16 – 19 Bursary Fund

Application form and guidance notes for academic year 2017/18

The 16 – 19 Bursary Fund is designed to help support young people who face the greatest financial barriers to participation in education or training. The Fund is split into 2 parts:-

1. **Discretionary Bursaries** may be paid to learners whose family’s household income falls below £25,000 per year. These can be split into the following types of payment:-

   - A weekly bursary payment of £15.00 subject to meeting attendance and punctuality criteria
   - Emergency payments for learners in crisis situations
   - In addition discretionary payments may be made towards course related costs at the following levels
   - Aged between 19 and 24 (as at 31\textsuperscript{st} August 2017) and who are subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan)

Course related costs could relate to the following:-

   - Materials / Uniform – 50% payment where there is a designated cost as part of the course fee
   - Observation / Assessment – 50% payment where there is a designated cost as part of the course fee
   - Course trips – 50% payment if organised by the college as a compulsory part of the learning programme
   - Disclosure & Barring Service check fee – 50% payment if enrolled on a “care” course
   - Books – up to the value of £80.00 once the Learning Centre long term textbook loan scheme has closed
   - Exam re sit fees in exceptional circumstances but please note we do not pay for late fees
   - Transport costs in exceptional circumstances but will be limited to the cost of qualifying TFL discounts
   - Other costs may be considered e.g. UCAS fee, travel to open days etc.

Financial assistance towards course related costs will only be agreed whilst funds are available.

2. **Young Person’s Bursary** may be paid to learners who fall into one of the vulnerable groups identified below and are eligible to receive a bursary of up to £1,200 a year. This is paid at a rate of £40.00 per week subject to meeting attendance and punctuality criteria:-

   - Young people in care (including unaccompanied asylum seeking children)
   - Young Care leavers
   - Young people in receipt of Income Support or the equivalent Universal Credit in their own right
   - Young people getting both Disability Living Allowance (or the new Personal Independence payments) and Employment & Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right

Important - please contact Learner Services directly if you fall into any of the above categories and we can offer advice and guidance on the application process. Evidence will need to be provided in support of your application in the form of either a letter setting out which benefit you are entitled to, or written confirmation of your current or previous looked after status from the local authority which looks after you or provides your leaving care services.
Who is eligible to apply?
Learners may be assisted from the 16-19 Bursary Fund if they are:

- Aged 16 or over and under 19 years of age on 31st August 2017 (a separate 19+ adult fund is also available)
- Satisfying the UK/EEA residency conditions which will be verified before enrolment
- Enrolled on a government funded course, on a qualification programme up to and including Level 3
- Meeting the financial criteria as detailed above in point 1
- Meeting the criteria for the young person’s bursary as detailed above in point 2

Who is not eligible to apply?

- Aged under 16 years of age on 31st August 2017
- Enrolled on a Higher Education (HE) course
- Enrolled on a waged apprenticeship or any learning or training undertaken while a wage is being drawn
- A learner studying a subject at Harrow College but who is funded at another school or college
- A learner serving a custodial sentence or who has been released from a custodial sentence on temporary licence

How do I apply?
If you wish to apply for the 16-19 Bursary Fund you should:

- Check that you meet the financial eligibility criteria as detailed above
- Complete the 16-19 Bursary Fund application form answering all questions to avoid any delays in processing
- Attach the required household income proof as detailed on the application form
- Take your completed application form to the Admissions/Learner Services office located off of main reception

Completed applications should be returned to Admissions/Learner Services within 4 weeks of your course start date to ensure weekly payments can be backdated to the start of your learning programme. Weekly payments for late applications (discretionary bursaries only) will normally only be backdated to the term in which your completed application has been submitted.

What happens next?
Fully completed forms with all the correct supporting evidence will normally be processed within 10 working days of receipt. However in September processing time will be longer as most applications are received at this time. Once your application has been assessed you will receive an award notification letter which will indicate how any payments will be made. Payments will only be made by BACS payment directly into your bank account. If applicable some payments may be made by internal transfer e.g. materials, equipment, course related trips etc. **If you are applying for a weekly discretionary or young person’s bursary you will be asked to sign a contract outlining the attendance and punctuality criteria that you are expected to meet in order to ensure that your ongoing payments can be authorised.**

Can I appeal against the College’s decision?
Yes, you do have the right to appeal. If you wish to appeal against any decision made please contact Annette Hendrickson, Learner Services & Careers Manager in writing within 2 weeks of the application being rejected, stating fully your reasons. Please note that additional evidence may be required to support your appeal. Final decisions for appeals will be made by a panel consisting of Lee Janaway, Director of Student Experience and a representative from the relevant teaching department.

Please keep this receipt safe as it is proof that your application to the 16-19 Bursary Fund has been checked & assessed for processing.

I.D. No. / Name.................................................................................................

Received By .................................................................................................

Date .................................................................................................
### Section 1 – Personal details

**FIRST NAME**.................................... **SURNAME**...........................................

**ADDRESS**........................................ **LEARNER I.D. NUMBER**.................................

**DATE OF BIRTH**........................................

**AGE ON 31 AUGUST 2017**...........................

**POSTCODE**........................................

**NAME OF COURSE**....................................................

**CONTACT TELEPHONE NUMBER**..........................

Have you been permanently resident in the UK, EU or EEA for the whole of the three year period preceding your course, other than for the purposes of full-time study? Yes...... No.......  

