



Bursary Guidance 2023/24

What is the 16 to 19 Bursary Fund?

The 16 to 19 Bursary Fund is designed to provide support to help young people meet the costs of participating in education post 16. The 16 to 19 Bursary Fund has 2 elements:

Vulnerable Bursary for vulnerable young people:

Please see below for details of eligibility.

These learners will be eligible to receive a bursary of up to £1,200 per year.

Discretionary Bursary:

These awards are targeted towards those young people who face financial barriers to participation in education, such as the costs of transport, meals, educational visits, books and equipment. The awards are aimed to fit the needs and circumstances of individual learners and are at the discretion of the Head of College.

Am I eligible?

- To be eligible to receive a 16 to 19 Bursary in the 2022/23 academic year you must:
- Be aged 16 or over and under 19 on 31st August 2022 or
- Be aged 19 or over at 31st August 2022 and continuing on a study programme you began aged 16 to 18, or have an EHCP.
- You must be eligible in one of the following categories:

Vulnerable Bursary

-young people who are in or have recently left local authority care

-young people in receipt of Income Support (or Universal Credit in place of Income Support) in their own right

-young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right

Discretionary Bursary

- Young people who are eligible to receive a free school meal
- Young people whose household income is below £25,000 per annum
- Young people with significant caring responsibilities at home and who are not in receipt of a Carer's Allowance
- Young people who have been affected by a sudden, exceptional change in their circumstances

You must have been a resident of the UK or a national of any EU country for 3 years preceding the 1st day of the first academic year of your course.

If you have any queries regarding the residency criteria, please ask for help.

16 to 19 Bursary Fund – Guidance Notes for Academic Year 2022/23

How much is the bursary payment/How will it be paid?

Learners in one of the defined vulnerable groups will receive a payment of up to £1200 for the academic year, payable in regular instalments. Learners in receipt of a discretionary bursary will generally receive payments 'in kind', based on their needs, for example: provision of a bus pass, payment for exam resits, provision of equipment or books or contribution towards payments for educational visits.

Dependent upon individual circumstances, the Bursary Fund will pay the full cost or only a proportion, with the balance being paid by the learner.

Any learner who is in receipt of Free School Meals will continue to be entitled to Free School Meals under the bursary scheme.

In some circumstances, payments may be made directly to learners. These will be paid by BACS transfer into the learner's bank account.

Are there any conditions?

All payments will be subject to meeting the attendance and behaviour requirements of the College.

- Learners must fulfil their responsibilities and duties in all areas relating to effort, attendance and behaviour as set out by the expectations of The Ridge Employability College. Any infringement of this could impede access to the fund.
- Any absence will be considered unauthorised unless there is a valid reason: the burden of proof that absences are authorised lies with the student – the College has an expectation of minimum 95% attendance for all learners.
- Learners who fail to follow the policies may jeopardise access to the bursary funding.
- Head of College will make the final decision as to whether or not payment is made on all these occasions, based on the evidence presented.

Is there a deadline to apply for the bursary?

· Vulnerable Bursary – there is no deadline. However, we will be able to offer assistance and arrange regular payments if you apply for the funding early in the year.

• Discretionary Bursary – Again, there is no deadline. However, the discretionary bursary is a limited sum of money allocated to the College. Once our allocation has been spent, no further applications for support can be considered.

We encourage learners to submit their applications at the start of the September term. All applications will be dealt with on a first-come, first-served basis. We will retain a proportion of the funding as a contingency for learners who face financial barriers to their learning later in the year.

How do I apply?

If you believe you are eligible, please complete the 16 to 19 Bursary Fund Application Form. This can be obtained from the College, or can be accessed on the website – www.theridgecollege.co.uk . If you need help in completing the form, please contact the College on 01302 897445. Once the form has been completed and signed, it must be sent (along with the supporting documentation, as shown on the application form) in a sealed envelope to:

Sharon Brookes, The Ridge Employability College, 10 Ebor Court, Malton Way, Adwick-le-Street, Doncaster, DN6 7FE.

The application form can be submitted by post or in person. A new application form must be submitted each year for consideration. There is no guarantee that funding will be available for future years, even if you are eligible for the current year.

Do I need to provide evidence or supporting documents?

The supporting documents needed are outlined in the application form. You will also need to bring your original birth certificate or a current passport to the College (after the application has been approved).

Do I need to sign a declaration?

At the end of the application form, learners and their parent/carer must sign a declaration. Learners and their families should be aware that if false or incomplete information is submitted, the matter may be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. The College will seek to recover any payments the learner is not eligible for.

We must be notified in writing of any changes to the information provided, which may affect the eligibility of the bursary. If the learner leaves the College or fails to abide by the attendance and behaviour policy, we may ask for the award to be returned or withhold payments.

What will happen after the application form has been submitted?

The application form and supporting documents will be checked. They will be stored securely and will only be used for the purpose of assessing your eligibility for the Bursary Fund. We aim to notify all applicants of the award decision in writing within 10 working days. You should, however, expect a longer processing period if the application form is submitted outside of term time.

Do I have the right to appeal?

If you are not satisfied with the outcome of your application, you have the right to appeal against the decision. You should submit an appeal in writing to the Head of College within 10 working days of receiving the decision, stating fully your reasons. Please note that additional evidence may be required to support your appeal. The appeal will be presented to the Appeals Panel, consisting of the Head of College, the Data Manager and the Senior Administrator. You will be advised of the outcome of the appeal within 14 working days of the decision. The decision of the Appeals Panel is final and there is no further appeal beyond this point.

What should I do if my circumstances change?

If there are changes in circumstances which may affect the eligibility for the Bursary Fund, applicants or parents/carers must notify the College without delay. If false or incomplete information is given, you will have to repay the award.

How do I get further information?

If you need any help or advice, please contact the Data manager at sharon@theridgecollege.co.uk. Please entitle the email 'Bursary'.

The terms of this scheme are reviewed on an annual basis. Please note the information above may be subject to change following guidance from the Education and Skills Funding Agency. Any changes will be updated on the College website. www.theridgecollege.co.uk

The Ridge Employability College

10 -12 Ebor Court

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