



## 16- 19 Bursary Fund Policy 2016/17

<b>Date established:</b>	July 2016 (
<b>Updated:</b>	Review In line with EFA Policy
<b>Reviewed:</b>	Annually or as update By EFA
<b>Purpose:</b>	This policy aims to set out the position of MIT Skills regarding Advice and Guidance for Learners.

### Aims

MITSkills aims to provide all Study Programme age 16-19 learners and potential learners with information on the Bursary fund this policy will be available on our website and at outlined at signup. We will treat all applications equally and in line with our Equality and Diversity statement and policy, and where appropriate in line with appropriate legislation.

To enable this we describe the fund and our current common application guidelines we will always consider individual circumstances where there independent authorities evidence a requirement for support where an individual is not in receipt of other support from any other external body

***“The 16-19 Bursary Fund provides financial help for young people aged 16 to 19 who face barriers to staying in education. It is available to all 16-19 year olds studying in school/academy sixth forms, colleges and training providers in England. There are two types of bursary available:***

- Bursaries of £1,200 a year for the most vulnerable young people; and***
- Discretionary bursaries based on individual need, such as help with the costs of travel, equipment or meals.***

***Your school, college or training provider can tell you more. You can ask them to assess your needs to see if you are eligible”***

### What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund aims to help 16 to 19 year-olds overcome any financial barriers they may face in order to attend a sixth form or further education college.

The Bursary Fund, which has been allocated to MIT Skills by the government, is made up of two parts:

- 1. The Guaranteed Bursary:** This is an award of up to £1,200 per year (usually split into termly

payments) for students who:

- receive Income Support in their own name
- receive Universal Credit payments in their own name
- are disabled and receive Employment Support Allowance *and* Disability Living Allowance in their own name
- are disabled and receive Employment Support Allowance *and* a Personal Independence Payment in their own name
- are in local authority care or who have recently left local authority care

If you are studying a course which lasts less than 30 weeks, or are studying for less than 12 hours per week then your bursary will be pro-rated and you will receive less than £1200.

If your costs are above £400 per term (for example, train travel from some locations is over £500 per term), please contact Student Services, and we will issue a top-up payment from the Discretionary Bursary where possible. Students receiving a Guaranteed Bursary can also apply for support with additional costs that may present during the academic year

**2. The Discretionary Bursary:** The College also has money to help students who are not in the groups above but who face genuine financial barriers to attending college. A discretionary bursary is awarded to you based on your specific requirements and cannot be awarded for costs unrelated to your programme of study, for general expenses or used as an attendance incentive. Bursaries are usually awarded for transport and/or course costs.

MITSkills follows advice from the Education Funding Agency when administering bursary funding.

## Are you eligible for a Guaranteed bursary ?

To be eligible for a guaranteed bursary you must be in one of the following groups and be able to provide us with the evidence listed below:

### Target Group

Young People 'in care', or 'care leavers' i.e., young people who are, or have been, cared for by the Local Authority. Most Looked After Children have, or will have had, a Social Worker.

### Evidence Required

A letter from your Social Worker, Key Worker or Local Authority

In receipt of Income Support in your own name  
**or**  
In receipt of Universal Credit in your own name

A letter dated within 3 months from Job Centre Plus.  
This letter needs to confirm your name, address and that you receive Income Support/Universal Credit.  
If you have a letter older than 3 months please also provide a bank statement which shows a payment going in to your account within the last



3 months.

We cannot accept a letter older than 3 months without the support of a bank statement

Disabled and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payment in your own name

or

Disabled and in receipt of both Universal Credit (limited capability for work element or limited capability for work related activity element) and Disability Living Allowance or Personal Independence Payment in your own name

A letter(s) dated within 3 months which confirms your name, address and that you are in receipt of both benefits.

If you have a letter older than 3 months please also provide a bank statement which shows a payment of each benefit going in to your account within the last 3 months.

We cannot accept a letter older than 3 months without the support of a bank statement

## How are young people in care and care leavers defined?

For the purposes of the 16 to 19 Bursary Fund, the definitions are:

'in care' means children and young people looked after by a local authority on a voluntary basis (Section 20 of the Children Act 1989) or under a care order (Section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'

'care leaver' means either:

○ Young people aged 16 and 17 who were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the

age of 14 and ended after the age of 16.

