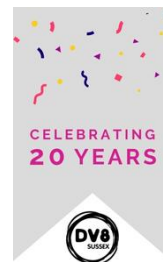


# 16-19 Bursary and Financial Support Policy and Guidance 2023/24



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## Purpose

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award using policies they set, in line with these funding rules

All bursary allocations are made based on the individual students' circumstances; we do not provide flat rates of bursary for students.

Depending on your, or your parents/ carers, circumstances, you may be able to access this financial assistance whilst you attend your course with Dv8.

For each type of support, you will be required to submit an application form and provide evidence of the criteria you have selected before we can assess your claim.

## Eligibility and Evidence

### Vulnerable Young Persons Bursary

Eligibility	Evidence required
In care	Letter from the Local Authority stating in care or a care leaver status.
Care leaver	
In receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent	Letter from Department for Work and Pensions, dated within the past 3 months showing

on them and living with them such as a child or partner	entitlement to all of the relevant benefits.
In receipt of Disability Living Allowance or Personal Independence Payments in their own right <b>as well as</b> Employment and Support Allowance or Universal Credit in their own right	

## Discretionary Bursary

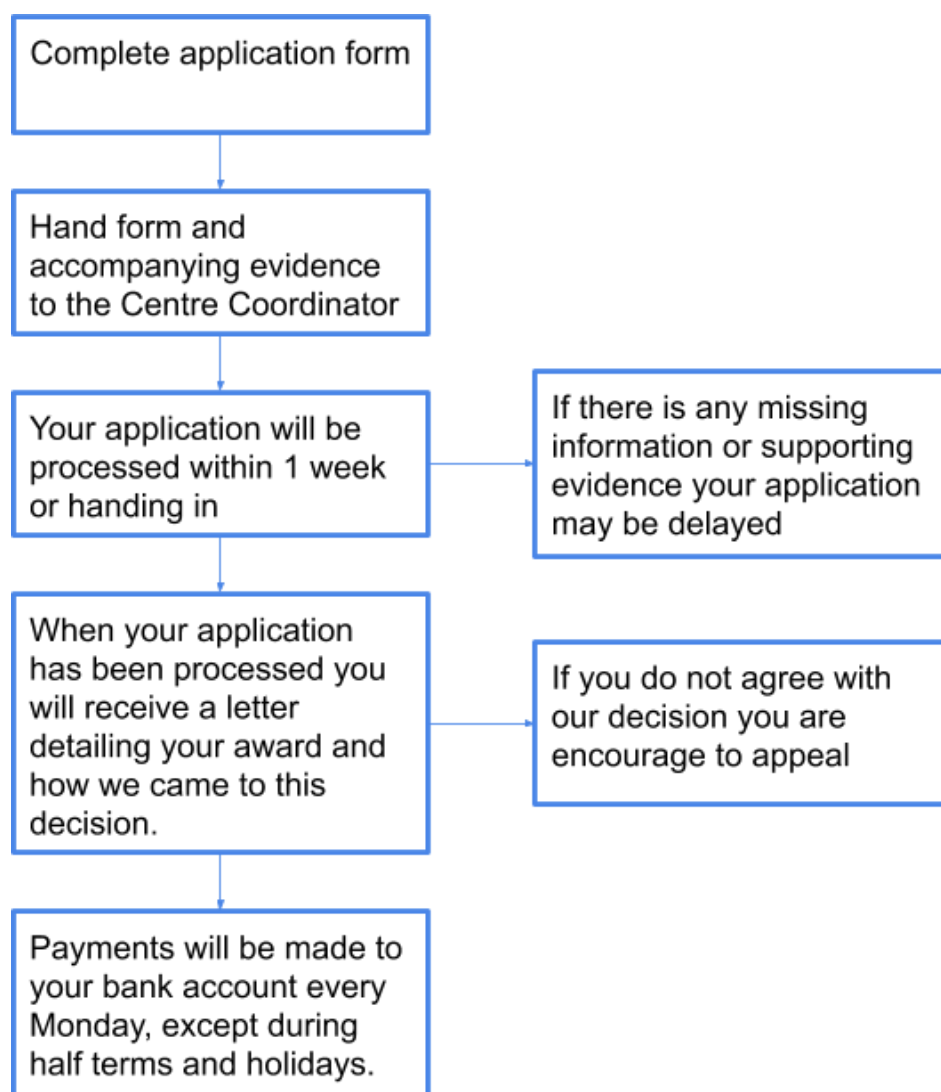
The discretionary bursary is

Category Group	Eligibility	Evidence required
Group A	Income Support	Letter from DWP, dated within the past 3 months showing your entitlement to the above ticked benefits
	Income Based Job Seekers Allowance	
	Child Tax Credits (whilst not receiving Working Tax Credits) & a gross annual income of £16,190 or less	
	Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum)	
	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 Working Tax Credit)	
	Guaranteed Element of State Pension Credit	
	Income-related Employment and Support Allowance	
Group B	Working Tax Credit with a gross household income of under £34,080 per annum	Letter from DWP, dated within the past 3 months showing your entitlement to the above ticked benefits
	Housing Benefit or Local Housing Allowance	
	Council Tax Reduction Scheme	
	Carer's Allowance	
Group C	You, or your parent(s)/ carer(s) not in receipt of one or more of the following benefits listed in criteria groups A or B but are employed or self-employed with a gross household income of less than £34,080 per annum	Recent P60/ P45, 3 months recent pay slips or evidence of self-employed income, e.g., tax return or accountants' letter
Group D	You are a young parent <i>Please note: You may also be entitled to the Care 2 Learn bursary, more information on this is below</i>	Birth Certificate of child, Child Benefit award notice, or Tax Credit award with Child Tax Credit element

Group E	You are a young adult carer	Letter from relevant Local Authority, local carers' organisation or GP
Group F	You are currently of no fixed abode	Please provide further details in the application form

If you are in groups D to F we can also refer you to our student services team for other forms of support.

## Process of applying



### Please note:

- Returning learners will need to submit new claims.
- All bursary payments are dependent on attendance and will have any missed sessions deducted.
- Bursaries will be backdated to the students first day in learning.

## Free School Meals

If you or your parent/ guardian fall into the Group A category you may be entitled to a free meal each day you attend college. This is set at the value of £2.41 by the Government. To accommodate the costs in Brighton and Bexhill we top this amount up using the discretionary fund.

If you do not fall into the Group A category but would like support with lunch this can be offered through the discretionary bursary.

Learners entitled to Free School Meals and the discretionary equivalent in Bexhill will receive a voucher which they can exchange for a sandwich, a snack and a drink each day they are in from a local cafe. No cash equivalent will be given. The Centre Managers will provide more details about this when you begin your course and provide you with a dietary requirements form. Learners entitled to Free School Meals and the discretionary equivalent in Brighton will receive a cash equivalent paid into the learners bank account each week.

## Payments

All payments will be made on Monday and are done a week in lieu, based on the previous weeks attendance. No payments will be made during half terms and holidays. Payments will be made directly to the learner, we do not make payments to third parties (such as parents/ carers). We recommend that learners ensure they have bank accounts set up prior to applying for the bursary.

If an expected payment has not been made the Centre Manager should be informed and they will investigate this and the payment will be made the following Monday. Evidence of the non payment must be provided (copy of a bank statement) before another payment is made.

## Appeals

If you would like to appeal our decision please contact the Centre Manager by email (contact details are available on the application form) within 1 week of receiving the bursary decision letter. We aim to review appeals within a week and the appeal outcome is final.