

Lincoln University Technical College
A College for Science & Engineering



Bursary Fund Policy

Equality and Diversity Statement

Lincoln UTC strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

Policy Review

Policy First Created: August 2014

Policy reviewed: January 2015

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Policy reviewed: September 2018

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16-19 BURSARY FUND POLICY

WHAT IS IT?

The 16-19 Bursary Fund is a grant calculated and paid to Lincoln UTC (LUTC) by the Education and Skills Funding Agency (ESFA). The grant aims to assist vulnerable students and students in need of financial assistance to continue attending school by removing financial barriers to participation.

Students may apply to the Discretionary 16-19 Bursary Fund for financial assistance at the start of the academic year. Students joining after 1 September should make their application within 4 weeks of joining LUTC.

Further information on the 16-19 Bursary Fund can be found at www.gov.uk/1619-bursary-fund

Am I Eligible?

Bursaries can only be paid to students that meet the Department for Education's residency qualification.

There are three types of bursary awards available:

1. Vulnerable Student Bursary

A fixed award to students who fall within the following criteria:

- Young people in care
- Young people who have left care (Care Leaver)
- Students receiving Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
- Students receiving 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

For students qualifying for a Vulnerable Student Bursary, LUTC will receive a fixed award of £1,200 (which will be pro-rated for any students starting later in the course), payable over the duration of the course. LUTC will agree with the student how the award can be used to support them.

The criteria for the award are set by the ESFA and must be strictly adhered to. Proof must be provided to the school to confirm eligibility for this award.

2. Discretionary Awards

These awards are more flexible and can be awarded to any student deemed eligible by the school. The eligibility for this award is set by each individual school, so neighboring schools may have slightly different eligibility criteria.

What kind of assistance can I apply for?

Travel

The principal assistance provided to students is to cover excessive transport costs to and from LUTC. We will only support the cheapest form of return travel to LUTC by public transport.

The level of support offered is linked to the available household income. All applicants will need to provide proof of the income and or benefits received by each member of the household. Failure to provide complete information will result in any bursary offered being stopped and any payments already made being reclaimed from you.

<i>Details of Household Income</i>	<i>Travel Support Provided</i>
Students eligible for Free School Meals (Application for FSM made to Lincolnshire County Council and notified to LUTC)	Full cost public transport provided for.
Students in a household with income of less than £20,000 per annum.	Full cost public transport provided for.
Students in a household with income of more than £20,001 and less than £30,000 per annum.	We expect all students or their parents/ carers to make a contribution towards the cost of travel. This is currently £13.00 per week (the cost of a Mega Rider in Lincoln). The amount of travel costs by rail or bus in excess of £13.00 per week can be claimed from the bursary fund.
Students in a household with income of more than £30,001 and less than £50,000 per annum. ** (Please note this award will only be available if there are remaining funds after awards have been considered for households with an income less than £30,000. The amount of assistance may vary according to the number of applications as there is a finite amount available from the ESFA).	We expect all students or their parents/ carers to make a contribution towards the cost of travel. This is currently £13.00 per week (the cost of a Mega Rider in Lincoln). Up to 50% of the travel costs by rail or bus in excess of £13.00 per week can be claimed from the Bursary Fund (** subject to availability of funds).

All applications should state the mode of travel and from where the journey commences.

At the discretion of the school, the student will receive either a travel voucher that can be exchanged for tickets, a travel card that has been topped up with the amount of the bursary awarded or a payment to the student's bank account to cover the cost.

Payments will be made on a half termly basis, the first being in early November. If payments have been made directly to the student's bank account they will be asked to provide evidence of the expenditure, such as a used ticket from time to time so that the ongoing need for support can be verified.

Should attendance fall below 95% LUTC may reduce the amount paid to reflect the attendance.

Applications for travel bursaries should be made by 31 October 2018 or within 4 weeks of the students' start date at LUTC.

Other Support

Students on Free School Meals or in households with income less than £30,000 per annum may

apply during the year for financial assistance in the following areas:

- Books materials and equipment needed to complete the chosen course
- Emergency accommodation and meals
- Course trips
- Interviews and open days at Universities (travel costs to and from the University)

Awards are payable to the student, and will be settled to their bank account on receipt of evidence of the expenditure incurred.

Prioritisation

At LUTC priority for the discretionary awards is given to support students with transport costs. Once bursaries for transport costs have been allocated, consideration will be given to other applications, providing this is affordable within the amount received from the ESFA.

Proof of Income

Proof of income will be required from all members of the household / those supporting the student, this can include:

- A P60 for the latest full tax year
- Last three months wage or salary slips
- Benefit Entitlement Letter
- Full Tax Credit Award Notice
- Annual Tax Summary issued by HMRC for last full tax year
- SA302 Tax Calculation Form
- Certified Accounts, if self-employed

How do I apply?

Application forms are available for collection from Reception or available to download on our website under Policies.

Requests for a travel bursary should be made by 31 October or within 4 weeks of joining LUTC. Students in receipt of a travel bursary in Year 12 will need to re-apply in Year 13.

Requests for other support should be submitted as the need arises.

