

# Cirencester College Learner Bursary (CCLB)

## Bursary Policy 2019/20

Cirencester College Learner Bursary funds are for young people who are in need of financial support to help them remain in further education.

The funds are distributed in accordance to the Education and Skills Funding Agency (ESFA).

The College administers the following schemes:

- 16-19 Bursary fund
- Free College meals
- 19+ Loan Bursary fund (for students who have taken out an Advanced Learner Loan)

Funding is allocated to students who demonstrate a financial barrier which impacts on their learning. All funds are based on a financial eligibility criteria which is detailed on the application form.

### 16 – 19 Bursary Fund

There are 2 types of 16-19 bursaries:

#### Vulnerable Bursary

This bursary is for students who are considered to be the most in need and to help relieve some of the financial pressures they may have with attending College. Students would receive up to £1,200 over the College academic year by fortnightly payments into their bank account.

To be eligible for this bursary students must be aged 16-18 on 31<sup>st</sup> August and must either be:

- In care or a care leaver
- Receiving Income Support or Universal Credit in their own name
- Receiving either Disability Living Allowance or Personal Independence Payments **AND** Employment & Support Allowance

#### 16 – 19 Discretionary Bursary

This funding is designed to help with the additional costs involved with attending College eg: transport to College, trips, course materials & equipment. There are different levels of funding within this bursary, the details of what is included in each income bracket are listed on the application form. Exam remarks and re-sits are NOT covered.

All discounts / allowances are normally dealt with 'in house'.

To be eligible to apply for this funding students must:

- Be aged 16-18 on 31 August 2019
- Be aged 19 on 31<sup>st</sup> August 2019 and continuing on a course that they began when aged 16-18 (19+ continuers)
- Be aged 19-24 on 31<sup>st</sup> August 2019 with a current Education, Health and Care Plan (EHCP)
- Studying a 'funded' course at Cirencester College (apprenticeships are NOT eligible)
- UK resident or meet sufficient residency criteria
- Living in a household where the total income is below £35,000 per year (this includes earned income, benefit payments and Working & Child Tax credits)

With the household income, we do NOT take into account Child Benefit / Childcare Element of Working Tax Credits / Housing or Council Tax Benefit.

Funding is subject to satisfactory attendance of a minimum of 95%, unless there are exceptional circumstances. If attendance is below 95% funding may be suspended until the attendance improves. If attendance does not improve funding may be stopped completely.

## Free College Meals

These Government funded meals are for students who are aged 16-18 on 31<sup>st</sup> August 2019 or 19-24 with a current EHCP and whose parents are in receipt of one of the following benefits:

- Income support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (**provided you are not entitled to Working Tax Credit**) with gross income of no more than £16,190 or less as assessed by Her Majesty's Revenue and Customs
- Universal Credit with net earnings not exceeding the equivalent of £7400 per annum

Eligible students will have an allocation loaded onto their student ID card each day that they attend College to use in the Refectory or the Spotlight.

Free meals are available to the student from the point that their application is approved and cannot be backdated.

## 19+ Loan Bursary Fund

This funding is only available to students that have taken out an Advanced Learner loan to fund their course. It is designed to help with the additional costs involved with attending College eg: transport to College, course materials & equipment.

To be eligible to apply for this funding students must be:

- Aged 19 or over at the start of the course
- Applied and been approved for an Advanced Learner Loan
- UK resident or meet sufficient residency criteria
- Living in a household where the total income is under £20,817 per year

Funding is subject to satisfactory attendance of a minimum of 95%, unless there are exceptional circumstances. If attendance is below 95% funding may be suspended until the attendance improves. If attendance does not improve funding may be stopped completely.

## Application Process

The application form can be printed directly from our website (under the 'Support & Financial Support' tabs) or they are available from the Student Journey.

Applications will be checked against the eligibility and financial criteria's and students will receive a response by email within 10 working days.

All application forms and evidence will be kept securely by the College.

## Emergency Support

The college will have a provision of funding for emergencies that cannot be foreseen. The Student Journey Manager will have the discretion to approve such funding if it is felt there is a genuine need so as to ensure the student can start or continue their course.

## **Changes of Circumstances**

Students and Parents/Guardians are required to disclose any change of circumstances that may affect their funding eligibility. If a student leaves before the end of their course, they may be required to repay their award or return any equipment purchased from bursary funding.

## **Appeals**

Students have the right to appeal in writing within 10 working days of receiving their award notification to:  
Vice Principal, Student Experience and External Relations  
Cirencester Sixth Form College  
Stroud Road  
Cirencester  
Glos GL7 1XA

The decision of the Vice Principal will be sent in writing and their decision will be final.

If a student's situation does change during the academic year, there is no need to submit an appeal. They should bring any new evidence to the Student Journey Team for consideration.

## **Fraud**

Where there is evidence of fraud, the evidence will be reviewed by the Student Journey Financial Support Team. If it is confirmed that fraud has taken place, any of the following will apply:

- All future funding will cease
- A specific area of future funding will cease
- The student will be asked to repay ALL funding received and the loss of all future funding
- Disciplinary action

**Review frequency:** yearly.

**Lead Officer:** Student Journey Manager.

**Executive Lead:** Vice Principal, Student Experience and External Relations.