
16-18 Bursary Fund Policy

2021/22



Introduction

1. This policy sets out the financial support available through, and eligibility for, bursary funding for 16-18 year old students attending further education courses at the University for the Creative Arts.
2. UCA is committed to ensuring the 16-18 bursary fund is targeted towards those learners facing the greatest financial barriers to continuing in education after the age of 16.
3. This Policy sets out how the University will allocate funds for the 16-18 Bursary Fund and should be read in conjunction with the following Education Skills Funding Agency (ESFA) Guides: [16-19 Bursary Fund Guide](#), [16-19 Education: Funding Allocations](#), [16-19 Residential Bursary Fund Guide](#), [Free Meals Guide](#).

Context

4. The ESFA through the 16-19 Bursary Fund (known at UCA as the 16-18 Bursary Fund) provides targeted support to vulnerable learners through the Special Support Bursary and those other learners who could not remain in education without financial assistance for essential costs like transport, meals, and equipment.

The Special Support Bursary is funded centrally and UCA make claims for successful applicants against this budget.

The discretionary bursaries are funded via an external allocation, managed by UCA. In 2021/22 this allocation is £87,694 for discretionary bursaries with an additional allocation of £8287 for free meals.

5. Additionally, as a specialist provider, UCA also operates a residential bursary scheme. In 2021/22 this allocation is £22,551.
6. Local authorities have a duty to publish their policies in respect of their arrangements for student transport and many provide support for students under 19 at the start of their course, often in the form of subsidised travel, subject to the following conditions:

- Student lives over 3 miles from place of study
 - Student attends nearest college/school which offers their chosen course.
7. Care to Learn covers childcare costs for students under 20 at the start of their course.

Eligibility

8. To be eligible for the 16-18 Bursary in 2021/22, students must be aged under 19 on the 31 August 2021 or are aged over 19 and have an Education Health Care Plan. Where a student turns 19 during their course, they can continue to be supported to the end of their course.
9. Students must satisfy the residency criteria set out by the Education Skills Funding Agency (ESFA) by fulfilling the following criteria:
- a person on the ‘relevant date’ who is ‘settled’ in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding the ‘relevant date’. ‘Settled’ means having either indefinite leave to enter or remain (ILE/ILR) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK as follows:
 - i. British Nationals who hold a United Kingdom of Great Britain and Northern Ireland passports.
 - ii. Irish Nationals
 - iii. European Union nationals or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled or pre-settled status
 - iv. students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021
 - v. British Dependent Territory Citizens (now known as British Overseas Territory Citizens).
 - vi. those whose passports have been endorsed to show they have right of abode in the UK.
 - vii. those who have a certificate of naturalisation or registration as a British Citizen.
 - viii. those with Hong Kong British National (Overseas) (BN(O)) visa who have been given Home Office permission to reside in the UK
 - In addition to the groups outlined above, ESFA will also consider the following groups of students (including those who may not have lived in the UK for the last 3 years) to be eligible for funding:

- i. people with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses, civil partners and children
- ii. people with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the 3 years immediately preceding the start of the course)

If students have any other residency variations, they need to contact the Specialist Adviser on their campus. Full details of eligibility for funding can be found in the [ESFA funding guidance for young people 2021 to 2022](#).

General conditions

10. Applications for the 16-18 Bursary will be accepted throughout the academic year or until the funding has been fully allocated, whichever is sooner.
11. In addition to meeting the income criteria, students must demonstrate that they have a clear financial need. Awards may not be granted where students have over £1000 personally available to them once all course and travel costs have been paid.
12. Applications can be accepted, and awards agreed provisionally prior to the start of the academic year.
13. The University reserves the right to request repayment of all or part of any award received if a student withdraws from their course or consistently fails to meet the attendance requirements.
14. If a student's circumstances change, they can make more than one application to the fund within an academic year.
15. Students studying a two-year course will be required to make a new application in the second year of their course.
16. All award payments are subject to a minimum attendance rate of 90% whilst on course. If a student has a lower rate of attendance their award payments may be suspended or refused. However, they will be provided with an opportunity to submit any extenuating circumstances to their Specialist Adviser.
17. Students must complete an application form and provide evidence of household income to include, where relevant, benefit notices, Tax Credit Award Notices, P60 and any other required evidence of personal status.
18. Where students are applying for a residential bursary, evidence of their accommodation costs must be provided.

19. If students are living at home supported by parents/guardians they will be assessed against their own and their parents'/guardians' income, except in exceptional circumstances.

Means-testing will be rigorous but not excessive and evidence from other recent income assessments will be used wherever possible.

