

16-19 Bursary and Financial Support Policy and Guidance 2024/25



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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 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 as well as Employment and Support Allowance or Universal Credit in their own right | |

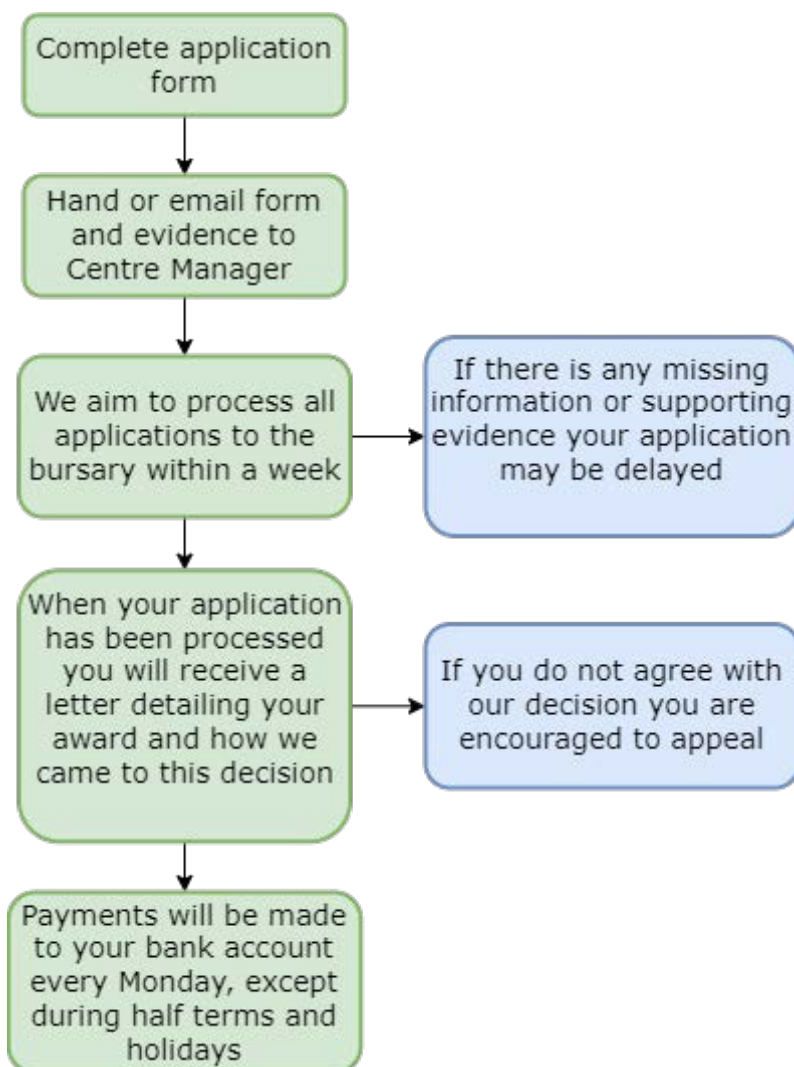
Discretionary Bursary

| 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 OR Proof of benefit letter from the Government website, click here for more information OR Universal Credit Statement (UC only) |
| | 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 is on the bursary application form</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:

- If there is no change to household circumstances, returning learners can reapply to the bursary fund the following year by signing a self-declaration statement. This can be requested from the Centre Manager.
- 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.

Returning Students

Changes to the government guidance mean that returning students can reapply to the bursary fund without completing a new application form for the next academic year by signing a self declaration statement if there is no change to their personal or household circumstances. If there is a change to their circumstances they will need to reapply by completing an application form and providing new evidence.

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 £2.53 by the Government. To accommodate the costs in Brighton and Bexhill we top this amount up to £3.50 per day 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.

Travel

Travel payments will be paid as per the following days attendance

- 1 day attended = 1 day travel payment
- 2 days attended = 1 day travel payment
- 3 days attended = 2 days travel payment
- 4 days attended = 3 days travel payment

Attendance and Behaviour

Bursary payments are made to support students to attend college and engage with their studies without having to worry about the associated costs of meals, transport and equipment. Any bursary award made comes with an expectation that the recipient will attend their timetabled classes, be punctual, be respectful, be safe and participate fully in their studies.

Payments

All payments will be made on Monday (**payment time may vary**) 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

Questions

If you have any questions please contact the relevant Centre Manager: c.horne@londonlc.org.uk for Brighton, n.keene@londonlc.org.uk for Bexhill and Online courses