

# 16-19 Discretionary Learner Bursary Fund Procedures 2021-2022

<b>Procedure name:</b>	16-19 Discretionary Learner Bursary Fund
<b>Procedure reference:</b>	Pro-DLBF-SS
<b>Created by:</b>	Safeguarding & Welfare Manager
<b>Approved by:</b>	Deputy Principal – Finance and Resources
<b>Date of last review:</b>	July 2021
<b>Date of next review:</b>	July 2022
<b>Revision number:</b>	14

This document is available in other formats including audio, Braille and other languages. The same applies to all material which is referenced within in it. For further assistance, please contact the Quality Department on 01925 494645 or email [quality@wvr.ac.uk](mailto:quality@wvr.ac.uk)

## 16-18 Discretionary Learner Bursary Fund

---

### Contents

1. Purpose .....	3
2. Scope .....	3
3. Responsibility .....	4
4. Means Test .....	4
Vulnerable Bursary Students .....	4
Discretionary Bursary .....	5
5. Administration .....	6
6. College Bursary .....	6
7. Learner Support	
7.1 Childcare .....	6
7.2 Travel .....	7
7.3 Kit & Equipment .....	7
7.4 Educational Visits/Trips .....	7
7.5 Free College Meals .....	8
7.6 Contribution Payments .....	8
7.7 UCAS Applications .....	8
7.8 University Interviews .....	9
7.9 Emergency Funds .....	9
8. Eligibility .....	9
9. Application Procedure .....	9
10. Payment Method .....	10
11. Appeals .....	11
12. Audit .....	11
13. False or Fraudulent Claims .....	11

## 16-18 Discretionary Learner Bursary Fund

---

### 1. Purpose

The 16-18 Discretionary Bursary is provided by the Education & Skills Funding Agency (ESFA) to College to enable them to provide financial support for learners. It is specifically aimed at students aged between 16 and 18 years facing financial hardship in accessing education. The College will strive to achieve the most effective use of the funding to support the maximum number of eligible learners. The college understands that the bursary should not be used to support the day to day living costs of an individual student; however, it may choose to do so in exceptional circumstances.

The College will make awards based upon a proven hardship need which must be substantiated by evidence which will be retained in accordance with audit requirements. The college reserves discretion to ensure that individual student's needs and personal circumstances are taken into account when decisions are made.

### 2. Scope

It is available to students if they are a 'home student', i.e. have been resident in the country for three or more years and are studying a programme of learning funded by the ESFA. The residency 'decision tree' available in the ESFA circular should be used if there is any doubt over the eligibility as a 'home student'.

The fund is not an entitlement and is dependent on the amount of funding allocated to the college each year. As funding is limited, monies will be awarded on a first come, first served basis.

Eligible students can receive funding for the duration of their progressive programme provided it remains funded by ESFA and appropriate bursary funds are allocated to the College. Students are required to make a new application each academic year.

When making decisions about awarding bursary monies the college will take into account the availability of other financial support for learners.

Payments will be dependent on an attendance level of at least 90%. Consideration will be given to mitigating circumstances such as child protection, family illness, safeguarding concerns, caring responsibilities or any other issues that might affect attendance. Students must notify the Safeguarding & Welfare Manager of any such mitigating circumstances as soon as they become aware there may be an issue. Where attendance is still deemed unsatisfactory or if no notification is made the payment will either be withheld or reclaimed.

Payments will be dependent upon satisfactory behaviour i.e. no disciplinary action. The College reserves the right to reclaim monies paid to students where information given on the application is found to be false.

The College reserves the right to reclaim monies paid to students where the student has withdrawn before the end of the course.

## 16-18 Discretionary Learner Bursary Fund

---

### 3. Responsibility

It is the responsibility of the Director of Student Support & Inclusion to monitor and update the procedures. The Deputy Principal for Finance & Resources will be alerted to any discrepancies.

It is the student's responsibility to tell the Department for Work and Pensions about any direct funding support that they receive from the College, as payments received may affect their eligibility for some benefits.

### 4. Means Test

Learners will be assessed to receive either Vulnerable or Discretionary Bursary.

Details for each group are listed below.

#### Vulnerable Bursary Students

A bursary of up to £1,200 per year is available to vulnerable students who meet the required criteria, and have a financial need. The defined groups reflect that these students are unlikely to be receiving financial assistance from parents or carers, so may need a greater level of support to enable them to continue to participate. Students should be awarded the amount of support they need to participate based on an assessment of the types of costs they have.