Assessment

20. Initial assessments will be undertaken by the relevant campus Specialist Adviser. The application will then be checked by a second Specialist Adviser as follows:

- Canterbury applications will be considered by the Farnham Specialist Adviser
- Epsom applications will be considered by the Canterbury Specialist Adviser
- Farnham applications will be considered by the Rochester Specialist Adviser
- Rochester applications will be considered by the Epsom Specialist Adviser

Where an application is complex or does not meet the standard criteria, then referral will be made to a third Specialist Adviser to ensure a decision is reached.

Discretionary Bursary

21. Awards for discretionary bursaries are assessed on household income (including income from certain benefits) and are awarded where the household income is below £28,000 or where there is receipt of one of the following benefits:

- Income Support
- Income- based Jobseekers Allowance
- Income – related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed 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 £28,000 as assessed by HMRC.
- Universal Credit and have an annual gross income of less than £28,000.

If household income is above the maximum threshold but there are exceptional extenuating circumstances, an application form and supporting evidence can be submitted. In these instances, any award will need to be agreed by three Specialist Advisers.

22. The fund can make awards towards the following:

- i. Course costs - equipment packs, printing costs, local day visits and trips.
- ii. Daily travel expenses to and from UCA:
 - If a student is attending UCA where another provider of the same course is available nearer to home this may affect eligibility for support with travel expenses.
 - Students are expected to take advantage of any subsidised travel passes and student travel concessions if available.
 - Payments for travel by car will only be permitted in exceptional circumstances.
 - *Students must keep evidence of their travel costs as they will be asked to provide them.*
- iii. If circumstances change during the year, students should contact their Specialist Adviser.

23. Awards are made as follows, however should the number of applications be greater or lesser than anticipated then awards may be amended accordingly:

Income less than £28,000 or in receipt of one of the benefits listed above:

- Course costs: we will pay for your equipment pack and local day visits and a contribution of £50 towards printing costs
- Trip costs: where applicable we will pay for the UK trip or £200 towards the overseas trip
- Travel costs: we will pay travel costs up to a maximum of £1200*

*If a student is eligible to apply for a concessionary travel pass, such as the Kent 16+ Travel Card, they will have their award capped at the cost of the pass rather than the figure quoted above.

When calculating income an annual deduction of £2780 will be made for each additional dependent child (excluding the student).

Special Support Bursary

24. Students will be eligible for a special support bursary of up to £1200 per academic year if they are a student within one of the following groups:

- A care experienced student.
- Personally, in receipt of Income Support or Universal Credit.
- Personally in receipt of both Employment and Support Allowance and Disability Living Allowance (or Personal Independence Payments) in their own right.

25. Any awards given from the Special Support Bursary are awarded to help with course related costs only. Existing sources of income will be taken into account when assessing eligibility or the level of award. Where a student normally lives with a parent(s) or guardian(s) household income will be taken into account, otherwise support from third parties (e.g. local authority) will be considered.
26. Where a student's circumstances change in-year and a student becomes eligible, they will receive a pro-rata amount of the special support bursary, which will be from the date they became eligible to the end of the academic year.
27. Where a student is enrolled on a course of less than 30 weeks, the special support bursary will be adjusted to an appropriate pro-rata amount.
28. All learners receiving the Special Support Bursary will be notified to the ESFA via the online reporting form on the ESFA web portal in order to claim the funding. If UCA accrues any unused special support bursary e.g. if a student leaves their course early, funding may be recycled for future eligible learners.

Residential Bursary Fund (RBF)

29. Awards are given to assist with the cost of student halls, private rented accommodation, or in exceptional cases the cost of travel from term time lodgings to university. In these cases, the Guidance allows for 15% or a maximum of £25,000 of the RBF allocation to be used to fund these travel costs as a last resort. Guidance does not allow for the RBF to be used to fund travel cost for non-residential students, i.e. travel costs between home and University.
30. Students with a household income of less than £35,000 are able to apply. Students will need to demonstrate they are attending UCA as their nearest Further Education institution but are unable to travel on a daily basis due to either the time or distance involved. This may include the following:
 - Students with a physical impairment or health issue which affects their ability to travel.
 - Poor transport links resulting in an unreasonable travelling time.
31. Students who have not been accepted at institutions closer to home will be expected to provide evidence of this.
32. Students who could have attended an institution closer to home but have chosen not to do so, are unlikely to be considered for a residential bursary. The [National Careers Service website](#) will be referred to in order to check this.

Awards are made as follows:

Income Level	Maximum Residential Bursary – Epsom Only	Maximum Residential Bursary – Canterbury, Farnham and Rochester
Less than £35,000	£4000	£3500

33. Funds may not be transferred in or out of the residential bursary allocation. The discretionary bursary cannot be used to subsidise the residential bursary fund.
34. Students may receive both a 16-18 bursary (for example, for essential equipment) and a residential bursary. If a student is eligible for both the special support bursary and the residential bursary, the panel will determine the level of need on a case-by-case basis.

