

<b>Title</b>	<b>New City College 16-19 Bursary &amp; Free Meals Guidance 2023-24</b>
<b>Last Updated</b>	<b>May 2024</b>

## **1 INTRODUCTION**

- 1.1 The purpose of the bursary, allocated to the college by the Education Skills Funding Agency (ESFA), is to support students to meet the essential costs of participating in education.
- 1.2 The criteria and procedures operated by the college for allocating bursary funds are based on ESFA guidance (see Appendix).
- 1.3 The college assesses the actual financial needs of individual students in addition to eligibility when awarding bursary funding. The amount of support will vary from student to student.
- 1.4 Students will be required to show supporting evidence that they meet the required criteria. Copies are securely retained for audit purposes.
- 1.5 Payments are conditional on students meeting agreed standards of attendance and behaviour.
- 1.6 Bursary awards only cover one academic year and students must reapply for support on an annual basis.
- 1.7 The availability of bursary awards is subject to the amount of funds allocated from the ESFA.

## **2 ELIGIBILITY CRITERIA**

- 2.1 Students must meet the following criteria to be eligible to apply for bursary support:
  - Be age 16 or over on 31 August 2023.
  - Satisfy the residency requirements in the ESFA funding regulations for post 16 provision.
  - Be on an ESFA funded course.
  - Have household income of under £26,000 gross.
- 2.2 Waged apprentices or students on higher education courses are not eligible to apply.
- 2.3 Accompanied asylum-seeking children may only receive support in kind, not cash payments.
- 2.4 Unaccompanied asylum-seeking children are the responsibility of the local authority and are treated as looked after children. They are eligible to apply for a Vulnerable Bursary where they have a financial need for support with their educational costs.

### **3 BURSARY FUNDS AND AWARDS**

3.1 There are two types of bursary funds:

- 16-19 Discretionary Bursary Fund
- 16-19 Vulnerable Bursary Fund

3.2 If students meet the eligibility criteria, then an assessment of their actual financial needs takes place. Both types of bursary funding are designed to help students overcome the individual financial barriers to participation they face, and the college must ensure the funds go to those who genuinely need them. No student will automatically be awarded an amount of funding without an assessment of the level of actual financial need they have.

3.3 How much bursary students receive depends on:

- individual circumstances
- individual financial need: for example, what course related costs students tell us they need help with on their bursary application
- programme length and hours each week, for pro-rata payments
- meeting agreed standards of attendance and behavior
- the amount of funds available

There are awards for travel, Oyster card application fees, college essentials (stationery etc), and compulsory kit, uniform, equipment and books. There are also awards for trips and extra-curricular activities where these are essential to the study programme. Further support may also be available, for example for travel to university interviews and industry placements. Bursary funds cannot be used to support living costs or household income.

3.4 Travel awards are limited to term time and timetabled days at college only. Support with travel depends on actual need and the distance students live from the college. If awarded, it will be a contribution towards the travel costs, paid half-termly, and the amount may change subject to available funds.

3.5 Some awards will be made in kind and some will be payments into bank accounts. Students must only use any money received from the bursary on the support that has been identified as necessary to help them participate in education.

3.6 Students aged 19 or over are eligible to receive support from the 16-19 Bursary if they are continuing on a study programme which they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP) aged up to 24.

3.7 The ESFA do not expect students on distance learning provision to need help from the bursary fund because they do not have the kinds of costs the bursary is intended to cover (travel, equipment, and uniforms, for example). In the rare instances where the College identifies such a student does require financial help, we will provide support in kind.

## **4 FREE MEALS**

4.1 Students will be awarded free meals at college for the days on their timetable, if their parents/carers are in receipt of one or more of the benefits listed below:

- 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 guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (net earnings up to £7,400)

4.2 Students who do not meet the above criteria but have a parental income of less than £26,000 gross per year, and students eligible for the Vulnerable Bursary, will also be awarded free college meals, paid from the Discretionary Bursary Fund. The daily rate will be dependent on available funds.

## **5 VULNERABLE BURSARY**

5.1 Students who meet the criteria and have a financial need can apply for bursary for vulnerable groups. The defined vulnerable groups are:

- In care
- Care leavers
- Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

5.2 The Vulnerable Bursary is to help meet the essential costs of participating in education, not to support living costs or household income. Assessments are based on individual need for support with educational financial needs and individual income sources.