Vulnerable students must be aged 16, 17 or 18 on 31<sup>st</sup> August 2021, students who are 19 year old continuers and students who are 19 to 25 with an EHCP will be assessed for Discretionary Bursary. Evidence for this group will be Social Services/Local Council letters, Income Support, Universal Credit ESA/DLA letters etc.

Young people in this category have been identified by the government as the following:

- Young people in care or care leavers
- Young people receiving Income Support or Universal Credit in their own right
- Disabled young people receiving **BOTH** Employment Support Allowance and either Disability Living Allowance or Personal Independence Payment

Students in this category may receive some or all of the following from the College:

- College meals provided through the cashless catering system for the days the learner is in college
- Kit/Equipment and uniform
- Educational Visits/Trips
- UCAS application
- DBS application
- Travel Assistance
- University interview travel costs
- Other monies to be taken from the 16-18 Discretionary funds if there is a genuine financial need which can be proved.

## 16-18 Discretionary Learner Bursary Fund

---

Once a financial need has been established, the Welfare Team will submit a claim for the funding via the Student Bursary Support Service (SBSS) online portal.

Students on part time/short courses within this priority group will receive pro-rata amounts.

### **Discretionary Bursary**

Household income must be below £31,000.

Where the student (or their family) meets the income threshold but has savings of £16,000 or more, it is unlikely that they will be able to demonstrate that they are facing financial barriers to participation and need help to stay in education, and would therefore not normally be eligible for bursary. This is in line with benefit assessments, where claimants are not eligible to receive most income-related benefits if they have savings of more than £16,000.

Where the household income changes during the academic year, the student may apply to be reassessed based on the new household income.

Evidence for discretionary bursary will be Child Tax Credit documentation, Universal Credit documentation, JSA, Income Support, previous 3 months payslips, P60 for 2020/21 and evidence of self-employment from Tax Office.

These students will be eligible to receive the following from the College (subject to sufficient funds being available):

- College meals provided through the cashless catering system for the days the learner is in college, (additional criteria must be met – detailed below)
- Kit/Equipment/Material Costs: course specific
- Bus pass/travel contribution subject to 1 mile radius from college to address held on EBS.
- Educational Visits/Trips
- UCAS application
- Travel assistance
- University interview travel assistance
- DBS application

All payments will be subject to the student meeting the following attendance and behaviour criteria:

- Attendance minimum level of 90%
- No disciplinary action

Should a student not meet the criteria an interview will be arranged with the Safeguarding & Welfare Manager to determine level of payment.

## 16-18 Discretionary Learner Bursary Fund

---

### 5. Administration

The college will use the allowed 5% of the bursary allocation towards administrative costs.

When making decisions about awarding bursary funding the college will take into account the availability of other financial support available for learners, for example Job Centre Plus or a Work Programme.

### 6. College Bursary

Where a student requires additional funding due to individual circumstances the College can issue a College bursary irrespective of household income. We will consider cases on their own merits and make awards on an individual basis if we believe there is genuine hardship, and without assistance via bursary the learner would not be able to start/complete their study programme. Students must be able to demonstrate additional/exceptional hardship e.g. homelessness, estranged from parents etc. and will be subject to an interview and additional monitoring by the Welfare Team. Students will be required to maintain good standards of attendance and commitment to their course.

All support will be based on individual circumstances and the support could comprise any of the following:

- contribution to College meals
- additional material costs
- additional trip/educational visits costs
- one off grant
- assistance with travel costs
- DBS applications
- Travel assistance
- University interview travel assistance
- UCAS applications
- 

### 7. Learner Support

#### 7.1 Childcare

**Policy:**

Government policy dictates that learners aged under 20 who require childcare must make an application directly to Care to Learn. Monies cannot be utilised from 16 – 18 Bursary funds.

**Procedure:**

Students are required to complete an application form with care to Learn via their website.

