

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

Policy reviewed: July 2015

Policy reviewed: July 2016

Policy reviewed: July 2017

Policy reviewed: September 2018

Policy reviewed: September 2019

Policy reviewed: September 2020

Policy reviewed: September 2021

Policy reviewed: September 2022

Policy reviewed: September 2023

Policy reviewed: September 2024

## LINCOLN UTC

### 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](http://www.gov.uk/1619-bursary-fund)

#### Am I Eligible?

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

A student must be aged 16 or over but under 19 at 31 August 2024 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 (this must be the same study programme they started before they turned 19) or have an Education, Health and Care Plan.

Students aged 19 or over are not eligible for bursaries for vulnerable groups.

Students must meet the residency criteria in the ESFA funding regulations.

There are two 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 Support Allowance or Universal Credit in their own right

For students in one or more of the defined vulnerable groups they must also have a financial need for support to be eligible for the vulnerable bursary. The bursary for vulnerable groups can pay up to £1,200 per year for students participating on a study programme that lasts 30 weeks or more (which will be pro-rated for any students starting later in the course), payable over the duration of the course. Students will only receive the amount they actually need to participate and will not automatically receive the full £1,200.

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

**Acceptable evidence for the vulnerable bursary will be either:**

- Statement from the Local Authority confirming the young person’s current or previous looked after status.
- For students in receipt of Income Support (IS) or Universal Credit (UC), a copy of their award notice. This must clearly state that the claim is in the student’s name/ confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training.
- For students in receipt of Universal Credit, institutions must also see a tenancy agreement in the student’s name, a child benefit receipt, children’s birth certificates, utility bills etc.
- For students receiving UC/ ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.

**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. Please note: passing the eligibility threshold for the discretionary bursary does not guarantee funding. The individual circumstances of all applicants, the funding available and the nature of the funding request will all be deemed relevant, differentiating factors.

**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 and circumstances such as number of dependents in a household. All applicants will need to provide full proof of the total income and or benefits received by each member of the household. Failure to provide complete information and supporting documentation will mean your application will not be able to be processed. As this fund is provided by the ESFA they have strict rules on all income being declared with the relevant supporting documentation before funding can be provided.

<b><i>Details of Household Income</i></b>	<b><i>Travel Support Provided</i></b>
Students eligible for Free School Meals (Application for FSM made to Lincolnshire County Council and notified to LUTC) who also have a household income of less than £35,000.	Full cost public transport provided for.

<p>Students in a household with income of less than £35,000 per annum.</p> <p>Students in a household with income of more than £35,001 and less than £45,000 per annum. <b>*(Please note there is a finite amount of funding available from the ESFA, therefore awards to those most in need will be considered first and the amount of assistance may vary according to the availability of funding)*.</b></p>	<p>Full cost public transport provided for.</p> <p>We expect all students or their parents/ carers to contribute towards the cost of travel. This is currently £17.50 per week (the cost of a Mega Rider in Lincoln). The amount of travel costs by rail or bus in excess of £17.50 per week can be claimed from the bursary fund.</p>
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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 18<sup>th</sup> October 2024 or within 4 weeks of the students' start date at LUTC.

### Other Support

Students with a household with income of less than £35,000 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 in their bank account on receipt of evidence of the expenditure incurred. A separate application form should be completed if the student has also applied for a travel bursary.

### 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. Please complete a separate application form for each category of assistance you are applying for as all travel applications will be reviewed first.

### Proof of Income

If you are applying for a discretionary bursary you will need to provide evidence of income and benefit entitlement stated on your application form.

Examples of types of acceptable evidence are detailed below:

<b>TYPE OF INCOME</b>	<b>EVIDENCE REQUIRED</b>
Annual salary	P60 for last tax year or last 3 months payslips
Self-employment income	SA 302 or full copy of submitted tax return for the last tax year including self-assessment calculation
Income Support or Universal Credit	Entitlement / Award letter – dated within the last 3 months OR 3 most recent monthly award statements (download from online account)
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months
Housing Benefit	Entitlement / Award letter – dated within the last 3 months
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months
Any other benefit	Entitlement / Award letter – dated within the last 3 months
Working Tax Credit	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Tax Credit	Working Tax Credit Award Notice marked for current year. Must be for full year and not partial awards (FULL AWARD NOTICE)
Child Benefit	Award letter
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid
Disability Living Allowance or Personal Independence Payments	Entitlement / Award letter – dated within the last 3 months
Any other income	Relevant paperwork to evidence the income

### **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 18<sup>th</sup> 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. Please note applications will not be reviewed until after 18<sup>th</sup> October as they will be awarded in order of priority for those with the greatest need for financial support. Applications are considered by the Principal and the Chief Finance Officer. Any information provided as 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  
Areas shaded grey are for completion by LUTC

Name of Student			
Name of Parent / Carer			
Year Group		Age (Please show the students age on 31 August 2024)	
Have you the right of abode and been resident in the UK for the last 3 years?		Yes / No	
<b>PLEASE RETURN THIS FORM TO THE FINANCE OFFICE</b>			
<b>To be completed by the College Attendance Officer</b>			
Attendance at the time the application was considered.		%	
Where attendance falls below 95% the amount paid may be reduced by LUTC			
<b>Bursary Criteria:</b>			
16-19 Bursary Scheme - To qualify you must be aged 16 or over and under 19 on 31 August 2024 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.			
<b>TYPE 1: 16-19 Vulnerable Student Bursary</b>			
To Qualify you must fall into one of the categories below and produce the required evidence. You will not automatically be entitled to a bursary if you do not have financial needs, or your financial needs are covered by other sources. A lower amount or no bursary may be awarded if you do not have any actual participation costs to study.			
Are you (student) in receipt of Income Support or Universal Credit?		Yes / No	
Evidence required - Income Support or Universal Credit Statement Letter			
Care leaver or currently looked after in care?		Yes / No	
Evidence Required - Letter from Local Authority			



<p>Disabled student in receipt of Disability Living Allowance or Personal Independence?</p> <p>Payments in their own right <b>as well as</b> Employment and Support Allowance or Universal Credit in their own right</p>	<p>Yes / No</p>
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**TYPE 2: 16-19 Discretionary Bursary**

Your **total household income** is one of the criteria to help us assess your application. Please detail below your total household income and the type of evidence which has been included with the application. Additional space is provided below for details that don't fit in the individual household member columns on the following page.

**PLEASE LIST BELOW ALL MEMBERS OF THE HOUSEHOLD AND ALL OF THEIR INCOME.**

Household Member	Relationship to Student	Annual Income Please detail annual amount for each type of income received	Evidence Provided
<p>1.Parent/ Guardian 1:</p> <p>Name:</p>		<p>Salary: £</p> <p>Self employment income: £</p> <p>Income support: £</p> <p>Universal credit: £</p> <p>Job seekers allowance: £</p> <p>Pension: £</p> <p>Employment support allowance: £</p> <p>Incapacity benefit: £</p> <p>Carer's allowance: £</p> <p>Housing benefit: £</p> <p>Council tax benefit: £</p> <p>Working tax credit: £</p> <p>Child tax credit: £</p>	

		<p><b>Child benefit: £</b></p> <p><b>Disability living: £</b></p> <p><b>Allowance: £</b></p> <p><b>Personal Independence: £</b></p> <p><b>Payments: £</b></p> <p><b>Any other benefit: £</b></p> <p><b>Grants or bursaries: £</b></p> <p><b>Any other income: £</b></p>	
<p><b>2.Parent/ Guardian 2:</b></p> <p><b>Name:</b></p>		<p><b>Salary: £</b></p> <p><b>Self employment income: £</b></p> <p><b>Income support: £</b></p> <p><b>Universal credit: £</b></p> <p><b>Job seekers allowance: £</b></p> <p><b>Pension: £</b></p> <p><b>Employment support allowance: £</b></p> <p><b>Incapacity benefit: £</b></p> <p><b>Carer's allowance: £</b></p> <p><b>Housing benefit: £</b></p> <p><b>Council tax benefit: £</b></p> <p><b>Working tax credit: £</b></p> <p><b>Child tax credit: £</b></p> <p><b>Child benefit: £</b></p> <p><b>Disability living: £</b></p> <p><b>Allowance: £</b></p> <p><b>Personal Independence: £</b></p> <p><b>Payments: £</b></p> <p><b>Any other benefit: £</b></p> <p><b>Grants or bursaries: £</b></p> <p><b>Any other income: £</b></p>	

<b>3. Please detail any other members of the household's annual income if applicable:</b>		
<b>4. Please advise of the number of dependent children in the household:</b>		
<b>Travel Bursaries</b>		
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?		
<b>Official Use - Travel</b>		
Criteria for support met?	Yes / No	
Was application approved?	Yes / No	
Amount awarded?	£	
<b>Other 16 - 19 Discretionary Bursaries</b>		
Are you applying for financial support?		
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?		
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? £
<b>Office Use - Other</b>		
All Applicants – Was application approved?	Yes / No	
Amount Awarded	£	

<b>Payment</b>	
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.	
<b>Name on Bank Account</b>	
<b>Bank Sort Code</b>	
<b>Bank Account Number</b>	

**Declaration**

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 which may lead to prosecution.

I understand that if I refuse to provide information relevant to my claim the application will not be accepted.

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.

I will notify Lincoln UTC of any changes to household income or other factors that may affect eligibility for a bursary.

I confirm that I have read Lincoln UTC's Bursary Fund Policy.

**Student Signature:****Dated:****Parent/Carer Signature:****Dated:**