

## **Frequently Asked Questions - 16-18 Bursary**

### **What is the 16-18 bursary?**

The purpose of the 16-19 Bursary, allocated to the College by the Education Funding Agency (EFA), is to provide assistance to learners who are at risk of not taking up a place on a course or not continuing their learning due to financial burdens.

### **When is the deadline to apply?**

Friday 11<sup>th</sup> September 2015

### **How do I qualify for the bursary?**

Students on a low household income of up to £16,190 will receive a discretionary bursary. We will take into account if parents/carers receive one of the following Department of Work and Pensions (DWP) benefits for Inland Revenue Tax Credits:

1. Income Support
2. Employment and Support Allowance (ESA)
3. Universal Credit.
4. Income based Job Seekers Allowance
5. DWP Pension Credit
6. Working Tax Credit (showing annual salary below £16,190)
7. The amount received will depend on the number of applicants who qualify and the funds available.

Evidence of household income must be produced. This should be a copy of a letter or bank statement showing receipt of benefit or income, payslips or an original letter on parents' employers' headed paper. Evidence must be dated within 3 months of the date of application.

### **I live alone, am I eligible to apply?**

Students that are in one of the following groups will receive a £1,200 bursary payment:

1. In receipt of Income Support and living independently
2. In Care
3. Care Leaver (up to age 18)
4. Disabled students up to the age of 25 in receipt of both Employment Support Allowance (ESA) and Disability Living Allowance (DLA)

### **Do I need a bank account?**

All students require a bank account. . In exceptional circumstances a cheque may be issued.

### **When will I be paid the bursary?**

The Discretionary Bursary is £150 per year and The Vulnerable Learners Bursary is £1,200 per year. Payments will be divided into three instalments and will be paid in November, February and June and will be subject to good attendance.

### **What happens if my attendance isn't good?**

- Attendance of 90% is required for a payment to be processed automatically.
- If attendance is between 85-89% the tutor will be contacted to check if there was a valid reason for absence and asked to authorise the payment.
- If attendance falls below 85%, only under extreme circumstances will a payment be made and the student will have to appeal, through their tutor, to the Director of Student Services and the LSF Bursary and Childcare Coordinator.

### **Can I also get free college meals?**

Students will be entitled to a free meal at College if they had a free school meal at their previous school and can provide evidence of this, or having parents who are in receipt of, one or more of the following benefits: Students apply on the 16-18 Bursary application form. The deadline is 11<sup>th</sup> September 2015.

- Income Support
- income-based Jobseekers Allowance
- 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 they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- during the initial roll out of the benefit, Universal Credit

For those students who do not meet the above categories, arrangements can be made for their meals to be paid from the bursary fund. Parents must be in receipt of Working Tax Credit with an annual income of less than £16,190.

Students apply on the 16-18 Bursary application form. The deadline is 11<sup>th</sup> September 2015.

### **How can I get more information?**

Pop over to the Bursary reception at the Poplar Centre to speak to the 16-18 Administrator during the following sessions:

Tuesday 3:00pm – 4:30pm, Wednesday and Thursday 10am – 12:45pm.

Naema Choudhury (Student Adviser) is also available to see students on Mondays and Fridays at Arbour Square between 10am and 4pm.