

# **FINANCIAL SUPPORT 2020/21** **16-18 BURSARY FUND** **OFF SITE LEARNERS**

Loughborough College offer two 16-18 Bursary Funds; **Enhanced Bursary and Discretionary 16-18 Bursary Fund**. You will not need to indicate which one you are applying for as this will be evident from your application form

## **DISCRETIONARY 16-18 BURSARY FUND – WHAT IS IT?**

Designed to help students whose family income is less than £25,000 to meet some of the costs incurred because of studying. For assistance with travel (living over 3-miles away from the academic institution), applications will be considered with a household income of £30,000 or under.

## **ENHANCED BURSARY – WHAT IS IT?**

Designed to help vulnerable students (as per the Education Skills Funding Agency (ESFA) priority group) meet some of the costs incurred because of studying.

The Government has identified that the students most in need will fit into the groups identified below and these students may be eligible, if in proven financial need, for a bursary of up to £1,200 per year, Students;

- In Care;
- Care Leavers;
- Students receiving Income Support or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them is living with them such as a child or partner;
- Students receiving Disability Living Allowance or Personal Independence Payments in their own right AND Employment and Support Allowance (ESA) or Universal Credit in their own right.

Students who meet the Enhanced Bursary criteria, and who have a financial need, can apply for a bursary for vulnerable groups. The defined groups reflect that these students may need a greater level of support to enable them to continue to participate in school. However, students in this vulnerable group are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

## **1. AM I ELIGIBLE?**

To be eligible for financial assistance from the Bursary Fund you must be in one or more of the following categories:

- Priority groups as defined by the Education Skills Funding Agency. These groups are:
  - Young people in care
  - Young people leaving care
  - Young people in receipt of Income Support or Universal Credit in their own right
  - Young people in receipt of Disability Living Allowance or Personal Independence Payments AND Employment Support Allowance or Universal Credit
- Be aged 16 or over but under 19 as at 31st August 2020
- Be aged 19 or over and continuing on the same study programme which you started when aged 16 to 18 (19+ continuers)
- Be aged 19 or over and have an Education, Health and Care Plan (EHCP)
- Meet the residency criteria in ESFA 2020/21 academic year funding regulations for post-16 provision
- Be attending a full or part time course funded directly by the Education Skills Funding Agency (ESFA)
- Hold a European Union passport and have been resident in an EU country for the whole of the last three years
- Be an unaccompanied asylum seeker aged 16 or over but under 19 on an Education Skills Funding Agency funded course and living in England
- In receipt of, or a dependant of someone in receipt of an annual income of less than £25,000 per year before tax – For assistance with travel (living over 3-miles away from the academic institution) only all students are eligible to apply with a household income of £30,000 or less

**DISCLAIMER:** Whilst every effort is made to ensure the information contained in this leaflet is correct, the college accepts no liability for any errors or omissions

## **2. HOW DO I APPLY?**

- Ensure you are eligible - **see section 1 'AM I ELIGIBLE?'**
- Complete and submit the application form
- Ensure ALL sections are completed in FULL and submitted with ALL relevant evidence
- Incomplete applications will either be returned or any missing information will be requested
- Failure to provide the correct documentation will cause a delay in the processing of your application
- Photocopies of evidence are acceptable. Original documents will be returned as soon as possible
- Ensure you have signed the form

If you have any queries with regard to the Bursary Fund and application form, please contact the Bursary Fund Team in one of the following ways:

- **Contact us:** [studentfinance@loughcoll.ac.uk](mailto:studentfinance@loughcoll.ac.uk)
- **Call us:** **01509 215831**
- **Visit us:** **at Reception**

### **You will not receive funding if:**

- If you apply AFTER the application deadline of 18<sup>th</sup> September 2020 (subject to availability of funds)
- You have outstanding debts to the college
- Your household income is above £25,000 per year before tax (less than £30,000 for help with travel)
- You already receive financial assistance through alternative funds, i.e. New Deal, Charitable Trusts, etc.
- You are studying on a Work-Based Learning Scheme (Waged-Apprenticeship)
- You are in prison or a young offender's institution or have been released on temporary licence (ROTL), for example on day release

### **The College reserves the right to withdraw Bursary Fund allocations if:**

- Your attendance falls below 95%
- Your behaviour is unsatisfactory
- You withdraw or are withdrawn from your course(s)

## **3. VERY IMPORTANT INFORMATION**

- **APPLICATION DEADLINE: 18<sup>th</sup> SEPTEMBER 2020**
- The budget for the Bursary Fund is fixed. Learners who may be eligible for support are not automatically entitled to it
- Funds are aimed at those most in need of financial assistance
- Funds are limited so you should apply as soon as possible
- Funding cannot be guaranteed in cases of over-demand
- All bursary amounts awarded are at the discretion of the College
- Funds are only available to assist with costs relating to your course or attendance at college
- Due to the limited funds available, Travel, Stationery and Food will be given priority
- You must supply all necessary evidence with your application. Your application will not be assessed without it. Failure to submit the correct evidence will delay your application being processed
- If you enrol on your course and your application for financial assistance is unsuccessful, you will be responsible for paying your course fees in full
- If you are successful and then withdraw or are withdrawn from your course(s), you will be required to repay all or some of the money awarded and also any outstanding fees to Loughborough College
- If you receive an award that will pay only part of your fees, you will be responsible for paying the remaining balance
- You must attend 95% of your classes (including additional Learning Support and Tutorials) and complete your course to receive funding. If you do not, you will have to pay the full cost of your course.