○ A young person who is aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 1

**If you are not eligible for a guaranteed bursary you may still be eligible for a discretionary bursary. Please read on to find out more. Where evidence is quoted are an ideal these are examples, but evidence can vary depending on your circumstances. Where we agree to vary evidence we may ask for additional evidence and appropriate verification of that evidence**

## Are you eligible for a discretionary bursary?



- 1 You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:
- Income Support
  - Income Based Job Seekers Allowance
  - Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual income of no more than £16,190
  - Income Related Employment and Support Allowance
  - Guaranteed Element of State Pension Credit
  - Universal Credit
  - Support under part VI of the Immigration and Asylum Act 1999
  - Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)

*\* If you live between two homes we only need information from the person you live with for the majority of the time.*

- 2 You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:
- Working Tax Credit with a gross household income of under £27,000pa
  - Housing Benefit or Local Housing Allowance
  - Council Tax Reduction Scheme
  - Carer's Allowance

*\* If you live between two homes we only need information from the person you live with for the majority of the time.*

A letter confirming your entitlement to benefits from one of the following:

- Job Centre Plus
- Department for Work and Pensions
- HMRC Tax Credit Award Letter for 2016/17 which shows you income from 2015/16 You must provide the **full** award letter.

Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months.

Any letter provided must confirm the name and address of the person receiving the benefit(s).

A letter confirming your entitlement to benefits from one of the following:

- Job Centre Plus
- Department for Work and Pensions
- Your Local Authority
- HRMC Tax Credit Award Letter for 2016/17 which shows you income from 2015/16. You must provide the full award letter.

Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s).



- 3** You, or you parent(s)/carer(s) are not in receipt of one of the benefits listed in Target Groups 1 – 2 above but are employed or self-employed with a gross household income of less than £27,000pa  
\* If you live between two homes we only need information from the person you live with for the majority of the time.
- We need one of the following for each parent/carer \*:
- The most recent 2 months' pay slips
  - P60 for the 2015/16 tax year
  - Evidence of self-employed income, e.g., tax return or accountants letter
- 4** Your parent(s)/carer(s) has been affected by redundancy in the last 12 months
- Letter of redundancy from relevant employer on headed paper or with a company stamp including contact details of the employer.
- 5** You are a young parent
- Birth Certificate of child, Child Benefit award notice, or Tax Credit award with Child Tax Credit element.  
If you cannot find your Child Benefit or Child Tax Credit evidence, please note that HMRC are not currently issuing replacement entitlement letters. However, we will accept evidence showing Child Benefit payments on a bank, building society or credit union statement.
- 6** You are a Young Carer (this means that you live with, and help care for, someone with a disability or a long-term illness, including mental illness)
- Letter from relevant Local Authority, local carers' organisation or GP  
OR  
Evidence that someone you live with receives Disability Living Allowance, Employment and Support Allowance, Personal Independence Payment or Universal Credit (limited capability for work element, or limited capability for work related activity element).



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- 7 You are currently of No Fixed Abode. For example, students who are Travellers, living in emergency accommodation, homeless or insecurely housed. Please talk to the your Assessor or contact Richard Phillips Study Programme Administrator at MIT Skills about your circumstances.

### **If you are eligible, when and how should you apply?**

If you are eligible for either of the bursaries described in the previous pages, please ask at your signup and along with evidence form and the appropriate evidence and bank details form. You may of course write an application letter with the appropriate forms and send them in if you prefer not to discuss an application with your assessor in this case you may wish to ensure the letter is tracked – see postal applicants.

Complete the forms carefully, making sure you complete all of the sections. You also need to make sure you provide us with **photocopies** of the evidence we have asked for. Please we note prefer you not to send originals, **note if you send originals** as we cannot guarantee that we will be able to return these to you.

You should hand in or send your completed application form and evidence to your assessor handling your signups and retain a copy for yourself:

### **Postal Applications**

If you are sending your application letter evidence check list and completed bank details form and evidence by post you may want to get a free Proof of Posting Certificate or send by recorded delivery. MITSkills cannot accept responsibility for postal applications not received. Send them to the letter to the address below.

**Richard Philips**  
**Study Programme Administrator**  
**12/13 Camphill Industrial Estate**  
**West Byfleet**  
**Surrey**  
**KT14 EW**

**The normal deadline for applications is Friday 5<sup>th</sup> of December 2016** but if you find yourself in financial hardship after this date it is important that you still contact your Assessor. We will then look to see if we have any further funds available to help you.

