

16-18 Bursary Fund

2021-22 guidance notes

It's important you read these guidance notes before filling in the application form.

All award payments are subject to attendance of over 90% whilst on the course.

What is the 16-18 Bursary?

The 16-18 Bursary helps young people who face the greatest barriers to continuing in education after the age of 16. To make an application you must be aged under 19 on 31 August 2021. If you're over 19 you may only apply if you're either continuing on a course you began aged 16-18, or you have an Education Health Care Plan.

The 16-18 Bursary Fund is a limited fund. Awards are discretionary and will be means tested to enable us to award money to young people where a clear need for support is evident. Awards may not be given where a clear financial need is not demonstrated, for example, where a student has other sources of funding available to them such as savings.

Some students may be eligible for a Special Support Bursary of up to £1200 to help with course related costs; further information on eligibility criteria for this bursary is given below.

Please note if you withdraw from your course you may be asked to repay some of your award.

Who can apply to the 16-18 Bursary Fund?

If your household income is less than £28,000 or your household is in receipt of one of the following benefits you'll be eligible for the maximum level of support subject to the criteria stated above:

- Income Support
- Income-based Jobseekers Allowance

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- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (where you are NOT entitled to Working Tax Credit and have an annual gross income of less than £28,000 as assessed by HMRC)
- Universal Credit and an annual gross income of less than £28,000 a year

Who may be eligible for the Special Support Bursary?

You can only apply for a Special Support Bursary if you fall into one of the following groups:

- Young people who are care experienced
- Young people personally receiving Income Support or Universal Credit because they are financially supporting themselves or supporting themselves and someone dependent on them and living with them, such as a child or partner
- Young people receiving Disability Living Allowance or Personal Independence Payments in their own right **as well as** Employment and Support Allowance in their own right

If you satisfy these conditions you may receive a bursary of up to £1200 dependant on your financial circumstances and evidence of financial need. Eligibility does not guarantee that a full award will be made.

Students will also need to fulfil the following criteria:

- On 1 September 2021, be 'settled' in the UK, and have been ordinarily resident in the UK and Islands (including the Channel Islands and the Isle of Man) for the three years preceding 1 September 2021. 'Settled' means having either indefinite leave to enter or remain (ILE/ILR) or having the right to abode in the UK.

Other groups of students may also be eligible for funding. Students who have any residency variations should contact the Specialist Adviser on their campus for further advice.

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What costs can the 16-18 Bursary Fund help with?

Course costs

The fund can contribute towards equipment packs, printing costs, local day visits, and trips. Please note the maximum award may not fully cover the costs of your course.

Accommodation

In some cases, the 16-18 Bursary Fund can help with accommodation costs through a Residential Bursary. The maximum contribution towards accommodation costs is £4,000 for students at the Epsom campus and £3,500 for Canterbury, Farnham and Rochester students. Students with a household income of less than £35,000 can apply.

Students will need to meet the following criteria:

- Have a household income of less than £35,000
- Be attending UCA as the nearest Further Education institution providing their course, but where it's unreasonable to expect the student to travel on a daily basis. This may for example be due to a physical impairment or poor public transport links. Further information can be found in the 16-18 Bursary Fund Policy available at uca.ac.uk/life-at-uca/fees/pre-degree-financial-support

Residential bursaries will not be awarded where a student could attend an institution closer to home or where daily travelling times are reasonable.

It may sometimes be appropriate where a student's personal circumstances are compelling, to award a residential bursary to a student who does not strictly meet the above criteria. Circumstances where this might be appropriate include students who are experiencing a family breakdown or have become estranged from their family. Such awards are discretionary and there is no guarantee of support.

Travel

The fund can contribute towards daily travel expenses to and from UCA. If you're attending UCA where another provider of the course is available nearer to home, this may affect your eligibility.

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You must have taken advantage of any student travel concessions available to you, for example, the Student Oyster Card, Surrey Half Price bus/train pass, Kent 16+ Travel Saver or Arriva bus discounts. Payments for travel by car will only be permitted in exceptional circumstances, for example, if you have a childcare responsibility. Where a local travel scheme is available and appropriate, your award will be capped at the cost of this scheme if this is less than the maximum award payable.