5.3 Students could receive up to £1,200 per academic year under the Vulnerable Bursary. However, meeting the criteria for a Vulnerable Bursary is not a guarantee that funding will be given. Students in this vulnerable group are not automatically entitled to a bursary if they do not have educational financial needs and/or their educational financial needs are covered from other sources. It is possible that no award may be granted or a partial award given.

5.4 The College must have proof that students meet the criteria for the bursary for the vulnerable groups. Students should be in receipt of the specified benefits in their own name or fully meet the definitions for in care/care leavers, with evidence of their care status from the Local Authority. Students in receipt of their own Universal Credit

must also supply a tenancy agreement or a child benefit letter or a utility bill in their own name.

## **6 DISCRETIONARY BURSARY**

6.1 Students with a low household income of up to £26,000 gross are eligible to apply for a Discretionary bursary. Parents/carers must be in receipt of one of the following Department of Work and Pensions (DWP) benefits or Inland Revenue Tax Credits:

- Income Support
- Employment and Support Allowance (ESA)
- Universal Credit (showing annual salary below £26,000)
- Income based Job Seekers Allowance
- DWP Pension Credit
- Working Tax Credit (showing annual salary below £26,000)

6.2 Evidence of household income must be produced. This should be a copy of a letter or bank statement showing receipt of benefit or income, payslips or an original letter on parents' employers' headed paper. Evidence must be dated within 3 months of the date of application.

6.3 The amount received will be dependent on the number of qualifying applications received and the amount of funds available.

6.4 Payments cannot be backdated for periods before the application was submitted.

## **7 CARE TO LEARN**

7.1 C2L (see Appendix) provides funding for childcare to help young parents (defined as those aged under 20) continue in education after the birth of a child. The scheme provides funding for childcare whilst the young parent is engaged in a study programme and is not able to provide care for their child. It can also help the young parent with any additional travel costs involved in taking the child to the childcare provider.

7.2 To be eligible, the young parent's study programme must have some direct public funding and their childcare provision must be registered with Ofsted.

7.3 To receive C2L, the young parent, their education institution and their childcare provider must all meet the eligibility criteria.

7.4 Young parents must complete and submit a new application each academic year even if their study programme runs for more than one year.

## **8 APPLICATIONS PROCESS**

8.1 Students are advised to apply as soon as they have enrolled on their study programme. Applications for bursary are made [Online](#) via the secure Pay My Student portal. There are links on the website, ProPortal accounts, the MyNCC App and the student VLE under Information \ Welfare, Bursary and Childcare.

8.2 Applications for the 16-19 Discretionary Bursary close on 31 January 2024. The college will retain a small emergency fund to support students who face exceptional

circumstances during the year due to a change in their situation which then impacts on their ability to participate in education.

8.3 Applications are reviewed by a member of the Bursary Team. Once assessed, students receive an email with the outcome of the application, how payment will be made and terms and conditions.

8.4 Students can log into the Pay My Student portal to see the progress of their application and correspondence. The college will only use students' college email addresses for bursary communications. We may also send text messages.

8.5 Students can get in touch with the Bursary Team by email or by seeing the Bursary Assistant at a counter service session at their campus.

## **9 PAYMENTS**

9.1 Awards are dependent on students meeting agreed standards of attendance and behaviour.

9.2 Most awards are given as one-off payments, except for travel awards which are paid in half-termly instalments.

9.3 Payments will be made by direct bank transfer; the bank account must be in the student's name. In some cases, such as students with learning difficulties, we can pay to a parent's/carer's bank account.

## **10 APPEALS**

10.1 Students who are dissatisfied with the decision regarding their application or payment, are encouraged in the first instance to discuss the issue with the bursary staff via the email for their campus or at the campus counter service session.

10.2 If a student remains dissatisfied with the outcome, they can appeal the decision by emailing [bursary@ncclondon.ac.uk](mailto:bursary@ncclondon.ac.uk). Students should state clear reason(s) for their appeal and produce supporting evidence if needed. The appeal will be considered within two college working weeks by two Managers not involved in the initial decision-making process.

## **APPENDIX**

1. Care to Learn website: [Care to Learn: Overview - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/overview/care-to-learn)
2. 16-19 Bursary Fund guide 2023-2024:  
<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-academic-year/16-to-19-bursary-fund-guide-2023-to-2024-academic-year>