



Honiton Community College

16 – 19 Bursary Policy

1. Purpose of 16-19 Bursary Support

The bursary is available for these students who require financial help in order to stay in education.

2. Eligibility Groups

Guaranteed Award – For vulnerable learners: Young People in Care, Care Leavers, Young People in receipt of Income Support and Disabled Young People in receipt of Disability Living Allowance will be eligible to receive a bursary of £1200 a year.

Discretionary Award – Targeted towards young people facing financial barriers to participation, such as cost of transport, meals books and equipment.

3. Guaranteed Bursary Application Process

The most vulnerable students will be eligible for bursary of at least £1200. Written confirmation of the young person's looked after status or receipt of the above named benefits will be needed to support their application.

4. Discretionary Bursary Application Process

Discretionary awards are aimed at those facing the greatest financial hardship. The following bands have been set up to manage applications:

Band 1: Annual household income of £16,190 or less

Band 2: Annual household income between £16,190 and £21,233

Band 3: Annual household income between £21,233 and £26,031

Priority Group 3 Extreme Circumstances – this is for learners who do not exactly satisfy the above criteria but are in a position of financial hardship that can be verified with evidence.

Evidence will be required to support any applications made for the 16-19 bursary. Tax credits forms, a P60, 3 to 6 months' worth of bank statements or receipt of free school meals will need to be provided along with the application form and submitted to the Post 16 office.

Satisfying the above criteria will not guarantee funding and each application will be reviewed individually by the panel. The school will consider other factors such as the purpose for which the funding has been requested and the budget available.

Discretionary awards will only be used to help learners meet costs related to participation in their course such as travel, books, trips and equipment. In the event of any electronic devices being purchased through the bursary, this will be on a loan only basis. A loan agreement form will need to be completed and the equipment returned when the student finishes their course.

5. Administration of Payments

Guaranteed Award – Following approval of the application for a Guaranteed Award, an agreed sum will be paid directly to the student upon approval and receipt of details of where the money will be spent.

Discretionary Award – Once an application for a discretionary bursary has been approved, the student is eligible for help with costs related to their course. Providing there is no change in circumstances, the proof of income provided in the initial application is valid for rest of the academic year. However, a Bursary Payment Request must be completed for each claim and a parent must sign to confirm that the information provided with the application is still current.

For high cost items such as laptops, the school will order and pay for these directly. For the costs of travel, trips and visits, these will also be paid directly by the school but a Bursary Payment Request form must still be completed.

For lower cost items such as stationary and books, these should be paid for by the student/parent and a receipt obtained. This should then be passed to the school along with a completed Bursary Payment Request form for the amount to be reimbursed.

6. Appeals Process

If any student wishes to make an appeal following a decision made by the panel, the Director of Post 16 should be contacted in writing giving full details of their case. If this does not resolve the issue then a final appeal can be made to the Principal.

7. Fraud

The signatures provided by the student and parent/guardian on the application form confirm that the information provided is accurate. Students are expected to inform the college if their circumstances change. If the information provided is known to be false then money may be claimed back. Exam certificates may be withheld in an instance where monies remain owing to the school in respect to a fraudulent claim.

8. Audit

The school is subject to external audit arrangements set by the EFA to ensure the correct administration of the bursary.