## 16-18 Discretionary Learner Bursary Fund

---

- 7.2 Travel Policy:** Bus passes and travel contribution payments are only available to learners who live one mile from their campus of study. If a student loses their pass it is their responsibility to pay for a replacement pass.
- Petrol payments will be made half termly, at £15 per week for those living 1 – 15 miles from college, and £20 per week 15+ miles from college. Payments are made dependent upon the learner achieving 90% attendance each week.
- Procedure:** The college provide details to eligible learners of how to access their funded bus pass via bus company Apps (either Arriva or Warrington's Own Buses) Students who are applying for Petrol payments are required to provide details of their current car insurance, and provide additional certificates should their insurance expire during the period of their study programme.
- 7.3 Kit/Equipment or Additional Materials Policy:** Assistance with the cost of equipment, kit or uniform will only be considered where items are deemed necessary for the completion of the course, or are required due to health and safety regulations. For those learners who are required to purchase specific kit or equipment, the fund will refund purchases made by learners to their own bank account, or we will order the kit/equipment direct from a college nominated supplier. No refunds will be made, or kit ordered until after the first 4 weeks of attendance on the programme.
- Procedure:** Students will be required to provide receipts for their purchases and will be informed of the approximate date the refund will be actioned. If a learner wishes the college to order items, they must complete an order form and hand this to the Welfare Team. Learners will be advised once items are ready for collection.
- 7.4 Educational Visits/Trips Policy:** Support will be given to each learner who is required to undertake an educational visit/trip as part of their study programme. An educational trip or visit will be considered essential where it is compulsory for all students in the group to attend, or if a student would not pass the qualification without attending. Educational trips and visits that are not compulsory will not be supported. Attendance must be at 90% or above in order for the fund to support the educational visit. A limit of £400 per learner, per academic year will be adhered to. Learners will be required to pay the required deposit, which will be refunded once the learner has attended the visit. Under exceptional hardship circumstances the college will look at meeting the cost of the deposit.

## 16-18 Discretionary Learner Bursary Fund

---

**Procedure:** Monies will be paid directly to the department budget once confirmation of the cost has been received. Deposits will be refunded to the learner's bank account once confirmation of attendance on the trip has been received.

### 7.5 Free College Meals

**Policy:** College will follow the guidelines set out in the Gov.uk document which is usually updated each year. The amount set out in the document is the government contribution, and as a college we will review this amount annually and add additional monies from 16–18 Bursary monies to a maximum level, currently this will be £3.50 in total per day for each day the learner is timetabled to be in college. There are strict eligibility guidelines set out in the Gov.uk document which we will adhere to, due to this not all learners who receive 16-18 bursary monies will be eligible for Free College Meals.

**Procedure:** Learners will be required to provide the necessary evidence as set out in the current Gov.uk document. Any monies awarded will be added to the cashless catering system daily, and removed at the end of each day.

### 7.6 Contribution Payments

**Policy:** Contribution monies are to support learners with course related costs. Payments are made only if there are sufficient monies remaining in the budget, and the level of payment will be agreed based on funds available at the time. Learners will have to achieve 90% attendance and have a good disciplinary record. Monies will be paid termly if funds allow and be made direct to a learner's bank account.

**Procedure:** Monies paid if funds allow, on dates agreed with the Finance Manager and then learners advised.

### 7.7 UCAS Applications

**Policy:** Learners who are applying to UCAS can ask the LSF to meet the cost of their application. Monies will be paid directly to UCAS via the learners UCAS application form.

**Procedure:** Learner must attend Learner Services and open their application form online a member of finance team will then pay the fee via college credit card.

### 7.8 University Interviews

**Policy:** Learners who are attending Universities for interviews can apply to LSF for travel assistance up to a maximum of £200 per learner to cover all interviews, at a rate of 45p per mile for the first 100 miles, and 27p per mile thereafter. We will need to see evidence of interview(s) and monies can then be transferred via BACS or in emergency instances cash will be provided to the learner. Where

## 16-18 Discretionary Learner Bursary Fund

---

it is not possible to travel to an interview and back on the same day due to public transport restrictions we will considered funding accommodation costs.

**Procedure:** Once evidence provided Welfare Team will arrange for travel costs to be assessed and refunded.

### 7.9 Emergency Fund:

**Policy:** The emergency Fund is short term and is in place to assist students experiencing a sudden or unexpected emergency situation which may impact on their studies. The funds are also to promote the welfare and safeguarding of young people and vulnerable adults.

**Procedure:** Learners who find themselves in an emergency situation will be assessed by the Welfare/Safeguarding Team.

## 8. Eligibility

To be eligible to receive a 16 - 18 bursary, students must be aged 16, 17 or 18 on 31<sup>st</sup> August 2021, or aged 19-25 and on an EHCP, or aged 19 and continuing on a programme of study they started before they turned 19. Funding is available to students meeting the above criteria if they are a “home student” i.e. have been resident in the country for three or more years and are studying a programme of learning funded by the ESFA, or is an EU national.