How long will take for my application to be considered?

Applications are considered as soon as possible after receipt, but within a month at the very most. Applications are considered by the Principal and the Chief Finance Officer. Any information provided and part of the application process will be confidential and treated with sensitivity. Successful applicants will receive a letter confirming the amount awarded.

Payment of the award will be determined by LUTC – this may be to the student, travel company or other party. The letter will inform the student how the bursary will be paid.

If further information is needed to support the application, a letter will be sent requesting this before a decision can be made.

A letter will be sent informing the student if the application is not successful and the reason why, referring to the criteria above.

Can I apply more than once?

Yes-applications can be made at any time during the school year, though travel bursaries should

be made at the start of the academic year.

Is there a limit to the monies I can apply for?

In theory, no. The monies provided to the school are limited, however, and consideration needs to be given to ensuring sufficient monies are made available to those students who need the most assistance.

Careful consideration will be given to each application.

Appeals

If your application is unsuccessful, you may appeal against the decision by writing to the Chair of Governors. Your letter needs to include what you applied for, the amount you applied for and why you feel that the application should have been successful, referring to the criteria within this policy.

Lincoln UTC Bursary - Application Form

Please complete both sides

Name of Student			
Name of Parent / Carer			
Year Group		Age (Please show the students age on 31 August 2019)	
Have you the right of abode and been resident in the UK for the last 3 years?	Yes / No		

PLEASE RETURN THIS FORM TO THE FINANCE OFFICE

To be completed by the College Attendance Officer

Attendance at the time the application was considered?	%
Where attendance falls below 95% the amount paid may be reduced by LUTC	

Bursary Criteria:

16-19 Bursary Scheme - To qualify you must be aged 16 or over and under 19 on 31 August 2018 and meet the ESFA's (Department for Education) residency criteria. All bursaries are paid to enable the student to attend LUTC and will only be paid if the student's attendance and behavior meet the required standard.

16-19 Vulnerable Student Bursary

To Qualify you must fall into one of the categories below and produce the required evidence.

Are you (student) in receipt of Income Support or Universal Credit?	Yes / No
Evidence required - Income Support or Universal Statement Letter	
Care leaver or currently looked after in care?	Yes / No
Evidence Required - Letter from Local Authority	
Disabled student in receipt of Disability Living Allowance or Personal Independence?	Yes / No
Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right	

16-19 Discretionary Bursary

Your total household income is one of the criteria to help us assess your application. Please indicate, by ticking the relevant box, what evidence has been attached to this application.

P60	3 Months' Salary	Benefit Entitlement Letter	Tax Credit Award Notice
Annual Tax Summary	SA302	Certified Account	Eligible for FSM
Household Member	Relationship to Student	Annual Income	Evidence Provided
Add student Name 1.	Student	There may be none	See List Above
Add student Name 2.	EG Mother / Father	Add Amount	See List Above

Add student Name 3.	EG Mother / Father	Add Amount	See List Above
Add student Name 4.	EG Mother / Father	Add Amount	See List Above

Travel Bursaries

Are you applying for support for travel costs?	Yes / No
Where does your journey commence? Railway Station / Town / District?	
Method of Travel?	Rail / Bus / Other (Please State)
What is the cost & frequency of the season ticket purchased?	

Official Use - Travel

Criteria for support met?	Yes / No
Was application approved?	Yes / No
Amount awarded?	£

Other 16 - 19 Discretionary Bursaries

Are you applying for financial support?	
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Students faced with emergency situations
Please describe the emergency (continue on a separate sheet if needed):

What kind of financial assistance are you applying for?
Please provide as much information as possible. We will require receipts.

Books material and equipment needed to complete the chosen course?	Yes / No	How Much? £
Fees and exam re-sit fees	Yes / No	How Much? £
Emergency accommodation and meals	Yes / No	How Much? £
Course Trips	Yes / No	How Much? £
Travel costs to/from interviews or open days at Universities	Yes / No	How Much? £

Office Use - Other	
All Applicants – Was application approved?	Yes / No
Amount Awarded	£

Payment	
Please provide your bank details below. 16-19 Bursary payments must be paid to the student's personal bank account. LUTC may choose to pay the bursary in kind, for example by providing a travel card.	
Name of Bank	
Bank Sort Code	
Name of Bank Account	
Account Number	

Declaration	
<p>I declare that the information on this form is true and accurate to the best of my knowledge. I make this claim for a bursary fully aware that false statements can lead to the refusal or withdrawal of any financial support and may be treated as fraud against Lincoln UTC.</p> <p>I understand that if I refuse to provide information relevant to my claim the application will not be accepted.</p> <p>I understand that monies I receive will be paid on the condition that standards of behaviour and attendance are met; in-particular, if attendance falls below 95% I may see any travel bursary reduced by the same factor.</p> <p>I will notify Lincoln UTC of any changes to household income or other factors that may affect eligibility for a bursary.</p> <p>I confirm that I have read Lincoln UTC's Bursary Fund Policy.</p>	
Student Signature:	Dated:
Parent/Carer Signature:	Dated: