

Berkeley Green UTC – 16-19 Bursary Fund

Part 1 An Overview

The 16 to 19 bursary fund provides financial support to help students overcome specific barriers to participation so they can remain in education. There are 2 types of bursaries.

- A student who is receiving Income Support or Universal Credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner.
- The other is the discretionary bursary which we award based on individual needs. For example help with transport, meals, books and equipment.

Part 2 Eligibility

To be eligible for the discretionary bursary students must: be aged 16 or over but under 19 at the 31 August 2019 or be aged 19 or over at 31 August 2019 and have an Education, Health and Care Plan (EHCP) meet the residency criteria (see guidance booklet) and have a household income of under £22,000.

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- in care,
- care leavers,
- in receipt of Income Support, or Universal Credit in place of Income Support in their own right,
- in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right.

More information and eligibility criteria can be found in our guidance booklet. Please email studentfinance@sgscol.ac.uk to request a copy of guidance.

Part 3 Application

Your Information

You must complete this application fully. Any applications returned that are not complete will be returned and unlogged. This could mean your application is delayed and possibly declined once returned if funding has been depleted.

Your Evidence

You must ensure all income evidence is supplied for all parent(s)/guardian(s)/partner(s) as stated in section 3 and section 4. All benefit evidence must be dated within the last three months; all other income evidence supplied must be relevant to financial year 17/18 (e.g. 2018 P60)

If you tick yes to the in care/ care leaver questions within section 4 you should supply evidence of this (e.g. an official letter from social worker).

You may also be asked for additional evidence to confirm any part of this application once received.

Your Deadline

Applications can be submitted at any time during the UTC year. However we highly recommend submitting applications before Friday 15th September 2018 as funding is limited.

Part 4 processing

Applications received on or before 14th September, will be processed before the end of the month. You will be contacted by letter. We cannot provide information on applications until we have contacted you.

Please return the complete application to:

Bursary Application,
Berkeley Green UTC,
Gloucestershire Science & Technology Park
Berkeley
GL13 9FB

Section 1 – Student Agreement

By signing this agreement you are confirming that:

- the information you will supply on this form is correct and complete to the best of your knowledge and belief;
- you will submit supporting evidence in accordance with the requests made in this application.
- you understand that any attempt to dishonestly obtain a bursary could be treated as fraud and may result in criminal and/or civil proceedings against you.
- you understand that the college have the right to reclaim any funds, if found to have provided incorrect or fraudulent information or do not complete the course you have enrolled on.
- you understand that if you enrol on a course and withdraw as a non-starter we are unable to issue funding.
- It is important to have an understanding that bursary payments are only released to students with 90% attendance or over and this should be maintained throughout the year.
- you have read and understood this statement.
- you must meet the UTC behaviour standards outlined within the UTC policy.
- you understand that funding is limited and that applying for the bursary and meeting the eligibility criteria does not guarantee a bursary will be awarded.

Full Name

Signature

Section 2 – Income details

The 16-19 Bursary is awarded based on the income of your household. You must provide evidence of household income in order for us to process your claim:

If you answer YES to any of the questions then please provide appropriate evidence

In receipt of Income Support?	YES / NO
In receipt of Employment Support Allowance?	YES / NO
In receipt of Job Seekers Allowance?	YES / NO
In receipt of Universal Credits?	YES / NO
Do you receive DLA or PIP in your own name?	YES / NO
Do you have a household income below £22,000?	YES / NO
Are you able to provide a 2018-2019 p60?	YES / NO

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Section 3 Household Details

Are you in care?

Are you a care leaver?

Please state the names of any adults in the household and their relationship to you.

Name

Relationship (Parent / Guardian)

Name

Relationship (Parent / Guardian)

Do you have any individual household circumstances that you believe may affect our decision on the amount of bursary to award or any other comments you wish to include with this application?

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What happens next?

We will write to you within 3 weeks from the date we receive the application. If successful we will send you a pending award letter. You must reply to the pending award letter within 4 weeks with your bank details. You will also find more information about payment dates on that letter. Please note we can only make payments direct to students, not parents. You must have a bank account set up before we can pay you.

Further Information:

Free school meals for over 16s

What are the qualifying criteria for Free School Meals?

Your child might be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals

All 16-18 year-old learners who are, or whose parents are, in receipt of eligible benefits and enrolled in further education provision funded via the Education Funding Agency can apply for free school meals.

All eligible 16-18 year-old learners who attend a sixth form at a school/academy can apply using the free school meals on this link:

<https://www.gloucestershire.gov.uk/education-and-learning/school-transport-and-free-school-meals/apply-for-free-school-meals/>

If you need to contact Gloucestershire County Council, please email

edsupport@gloucestershire.gov.uk