

Bursary Fund Scheme 2020/21 *(for 16-19 year old students)*

The Bursary Fund is available to provide support to students aged 16-19, who are experiencing financial difficulty with meeting the costs associated with their learning. All applications are considered individually and funds will be granted where a genuine need for assistance has been proven.

Assistance will only be granted during term time and the college will take account of student attendance and performance. Failure to meet expectations of conduct (being placed on a level three or four of the Behaviour for Learning Policy) may result in the support being withdrawn.

Any data you provide will be processed and stored in line with current Data Protection Regulations; please see our website for further information.

What the fund covers

The following assistance may be available if you fall within the priority groups:

- Travel
- Meals
- Examination Fees (First Re-sits)
- Trips and essential curriculum resources

Eligible students and prioritisation

The bursary funding provided to the College is limited, which means that we have to prioritise the funds to students on very low household incomes. Subject to availability of funds, we will prioritise as follows:

Priority 1: Vulnerable Student Support

Students who are defined as:

- 16-19 year olds in care/care leavers
- 16-19 in receipt of Income Support or Universal Credit in their own name
- 16-19 disabled in receipt of Employment Support Allowance & in receipt of either Disability Living Allowance or Personal Independence Payments in their own name

Evidence Required

Documentation to prove that you fall within one of the eligible categories listed under Priority 1 above is;

- Letter from the Local Authority (usually from a social worker or transitional manager) to confirm your current or previous looked after status
- Recent Entitlement or Award letter showing you are in receipt of:
 - a. Income Support/Universal Credit in your own name
 - b. Employment Support Allowance & either Disability Living Allowance or Personal Independence Payments in your own name

Financial Support Available

A bursary equivalent to £1,200 a year. Paid in monthly instalments (term-time) into the student's bank account. This student will use this to fund transport, meals while at Huddersfield New College and any curriculum resources they require.

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Priority 2: Students who received free school meals during their year 11 at school (year 11 leavers only) or whose total annual household income (including tax credits and benefits) is below the free school meals threshold of £16,190

Evidence Required

Documentation, which clearly states that you were eligible for free school meals during your year 11/ GCSE year (year 11 leavers only) or that your household income is below £16,190.

Your application will be means tested and there are four main types of income evidence for the tax year 2019/20 and you will need to provide evidence of;

- **Tax Credit Award Notice (TC602)**: this is a document detailing entitlement to Working Tax Credits or Child Tax Credits. The income figure required is shown as '*Total Income for the year from 6th April 2019 to 5th April 2020*'
- **P60** for the tax year 2019/20: this is a statement of earnings from an employer and the income will be shown as either; *total pay for year, total income received or gross Income*
- **Entitlement or Award letter** showing evidence of benefits received
- **Self-assessment tax calculation form (SA302)**: this form is sent by the Inland Revenue to self-employed people and is the equivalent of the P60. The income will be shown under '*Total Income*'

Priority 3: all students who are not already classified as Priority 1 or 2 who have a financial difficulty and a short-term, specific educational or independent living cost, which they cannot meet, for example; cost of transport. This applies to students whose household income is between £16,190 and £25,000.

Evidence Required

Appropriate evidence (see above) to show the student is experiencing financial problems while being a student at Huddersfield New College.

How to apply

- Application forms are available online at the HNC website
- Completed forms should be returned;
 - by email to studentfinance@huddnewcoll.ac.uk
 - Email subject line must contain the Students name and student reference number
- As students will be submitting their bank details via email, the relevant order checks need to be completed by our Finance Department. Students will be contacted via telephone to confirm the bank details they have submitted on the application form.
- If you would like to encrypt your data, please do so via a password and submit this password in a separate email
- All applications should include the required evidence of income - photocopies are acceptable
- Please do not post in your application
- Applicants will be advised in via email whether their application has been successful and whether there are any conditions attached to the financial assistance awarded

Important Information

- No application forms will be accepted without the correct evidence supplied and the application form fully completed
- No applications will be assessed until the students is fully enrolled at Huddersfield New College
- Students must apply for the Bursary each year

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Appeals

Applicants refused support or whose support has been withdrawn, have the right of appeal. This appeal should be made to the Senior Assistant Principal Finance within 10 days of the college's decision. The reason for appeal must be given and any supporting documentation or information must be provided.

Application deadlines

Priority 1, 2 and 3 applications by Friday 2nd October 2020. The sooner you apply, the sooner financial support can be assessed and paid if eligible. Applications received after this date will not be accepted unless there is exceptional circumstances.

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INTERNAL USE ONLY

Version	Date	Policy Owner	Comments	Approval Route and Date	Date of Next Review	Equality Impact Assessment Completed (Y/N)
1	October 2008	ASW		SMT/Audit Committee Regular review	November 2010	N
2	December 2010	ASW	Reviewed to ensure up-to-date contact details.	SMT/Audit Committee	December 2012	N
3	June 2020	MBD	Reviewed to ensure up-to-date terminology & contact details.	SLT/Audit Committee	June 2020	Y

Equality Impact Assessment

Question	Response
1. Name of policy being assessed	Bursary Fund Scheme/Policy
2. Summary of aims and objectives of the policy	To give transparent guidelines for providing support to students aged 16-19, who are experiencing financial difficulty with meeting the costs associated with their learning
3. What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	Two members of SLT consulted
4. Who is affected by the policy?	HNC students
5. What are the arrangements for monitoring and reviewing the actual impact of the policy?	The policy will be reviewed annually.

Protected Characteristic Group	Is there a potential for positive/negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment made)
Disability	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A
Gender reassignment	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A
Marriage or civil partnership	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A
Pregnancy and maternity	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A
Race	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A
Religion or belief	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A
Sexual orientation	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A
Sex (gender)	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A

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Age	Neutral impact	The policy is compliant with all financial regulations and guidance	N/A
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Evaluation:

Question	Explanation / justification	
Is it possible the proposed policy could discriminate or unfairly disadvantage people?	The policy ensures a transparent setting of expectations; no discrimination or disadvantage could be displayed	
Final Decision:	Tick the relevant box	Include any explanation / justification required
1. No barriers identified, therefore activity will proceed .	✓	The basis of the policy has been used for many years and financial policies, processes and controls have been quality assured as excellent
2. You can decide to stop the policy or practice at some point because the data shows bias towards one or more groups		
3. You can adapt or change the policy in a way which you think will eliminate the bias		
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in extreme cases or where positive action is taken). Therefore you are going to proceed with caution with this policy or practice knowing that it may favour some people less than others, providing justification for this decision		

Reviewed by (Author):	Meg Butterfield
Date:	27/05/20
Review date (if applicable):	June 2020
Approval by (SLT Lead):	Julie Thomas
Date:	27/05/20