**DISCLAIMER:** Whilst every effort is made to ensure the information contained in this leaflet is correct, the college accepts no liability for any errors or omissions

Attendance checks will be carried out throughout the year. The Bursary Fund reserves the right to withdraw funding at any time and will not be held responsible for any outstanding fees

- If you are applying for help with college fees for a part-time course, you must submit your application form to the Bursary Fund Team and obtain an award notification letter before enrolling on the course
- Funding is available per academic year. If you are on a two year course you will need to make a new application each year
- You must inform the Bursary Fund Team in writing, of any change to your personal or family circumstances
- You may be committing a criminal offence if you omit to disclose any information that may affect your application
- Awards from the Bursary Fund are made on a loan basis. If you successfully complete your course, the loan may be converted to a non-repayable grant
- If you leave your course early, the College will ask you to return any money or equipment that have been given to you from the Bursary Fund

#### **4. ONCE I HAVE APPLIED,WHAT HAPPENS NEXT?**

There is a limited amount of funding available and it is the College's priority to use these funds to help as many students as possible. Fully completed forms submitted with all supporting evidence, will normally be processed within 28 days of receipt, but at peak times this may take longer. You may be contacted to discuss your particular needs. It is important that you provide evidence of all household income. **If any evidence is missing no assessment will be made therefore causing a delay to your application**

#### **SUCCESSFUL APPLICATIONS**

If your application is successful, you will receive an award notification letter which will indicate how your award will be paid.

#### **UNSUCCESSFUL APPLICATIONS**

No guarantee can be given that you will be successful in your application for financial assistance. If you are unsuccessful you will be notified in writing. You will then be responsible for all the costs associated with your chosen course(s)

#### **APPEALS**

You have the right to appeal if:

- Your application is unsuccessful
- Your assistance is stopped or withdrawn due to poor attendance
- You believe your application has not been assessed correctly
- You do not receive an award or you are not happy with the level of support allocated to you

Your appeal must be made in writing within 10 working days from the date of the decision and sent to:

**Appeals  
Learner Support Fund  
Loughborough College  
Radmoor Road  
Loughborough  
Leicestershire LE11 3BT**

All appeals will be reviewed by a panel. A hearing will take place within 10 working days of receiving the appeals letter from you. The panel will send a decision in writing within 5 working days of the hearing. The decision of the Appeals Panel is final

#### **5. EQUAL OPPORTUNITIES STATEMENT**

**DISCLAIMER:** Whilst every effort is made to ensure the information contained in this leaflet is correct, the college accepts no liability for any errors or omissions

The Bursary Fund Panel will:

- Take positive action to ensure that all full and part time home students can apply for financial support, thus widening participation and providing learning opportunities for under-represented groups
- Ensure that no applicant to the Bursary Fund receives less favourable treatment which cannot be justified in relation to individual financial / personal circumstances
- Ensure that all Bursary Fund literature, marketing and publicity material are free from stereotypes, discriminatory assumptions, images and language
- Monitor and review the effectiveness of the support on a regular basis

## **6. CONFIDENTIALITY**

Applications are only seen by staff involved in the delivery of the Bursary Fund. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made

## **7. DATA PROTECTION**

Loughborough College collects data about all students for various administrative, academic, health and safety, contractual and other public interest reasons. You are aware that your data is shared only with those agencies specifically involved with funding or accrediting your qualification, concerned with collection of fees or with ensuring your wellbeing and vital interests. Since the College cannot operate effectively without processing information about you, at enrolment you will be asked to sign to confirm your agreement to this. If you do not do this, we will be unable to enrol you on your programme of study, and may withdraw any offer of a place already made. Please be aware that Loughborough College will only share your information where legally allowed or required in line with current Data Protection legislation. For circumstances outside of this legislation, we will seek your written consent separately before sharing your information

## **8. COVID-19 DISCLAIMER**

At the time of writing this, restrictions are still in place due to the Coronavirus outbreak. You should note that if students are no longer taking part in lessons nor attending college, the Bursary will not be paid as the sole aim of this Bursary Fund is to provide financial support to help students at Loughborough College overcome specific financial barriers to participation so that they can remain in education at this college.