

LINK19 College



BURSARY FUND POLICY

Reviewed Date: Autumn 2023
Review Date: Autumn 2024

LINK19 College
Bursary Fund Policy

This policy provides an overview of Bursary funding and how LINK19 College ensure eligibility. Please refer to the Education & Skills Funding Agency funding guidance for young people 2023 to 2024 and the 16-19 Bursary Fund guide 2023 to 2024 academic year for further information.

1. Eligibility Criteria:

- a. Age: The specialist college is open to learners aged between 19 and 25 years old.
- b. EHCP Requirement: All learners must have a valid Education, Health and Care Plan (EHCP) in place.

2. Residency Criteria:

- a. Residence in the UK: Learners must be residents of the United Kingdom.
- b. Proof of Residency: Proof of residency, such as a valid address, will be required during the admission process.

3. Discretionary Bursaries:

- a. Definition: The specialist college may offer discretionary bursaries to eligible learners.
- b. Eligibility: Learners may be eligible for a discretionary bursary if they meet specific criteria, which will be determined by the college.
- c. Application Process: Learners must submit a separate application for the discretionary bursary, providing necessary documentation and information.
- d. Bursary Amount: The amount of the discretionary bursary will be determined on a case-by-case basis, considering the learner's financial circumstances and the availability of funds.

The agreed standard for a learner's attendance would be expected to be 95% or above should a bursary be awarded. An exception to this may be in circumstances where a learner's health and/or medical needs impact upon their attendance, in which case discretion would be exercised at the LINK19 College Leads authority.

Due to the nature of the learner's special needs who attend the College it would be difficult to set a standard for behaviour / attainment that would be meaningful for all our learners.

Please complete the form in Appendix 1 and supply the necessary evidence so that the College can consider the application. A meeting of the College Senior Leadership will be convened to consider your application and usually a decision will be made with 4 weeks.

The outcome of the decision will be advised in writing.

When the Discretionary Bursary Fund is exhausted the College will advise via the College parent meetings and no further applications will be considered until further funding is received from the ESFA.

4. Impact on DWP Benefits:

a. Learner Responsibility: It is the learner's responsibility to inform the relevant government departments, such as the Department for Work and Pensions (DWP), about their enrollment in the specialist college.

b. DWP Guidance: Learners are advised to consult with the DWP or their designated benefits advisor to understand any potential impact on their benefits due to their enrollment in the specialist college.

5. Complaints/Appeals Process:

a. Informal Resolution: Learners are encouraged to resolve any issues or complaints informally by discussing them with the appropriate staff member, such as their tutor or key worker.

b. Formal Complaints: If the issue remains unresolved, learners may submit a formal complaint in writing to the college administration, clearly outlining the nature of the complaint and any supporting evidence.

c. Complaints Procedure: The college will follow its established complaints procedure to investigate and respond to the complaint within a reasonable timeframe.

d. Appeals Process: If the learner is dissatisfied with the outcome of the complaint, they may request an appeal, which will be reviewed by an independent panel. The learner will be informed of the appeal process and any relevant deadlines.

This policy is subject to regular review and updates to ensure compliance with relevant legislation and guidance from the Education and Skills Funding Agency (ESFA) and other relevant governing bodies.

Single Equalities Scheme impact Assessment (Equalities Act 2010)

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of disability, race, belief, gender, sexual orientation or age. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the college.

LINK19 College is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this college.

Reviewed Date: Spring 2023

Review Date: Spring 2024

Signed by Chair of LINK19 College board of directors:.....

Signed by LINK19 College Lead:.....

Appendix 1

Discretionary Bursary Application Form

Please complete the form and submit it together with your supporting evidence to the LINK19 College Lead.

Title				
Surname				
First Name				
Address				
Postcode				
Phone/Mobile				
Email				
Date of Birth				
Your age				
Have you the right of abode and been resident in the UK for the last 3 years?	Yes		No	

Learner Request for Assistance Form

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you might need financial assistance for and how much you will need during the academic year.

This information is strictly confidential and will only be used for this assessment purpose.

Assistance Requested (please provide details)	Amount Required	Number of Days	Office Use Only (Total)
Books			
Equipment			
Transport			
Meals			
Any other			

If there are extenuating circumstances within your household that have not been covered but would like us to consider as part of this application, please provide the information here:

Please provide your bank details below as printed on your bank card or statement. Bursary payments will be paid directly into learners' bank accounts only (by BACS).

Please be aware that the College can choose to pay Bursary awards 'in kind', e.g. by purchasing equipment required.

Account name:								
Account number:								
Sort code:			-			-		

Learner Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that the monies I receive under the Bursary Scheme will be paid on condition of the standards of attendance and behaviour, as explained in the LINK19 College 16- 19 Bursary Fund document.
- Holidays will be unpaid.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify LINK19 College immediately.
- I will notify LINK19 College of any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.

- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as books, equipment, transport, meal costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made in writing to LINK19 College, but if I feel I have not been treated fairly, I can follow the LINK19 College complaints procedure.

Applicant signature		Date	
Learner's representative (if applicant unable to sign)		Date	
Capacity of learner			