

The 16 to 19 Bursary Fund

Academic year 2018/2019

This booklet outlines the bursary schemes on offer to learners aged 16-18 on the 31st August 2018. If, having read the details below you feel you are eligible to receive bursary support the learner can register and apply online at <https://tameside.paymystudent.com/portal> from 20th August 2018.

There are two types of 16 to 19 bursaries:

- Vulnerable bursaries for defined vulnerable groups of up to £1,200 a year.
- Discretionary bursaries which we award to meet individual needs, for example, help with the cost of transport, meals, books and equipment.

To get either of the two bursaries in the 2018 to 2019 academic year the learner must meet the conditions below:

- You must be aged 16 or over but under 19 at 31 August 2018. If you're aged 19 or over you will only be eligible to receive a discretionary bursary if you are continuing on a study programme you began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP).
- You must meet the residency conditions to get a bursary. We will check this for you once you apply.
- You must be enrolled on a study programme that's publicly funded and inspected by a public body that assures quality (like Ofsted). We will check if your study programme meets the conditions once you apply.

You can be studying full or part time and we will look at the amount of time you're studying when we're deciding if you will get an award.

Vulnerable Bursary

If you are in one of the groups below, you can apply for a vulnerable bursary:

- in care
- care leavers
- getting Income Support, or Universal Credit because you're financially supporting yourself or are financially supporting yourself and someone who is dependent on you and living with you, for example, your child or your partner
- getting Disability Living Allowance or Personal Independence Payments and Employment and Support Allowance or Universal Credit. You must be getting both benefits in your own right

Providing proof that you're eligible for vulnerable bursary

We will need proof that you're eligible. For example:

- for students who are in care or a care leaver, written confirmation from the local authority that looks after you or provides your leaving care services
- for students getting Income Support or Universal Credit, a copy of your Income Support or Universal Credit award notice (you must be entitled to the benefits in your own right). The evidence must confirm that you can be in further education or training. If you're getting Universal Credit we will also need to see a tenancy agreement in your name, a child benefit receipt, children's birth certificates, utility bills etc.
- for students getting Universal Credit (UC)/Employment and Support Allowance (ESA) and Disability Living Allowance and Personal Independence Payments, a copy of your UC claim that confirms which ESA group you've been placed in. You will also need to provide evidence that you're receiving Disability Living Allowance or Personal Independence Payment

How much you will be paid if you're eligible

If you're eligible for a vulnerable bursary, you could get up to £1,200 if you study full time for a minimum of 30 weeks. If your course is only for a few hours a week or less than 30 weeks, you will get less. These payments will be made weekly over 36 weeks. Awards for equipment and kit will be deducted from your weekly payments.

Discretionary Bursary

If you aren't in one of the defined vulnerable groups, but you need financial help to stay in education, you can apply for a discretionary bursary.

The criterion is based on your household income; less than £30,000 and you can apply.

We will need proof of your household income to determine if you are eligible. For example a letter from the Department of Work and Pensions showing receipt of benefits, a P60, a Tax Credit Award Notice or 3 months' worth of pay slips.

We will decide how much discretionary bursary to award you, depending on your household income, your circumstances and the course you are studying.

If you live one mile or more from College you could be eligible for weekly travel awards of £15.

If you need kit or uniform we can reimburse you, pay the supplier on your behalf or put the money into your account so you can purchase what you need yourself (dependant on what course you are studying).

If you have to go on educational field trips we can support up to 50% of your costs and pay your department on your behalf.

If you need help with free school meals we can look at your household income and award this to you whilst at College.

Applying for Vulnerable Bursary and Discretionary Bursary

You can register and apply online from the 20th August 2018. Please go to:

<https://tameside.paymystudent.com/portal>

The sooner you apply, the sooner your support can start once you have enrolled and started your course. We have limited funds available and allocate funding on a first come first served basis.

It's important to understand that your bursary application is a legal document. If you or your parents or carers give false or incomplete information on your application you may be committing fraud.

If we think this is the case we may pass details of your application to the Department for Education or the police. You and your parents or carers could be prosecuted and we will ask you to pay back any bursary payments you should not have had.

Rules and conditions for payment for Vulnerable Bursary and Discretionary Bursary

Conditions on your bursary payments apply. These are rules you need to stick to so you can carry on getting support from the bursary fund. You must maintain a minimum weekly attendance of 85% to receive your Vulnerable Bursary awards and travel awards if you are receiving Discretionary Bursary and a minimum of 85% termly attendance to continue to receive top up support in terms two and three for any additional awards towards books and equipment (Discretionary Bursary only).

Weekly Vulnerable Bursary awards are paid in arrears based on the previous week's attendance. If you don't meet the attendance requirement we will withhold your award for the following week.

Weekly travel payments for Discretionary Bursary are paid in arrears based on the previous week's attendance. If you don't meet the attendance requirement we will withhold your travel award for the following week.

If you don't meet the attendance requirement at the end of term one, we will withhold your top up award for term two. If you don't meet the attendance requirement at the end of term two we will withhold your top up award for term three (Discretionary Bursary only).

If you're ill or are absent for any other reason this will affect your payments.

Other help to stay in education

We keep some bursary funds for students who need emergency help or different types of help during the year because their circumstances have changed. If your circumstances change and you think you need more help speak to us straight away.

If you're a young parent you can apply for a bursary and for help from Care to Learn for help with childcare costs whilst you study. Please visit <https://www.gov.uk/care-to-learn> for further information.

Young carers

As a young carer you won't get a vulnerable bursary, unless you fall into one of the specific vulnerable groups. You can apply for help for a discretionary bursary. We will use the information you provide confidentially so you can talk to us about your caring responsibilities when you're applying for help.

Young offenders

If you're a young offender you can apply for a bursary if:

- you're serving a non-custodial sentence
- you've been released early from a custodial sentence (except on temporary licence)
- you've been remanded to a non-secure institution

You can't apply if:

- you're serving a custodial sentence
- you've been released from a custodial sentence on temporary licence
- you've been remanded to a secure institution

Impact on DWP benefits

Bursary fund payments don't affect your right to Department of Works and Pensions income-related benefits (like Income Support or Universal Credit for example).

However, if you're getting Disability Living Allowance or Personal Independence Payments and Employment Support Allowance or Universal Credit, your parents can't get certain benefits (like child benefit) for you.

Queries or questions about the bursary

If you have any problems with how the bursary is paid, how much money you get or other general questions, you can email the bursary team on studentfinancialsupport@tameside.ac.uk