Please note that awards cannot be paid to you until after you've enrolled. The Kent 16+ Travel Saver can take up to 28 days to process and you will need to make provision for the cost of your travel until you receive your card.

Other/unforeseen circumstances

If your circumstances change during the year or you are unsure if you are eligible, please contact your Specialist Adviser.

Free meals

In addition to the bursary, you may also be able to apply for free meals during your period of study. Meals are provided through the University cafes: there's no cash alternative. You'll be eligible if you or your parents or guardians are in receipt of one of the following or you have been eligible for free meals during the 2020-2021 academic year:

- Income Support
- Income-based Jobseekers Allowance
- Income related Employment Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of the State Pension Credit
- Child Tax Credit (provided there is no entitlement to Working Tax Credit and an annual gross income of less than £16,190, as assessed by HMRC)
- Working tax credit run on – paid for four weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earned income not exceeding £7,400 a year (not including any benefit entitlement).

Once your eligibility has been confirmed, you'll be contacted directly with further details and information about the scheme.

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Childcare

Help towards childcare costs is available through the Care to Learn Scheme. For further information, telephone +44 (0)800 121 8989 or visit gov.uk/care-to-learn

When can I apply for the 16-18 Bursary Fund?

You can apply throughout the year until either the fund closes or the academic year ends.

How do I apply?

Complete all sections of the application form clearly, attaching photocopies of all supporting evidence and return to your campus Specialist Adviser.

For paper application forms or for alternative formats please contact your campus Specialist Adviser.

Electronic copies are also available at: uca.ac.uk/life-at-uca/fees/pre-degree-financial-support

How are awards paid?

Awards are based on household income (including income from certain benefits). Current awards are made as follows:

- **Income less than £28,000 or in receipt of one of the benefits listed:**
 - Course costs: we will pay for your equipment pack, your local day visits and a contribution of £50 towards printing costs
 - Trip costs: where applicable we will pay £200 towards the overseas trip or £70 for the UK alternative trip
 - Travel costs: we will pay your travel costs up to a maximum of £1200*

Students who are eligible for the Special Support Bursary will be contacted by their Specialist Adviser to discuss how awards will be paid.

** If you're eligible to apply for a concessionary travel pass, such as the Kent 16+ Travel Saver then the award will be capped at the cost of the pass.*

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All payments are subject to an attendance level of 90% or over. Regular checks will be made.

Any award is only a contribution and is not guaranteed to cover all costs.

Awards for course-related costs are paid directly to the University.

Awards for accommodation will be paid in three termly instalments and directly to the provider.

Travel claims are generally paid termly in advance and you will need to keep evidence of your travel costs for payment to be made. Your attendance will be checked regularly; provided this meets the required level and you have provided us with evidence of your travel costs, a second and third payment will be paid at the beginning of each term.

General Data Protection Regulations (GDPR)

As part of the application and assessment process for bursary support, you will be asked to consent to the collection and processing of all personal data submitted as part of this process. All parties will be required to read the University's Student Data Protection Privacy Notice available at uca.ac.uk/data-protection-policies and be asked to give your consent by signing the statement at the bottom of the application form.

If you are not willing or are unable to give your consent, this may impact on our ability to process your application and you should discuss this with your Specialist Adviser.

What do I do if I'm unhappy with the decision?

You have the right to appeal against any decision made by the panel. Appeals should be made in writing within 14 days from the date of the decision letter. Please enclose any additional supporting evidence and send to:

Christina Lewis
Head of Gateway Services & User Experience
fefunds@uca.ac.uk

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Who do I contact if I have any questions?

If you have any questions regarding this document or the application form, further information is available in the 16-18 Bursary Fund Policy available at: uca.ac.uk/life-at-uca/fees/pre-degree-financial-support. Alternatively, please speak to your campus Specialist Adviser on the telephone numbers below or email: fefunds@uca.ac.uk

- Canterbury: +44 (0)1227 817 307
 - Epsom: +44 (0)1372 202 441
 - Farnham: +44 (0)1252 892 612
 - Rochester: +44 (0)1634 888 644
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