If “No” please give your date of entry to the UK/EU/EEA.................................

For young person’s bursaries, if any of the following circumstances apply to you, please tick the appropriate box:-

- You are Looked After (In Care) or an unaccompanied asylum seeker
- You are a Care Leaver
- You are in receipt of Income Support or Universal Credit in your own name
- You are in receipt of Employment and Support Allowance and Disability Living Allowance or Personal Independence Payments

### Section 2 – Household Income Details

Please indicate which of the following benefits/income you are currently in receipt of. Please provide a copy of ONE of these as evidence of the household income, unless you have provided evidence of being in care or a care leaver.

<table>
<thead>
<tr>
<th>Type of Income</th>
<th>Yes/No</th>
<th>Evidence Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Income Support</td>
<td>Yes</td>
<td>An award letter which is less than 6 months old from the date of enrolment.</td>
</tr>
<tr>
<td>2 Income Based Jobseeker’s Allowance</td>
<td>Yes</td>
<td>An award letter which is less than 6 months old from the date of enrolment.</td>
</tr>
<tr>
<td>3 Income Related Employment and Support Allowance</td>
<td>Yes</td>
<td>An award letter which is less than 6 months old from the date of enrolment.</td>
</tr>
<tr>
<td>4 Universal Credit</td>
<td>Yes</td>
<td>An award letter which is less than 6 months old from the date of enrolment.</td>
</tr>
<tr>
<td>5 Support under Part VI of the Immigration &amp; Asylum Act 1999</td>
<td>Yes</td>
<td>A letter which is less than 6 months old from the date of enrolment confirming support under this act.</td>
</tr>
<tr>
<td>6 State Pension Credit (Guarantee element only)</td>
<td>Yes</td>
<td>An award letter which is less than 6 months old from the date of enrolment.</td>
</tr>
<tr>
<td>7 Free School Meal Eligibility (this can be used as evidence of household income instead of those listed in points 1-5 above)</td>
<td>Yes</td>
<td>Local authority letter confirming eligibility for 2017/2018 academic year.</td>
</tr>
<tr>
<td>8 Working/Child Tax Credit where the annual income is below £25,000</td>
<td>Yes</td>
<td>Page 1-4 of your 2017/2018 Tax Credit Award Notice (TC602A)</td>
</tr>
<tr>
<td>9 Earned Income with no additional benefits</td>
<td>Yes</td>
<td>P60 (tax year ending April 2017), or last 3 consecutive monthly pay slips or last 8 consecutive weekly pay slips</td>
</tr>
<tr>
<td>10 Self-employed earnings with no additional benefits</td>
<td>Yes</td>
<td>Most recent audited accounts for 2016/2017 tax year or official tax return</td>
</tr>
</tbody>
</table>

NB. If you do not have the specified evidence, please contact Admissions/Learner Services to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.
### Section 3 – What are you claiming for?

<table>
<thead>
<tr>
<th>Item</th>
<th>£</th>
<th>Item</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment/Materials</td>
<td></td>
<td>Exam Re-Sit fee</td>
<td></td>
</tr>
<tr>
<td>Uniform</td>
<td></td>
<td>Travel Fares per week</td>
<td></td>
</tr>
<tr>
<td>Field Trip / Visits</td>
<td></td>
<td>Discretionary weekly bursary payment</td>
<td></td>
</tr>
<tr>
<td>DBS check fee</td>
<td></td>
<td>Young Person’s weekly bursary payment</td>
<td></td>
</tr>
<tr>
<td>Observation / Assessment fee</td>
<td></td>
<td>Other – please specify</td>
<td></td>
</tr>
<tr>
<td>Text Books (receipts required as proof of purchase)</td>
<td>£</td>
<td>TOTAL CLAIM</td>
<td>£</td>
</tr>
</tbody>
</table>

Any award made to you will only be paid directly into your Bank or Building Society account via the BACS system. Please complete the details below clearly.

Name of Bank or Building Society..........................................................................................................................................................................................

Account name..................................................................................................Sort code...............................Account number.............................................

### Section 4 – Learner declaration

I certify that the information given above is correct and understand that the College has the right to reclaim any funds and equipment costs if I am found to have provided incorrect information or do not complete my course. I understand that if I make a fraudulent claim for financial assistance my payments will be suspended pending investigation. I understand that ongoing weekly payments are dependent upon a good rate of attendance and I have to attend all timetabled lessons punctually in order to receive my ongoing payments.

Learner signature................................................................................................Date..........................................................

### PLEASE DO NOT WRITE ANYTHING BELOW THIS LINE

**LEARNER SERVICES SECTION**

<table>
<thead>
<tr>
<th>Task</th>
<th>YES / NO</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>All documents seen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requested further information/documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L34 input</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtor balance updated for course fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letter sent to learner</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructions to Finance for payment**

I confirm that this learner meets the criteria for allocation of funds from the 16-19 Bursary Fund

Signed.............................................................................................................Date..........................................................

<table>
<thead>
<tr>
<th>Description</th>
<th>£</th>
<th>BACS payable to:</th>
<th>SS12 8510</th>
</tr>
</thead>
<tbody>
<tr>
<td>BACS payable to learner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BACS payable to:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journal transfer</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>