

16 - 19 Bursary Fund

Guidance Notes 2017/18

For Learners aged 16 - 18 on 31 August 2017



Please read these notes carefully. If studying at the Buxton Campus and require assistance with your form, please contact the Student Wellbeing Service Reception, Clarendon House, Buxton, T: 01298 330 414.

If studying at Leek campus and require assistance with your form, please contact Sheena O'Rourke, Student Mentor.

What is the Bursary Fund?

The Bursary Fund is a discretionary and limited source of financial help for students who are experiencing hardship.

Students most in need will be eligible to receive a bursary of £1,200.00 a year. This group includes:

- People in care
- Care leavers
- People claiming income support
- Disabled young people who receive Employment Support Allowance (ESA) and Disability Living Allowance (DLA)

Other students facing genuine financial difficulties may be awarded a bursary at the discretion of the College. You should not therefore base any decisions about coming to College on an assumption that you will receive an award from the fund. Bursary payments issued will be dependant on attendance and behaviour monitoring.

How do I know if I am eligible to apply?

To be eligible to apply for the Bursary, students must:

- Be enrolled on a Government funded course of further education at Buxton and Leek College
- Be aged 16 to 18 on the 31 August 2017
- Be a 'Home' student - That is someone whose home has been in the UK for three years before the commencement of the course and who has no restrictions on remaining in the UK. There may be exceptions to this and clarification may need to be obtained from a Student adviser
- Have a Household Income of less than £25,000 per annum

What Information is required when I submit my form?

Applicants will need to include **photocopies only** of the following evidence:

- Proof of income from employment and/or benefits. If living with parent(s)/guardian(s) this will be their information
- One recent full months bank statement for every account held. If living with parent(s)/guardian(s) this will be their information
- Copy of your timetable signed by your tutor
- Students in care or care leavers should supply a letter confirming their status from their social worker

How do I submit my form?

Once completed, please submit your application and supporting evidence to the address detailed on the front page of your application form.

What happens when I have submitted my application?

Once you have submitted your application and supporting evidence (**Photocopies only**):

- You will receive an acknowledgement email, detailing your receipt number and informing you of when you should hear about a decision from the Financial Support Funding Panel
- Your application will then be considered by the Financial Support Funding Panel
- You will then receive an email informing you of the Panel's decision
- Note that awards will, in most circumstances, be paid in instalments and will be dependant on attendance and behaviour
- Your application and the information you provide will be stored confidentially and securely, and will only be used for the purpose of assessing your eligibility for the Bursary Fund