**If there are still funds available after the 5<sup>th</sup> December we will continue to accept applications**



at our own discretion.

## What happens after you submit an application form?

We will assess your application and write to you or email you with a decision. If you are successful then the letter/email we send you will tell you what the award is for, and where a Guaranteed Bursary payment is appropriate the total value and when you can expect payment will be sent to you, however for most Discretionary bursaries we would expect most related payment to be paid on proof of payment. For Guaranteed bursary payments we will send details of when these payments will be made to you and the month in which you can expect to receive payments. You will also be sent details about our attendance requirements as **all payments are dependent on your attendance record and you displaying satisfactory behaviour during your time at MITSkills.**

If you are unsuccessful we will write to you explaining why.

We use your address on your application to confirm to you by letter or email address you provide on the front of the application form to contact you, so it is important you check this regularly.

**Course Charges** – we will cover these in full based on the course(s) you enrol on.

**Travel** – to receive support with travel costs you must not be in receipt of local authority support and you must live over 2 miles away from the delivery site. We use the “as the crow flies” distance on the website below to calculate the distance from delivery to your home address. You may want to check this yourself so you know in advance whether you can apply for travel  
<http://www.freemaptools.com/distance-between-uk-postcodes.htm>

We will **not** fund travel for students who live within a 2 mile radius of the delivery site unless there are exceptional or medical circumstances which will be considered on a case by case basis.

If you are awarded help with travel we will calculate your award based on the cheapest and most reasonable form of public transport available to you and will also expect you to take advantage of any discounts or subsidies available to you. The award you are given may not cover 100% of your costs.

**Course related trips** – When you apply for your bursary you may not know which trips you want to go on. Unfortunately, it is not possible to guarantee funding for all trips as the budget is limited and many of our trips are not compulsory. If you are interested in going on a trip then you should speak to Assessor as soon as you are aware of the dates, location and price. We can then see if we have funds available to contribute towards the cost. **For some trips, we may only pay for the trip deposit and you should expect to meet any costs above this amount yourself.**

**Sports Kit** – only for those taking sports courses. This is paid on proof of purchase along with approval from your assessor

**Calculator** – only for students studying Maths. We will pay up to a maximum of £20. You will need to provide the receipt for your calculator in order to receive a refund from us.

**Travel to job/apprenticeship interview** – as above. Maximum of two interviews and payment by refund on production of tickets and/or interview letter. This will be dependent on the budget we have



available at the time.

**Enrichment activities** – if there are costs involved in you participating in MITSkills enrichment activities then we may be able to help you with this. This will be dependent on the budget we have available at the time. We will only support activities which have been organised by MITSkills.

**High value equipment** – due to a limited budget we cannot support students with the cost of high value equipment such as laptops and cameras except where this is appropriate for support purposes.

## We will not pay for

**Books** – if your course requires a core textbook or reading material this will be provided for you; we will therefore not support students with the cost of textbooks.

**Attendance bonuses / incentives** – all Guaranteed Bursary payments to you are based on you achieving a minimum of 90% overall attendance prior to each payment and displaying satisfactory behaviour during your time at MITSkills. There have been some funds in the past which rewarded students with additional monies if they held good attendance levels throughout the academic year but we do not operate bursary fund in this way.

**General living costs** – e.g., mobile phone bill, accommodation, utility bills, gym membership, social/sporting activities unrelated to your College course(s).

**Petrol** – if you are eligible for support with travel to and from College, your award will be based on the cheapest and most reasonable form of public transport available to you. We will only contribute towards petrol costs for job interview transport costs as described above.

**Car parking – where** there is no student parking on-site. If you chose to travel by car we will not contribute towards the cost of metered parking.

**Small items of stationery** – e.g. pens, paper, folders.

**Assessment and Examination Fees** – normally, students whose attendance falls below 90% by the time examination or assessment entries are made will be required to pay a contribution towards the cost of assessment. The bursary fund will not cover this cost for you.

**Printing** - We will not pay for additional printing We encourage students to carefully consider what needs to be printed, to cut down on waste.

## Travel

Travel is paid on the cheapest bus route to college, from your local residence to the college, this is taken to be where you stay between days of the course. Travel, outside of 1 hour or 40 miles whichever is the greater will only be paid under exceptional circumstances.



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