Eligible students can receive funding for the duration of their progressive programme, e.g. NVQ 1 - 3 (3 years funding), Introductory Diploma - National Diploma (4 years funding). Those learners undertaking work-based learning, and higher education students are not eligible to apply to this fund.

Students wishing to or those required to, repeat a level in a related or different subject area, will be assessed on an individual basis.

## 9. Application Procedure

Students will need to complete an application form for assistance. Forms are available from Learner Services or from the college website.

Completed forms should be handed to the Welfare Team at either campus with all supporting documentation. The application will be delayed should the student provide insufficient evidence. All payments are paid by BACS and as such applicants are required to provide their own bank details. Government guidelines do not allow college to make payments to a bank account other than that of the applicant/learner, unless the learner can provide proof they have an appointee.

Learners will be advised of the decision usually verbally, with any declined applications being notified in writing within 15 days of the application being received.

## 10. Payment Method

All claim forms, will be processed and paid by the Learner Support Administrator on agreed publicised dates. Any large payments such as contribution payments will have a date agreed by the Safeguarding & Welfare Manager and the Finance Director.

Payments would normally be made as follows:

- Petrol – half-termly
- Contribution payments – termly (if monies are available Kit & Equipment – payments will be made after the first half-term, or when the learner has attended for 4 weeks)
- Childcare – monthly, direct to the childcare provider

In all cases the student's attendance is checked to ensure that it is 90% or above in each element of study.

On rare occasions it may be necessary to pay claims where the attendance is below the College minimum. This is usually at the recommendation of the Safeguarding & Inclusion Managers, and after discussions with the student. Details are recorded on the claim form.

The authorised claims will then be passed to Finance to pay students via BACs payments.

### **Payments to accompanied asylum seeking children (under 18 with an adult relative or partner)**

Generally, asylum seekers are not entitled to public funds. Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds. If they are destitute they can apply to the Home Office (HO) for suitable housing and cash for essentials, but they are not eligible for other income.

As long as an asylum seeker has not had their application for asylum refused, institutions can provide in-kind student support such as books, equipment or a travel pass. Under no circumstances should an institution give cash to any asylum seeker unless they are an unaccompanied asylum-seeking child (UASC).

### **Unaccompanied asylum seeking children**

Unaccompanied asylum seeking children do not receive cash support from the HO and are the responsibility of the local authority. They are treated as looked after children and are eligible for a bursary for vulnerable groups ('in care' group), where they have a financial need.

When these young people reach legal adulthood at age 18, institutions must consider their immigration status. If the asylum claim is decided in their favour, the local

## 16-18 Discretionary Learner Bursary Fund

---

authority must provide them with the same support and services as they do care leavers. As such, they continue to be eligible for a bursary as a student from a vulnerable group until they reach the upper age limit.

Where an asylum claim is not supported, the individual may not be able to stay legally in the UK. When asylum claims have been fully heard/the appeals process exhausted, an individual has no entitlement to public funds (with a few exceptions where the withdrawal of support would be seen as a breach of human rights).

### 11. Appeals

Applicants have the right to appeal against a decision, in the first instance contact the Safeguarding & Welfare Manager for explanation of the decision; however, if the student wishes to continue with an appeal they would be required to appeal in writing, to the Director of Student Support. A decision will be made within 10 working days, and they will be notified of the outcome and reasons.

### 12. Audit & Retention

The college will maintain accurate and up to date records that evidence which students are eligible for which elements of the funds, including a completed application form, eligibility (including evidence of their financial situation). Information will also detail how much each learner has been awarded and any items purchased, and payments made to demonstrate appropriate use of funds. Documents will be retained for 6 years in accordance with Government guidelines contained within the funding rules.

### 13. False or Fraudulent Claims

Where students are found to have intentionally given misleading or inaccurate information the college will claim back the award made. Providing false statements may result in the student being sanctioned in accordance with college disciplinary policy/or prosecution. A record will be made of fraudulent incidents and subsequent actions taken. Incidents will be reported to ELT and reported to the funding body as necessary.

Students who are found to be passing bursary funding on to a third party will be deemed to have demonstrated insufficient financial need, and will have their bursary funding withdrawn. This includes students who give away or sell free college meals, and also learners who allow another person to use their college funded bus pass. Any costs levied by the bus company in restoring the bus pass must be met by the learner.