Childcare

35. If a student is aged under 20 at the start of their course in 2021/22 they will be able to apply for help with their childcare costs through the Care to Learn scheme. Care to Learn provides support with the cost of Ofsted-registered childcare up to £160 per week per child outside of London and £175 per week within London.

Free Meals

36. Applications for free meals can be made through the 16-18 Bursary Fund. Students will be eligible for a free meal if they or their household are in receipt of one of the following or students have been eligible for a free meal during the 2020-21 academic year:
- Income Support.
 - Universal Credit with net earnings not exceeding the equivalent of £7400 a year.
 - Income- based Jobseekers Allowance.
 - Income – related Employment and Support Allowance (ESA).
 - Support under part VI of the Immigration and Asylum Act 1999.
 - The guaranteed 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 4 weeks after you stop qualifying for working tax credit).

37. A free meal will be made available to eligible students for each day of attendance where attendance is expected for a full day or at least until 1pm. Where applicable this includes days where students are in attendance for GCSE study.
38. Meals are provided through the University cafes: there is no cash alternative. In exceptional circumstances where the University may not be able to provide refectory services, a voucher will be provided for external use.

Payments

39. All payments are made subject to an attendance rate of at least 90%. Awards are not guaranteed to cover all costs.
40. Payments will be made in kind wherever possible, such as the purchase of course materials or contributions towards study trips. Where awards are paid in cash (e.g. for travel) this will be made by BACS transfer to an account held in the student's name. Awards can only be paid to an account held by parents/guardians/third parties under exceptional circumstances (e.g. where the student doesn't have the financial capability to manage an account themselves) and will require signed consent from the student.

Special Support Bursaries

41. Awards may be cash payments or may be used to purchase items required for the course, e.g.:
 - Equipment Packs
 - Payment for Study Trips and local visits

Cash awards will be paid in instalments and the relevant campus Specialist Adviser will discuss and agree this with the student once an award has been agreed.

Discretionary Bursaries

42. Course cost awards (equipment packs, study trips and local visits) will be made directly to the University.
43. Travel awards will be made to the student directly through a BACS transfer to accounts in their name only, except under exceptional circumstances as outlined above. Awards are generally paid termly in advance. Students are required to submit their travel receipts at the end of each term in order for the next terms payment to be made.

Residential Bursaries

44. Payments will be made on a termly basis, subject to attendance checks, and will only be paid directly to the landlord. Retrospective payments to students will not be made.

Administration

45. Bursary providers are allowed to use up to 5% of the total allocation (to include both hardship and free meals allocations) for administration costs.
46. Providers are required to accurately complete Individualised Learner Records (ILR) to indicate the numbers of students receiving support from the 16 to 19 Bursary Fund. These are completed at set points throughout the academic year. Management information on special support bursaries will be collected via the funding claim form submitted by institutions in respect of individual learners.
47. The residential bursary fund end of year return is due at the end of October 2022 for the 2021-22 academic year.

Monitoring

48. Monitoring of the 16-18 bursary is the responsibility of the Director of Academic Services with the University's Finance Department. Expenditure is monitored termly with the Finance Department's Ledger Manager and reported to the Head of Gateway Services & User Experience via the Gateway Services Managers meetings.
49. Take-up of the 16-18 Bursary Fund will be monitored annually by the Specialist Advisers, with a report produced at the end of each academic year for the Director of Academic Services.
50. Feedback from students on the impact of the bursary on their learning is collected annually to provide additional anecdotal information for the end of year report.

Appeals

51. If a student wishes to appeal, they are required to appeal in writing within 14 days from the date of the decision letter: enclosing any additional supporting evidence.
52. Appeals should be sent to:

Head of Gateway Services & User Experience
UCA Epsom,
Ashley Road,
Epsom,
Surrey,
KT18 5BE

Alternatively appeals can be emailed to fefunds@uca.ac.uk

53. The Appeals Panel will comprise the Head of Gateway Services & User Experience (Chair), a Gateway Services Manager, a Specialist Adviser not involved in the original decision and a representative of the Students' Union.
54. The panel will meet within 14 days of receipt of an appeal.
55. The panel's decision is final, and this will be communicated to the students in writing within 7 days of the panel meeting.

General Data Protection Regulations

56. As part of the application and assessment process for bursary support, students and any adults supporting the application 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 their consent by signing the statement at the bottom of the application form.
57. If students and/or adults supporting the application are not willing or are unable to give their consent, this may impact on our ability to process the application and this should be discussed this with the Specialist Adviser.