidance.

**Please supply evidence of your young person's entitlement to the 16 - 19 Bursary Fund by way of a proof of Income Support, Universal Credit or Personal Independence Payment in their own name.**

## 19 – 24 Discretionary Bursary Fund Application Form

Did you apply for this Bursary last year?

Yes / No

If yes, you do not need to supply financial evidence again.

Please hand this form to Green Corridor reception along with any relevant photocopied evidence.

Academic Year: \_\_\_\_\_

### Personal Details

Student name:
Date of birth:
Home address:
Contact telephone number:
Contact e-mail address:

### Residency Status

British Citizen	Asylum Seeker	Indefinite Leave to Remain
Refugee	EU/EEA	Other
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<b>Eligibility criteria:</b> You must have been resident in the UK/EU for 3 years. Refugees are not required to meet the 3-year residency rule if refugee status was confirmed in the 3 years' prior to starting the course.		
Who do you live with in your house?		

**I wish to claim support from the 19 – 24 discretionary bursary fund and I provide the following information as evidence of my household circumstances (please tick as appropriate and attach documentary evidence). All documentation should relate to the current financial year.**

Income details:

What is your total annual household income?
Salaried income:

Income Support / Universal Credit:
Tax Credit:
Other Benefits, Pensions:
Self Employed income:
Other income:

**Please supply evidence of your total household income by way of a P60, Receipt of Benefit Notification, Tax Credit Notification, Payslips, Other Income Support, Benefits, Pensions or Self-Employed Income Notification.**

Please details what financial support you need and the costs applicable to the best of your knowledge when submitting the claim (e.g.: travel, essential books, equipment, or specialist clothing)	Cost

**Please note that for audit purposes all receipts, invoices etc. must be filed with this claim to verify payment.**

<ul style="list-style-type: none"> <li>- I confirm that I have read the attached guidance and the information provided on this form is correct.</li> <li>- I understand that any false information given or failure to notice Green Corridor of a change of circumstances will result in disqualification of support and may result in further action.</li> <li>- I confirm that I consider myself/my child to be in financial need.</li> <li>- I understand that this form does not guarantee my young person's entitlement to the bursary fund.</li> </ul>
Student signature:
Parent signature:
Date:
<b>Data Protection Declaration:</b> The information recorded on this form is required by the College to assess your eligibility for financial support to participate in education at Green Corridor. It will be treated as confidential but may be passed to

Government funding agencies. Your application will be retained for 6 years in line with ESFA guidance.

## Links with other policies

This Privacy statement is linked to the:

1. Staff code of conduct
2. Staff disciplinary procedures

## Document Control

Person Responsible	Finance Manager
Date of Policy	August 2023
Next review date	Sept 2025
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Author	James Lovelock
1st Approval	
2nd Approval	Nigel Fishwick 06.02.2024