

**2022/2023 Guidance Notes for;**  
**16-18 Bursary**  
**16-18 Discretionary Financial Support**  
**19+ Discretionary Learner Support**  
**Travel Bursary**  
**Laptop Loan Bursary**

Please read these guidance notes carefully before completing the online application form. **If you submit incorrect or no evidence, your application will be delayed considerably.** The closing date is Friday 8<sup>th</sup> July 2022. Applications received after this date will not have their bursary in place at the beginning of term. By submitting the application form, you have agreed to the terms and conditions as if you had signed a paper document.

The College will each year receive an annual allocation of funds to support its learners aged 16-18 and aged over 19. The funds are intended to support students who face financial barriers to participation in education.

We have five bursaries available:

1. 16 – 18 Bursary for young people in defined vulnerable groups
2. 16 – 18 Discretionary Financial Support
3. 19+ Bursary – Discretionary Learner Support
4. Travel Bursary
5. Laptop Loan Bursary

1.

**16 – 18 Bursary for young people in defined vulnerable groups**

***Eligibility:***

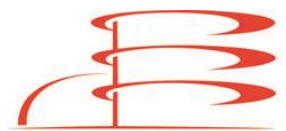
- A student must be aged 16 or over but under 19 on 31 August in the year of application.
- on a ESFA funded course

**and in one of the following groups:**

- 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

***Accepted Evidence:***

- letter from Social Worker
- Universal Credit statements x 3 most recent months in student's name
- Universal Credit statements x 3 or ESA letter **plus** DLA or PIP Letter both in student's name



2.

### **16 – 18 Discretionary Financial Support**

#### **Eligibility:**

- A student must be aged 16 or over but under 19 on 31 August in the year of application
- on a ESFA funded course

and in one of the following groups:

- those in receipt of free school meals in Year 11 in 2021 – 2022 and those whose parents/guardians are currently in receipt of a means tested benefit (Income Support, Employment and Support Allowance (ESA), Tax Credit where \*household income is less than £16,190, Guaranteed Element of State Pension Credit or Universal Credit).
- those whose parents/guardians are currently in receipt of a Tax Credit Award Notification showing a total \*household income of £30,500 or below (or Universal Credit).
- those whose financial circumstances have changed since the end of the tax year and don't fall into one of the above groups. Financial evidence will need to be shown to demonstrate an income of less than £30,500 i.e., P60, self-employment accounts, pension.

*\*Household income (total combined income from for example, taxable income including earnings, some state benefits, pensions, rental income, income from trust and tax credits)*

#### **Accepted Evidence:**

- Tax credit form for 2022- 2023 (CTC needs to show student in education and receiving the full year's money not half a year)
- if the Provisional Tax Credit form for 2022-2023 is presented a clause will be added that the amended tax credit form must be presented before end of first term for the bursary to continue the full academic year
- Annual Review End of Year form for 2022 showing child tax credit amount and income
- P60 or a few wages slips showing 'Yearly income to date' of all employed household
- Employment and Support Allowance (ESA) or Income Support (IS) Letter
- Carers Allowance letter
- Pension evidence:
  - State Pension, Private Pension and Pension Credit
- Bank statement showing ESA or IS or Pension with an official document to support.
- Universal Credit – 3 most recent monthly award statements
- Rental income

3.

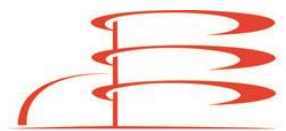
### **19+ Bursary – Discretionary Learner Support**

#### **Eligibility:**

- A student aged over 19 on 31 August in the year of application and funded by the EFSA\*\*
- A student aged over 19 on 31 August in the year of application and have an Adult Learner Loan

\*\*and those whose parents/guardians or student themselves are currently in receipt of a Tax Credit Award Notification or Universal Credit showing a total \*household income of £30,500 or below.

*\*Household income (total combined income from for example, taxable income including earnings, some state benefits, pensions, rental income, income from trust and tax credits)*

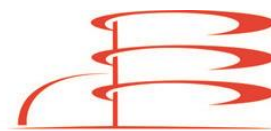


**Accepted Evidence:**

- Tax credit form for 2022- 2023 (CTC needs to show student in education and receiving the full year's money not half a year)
- if the Provisional Tax Credit form for 2022-2023 is presented a clause will be added that the amended tax credit form must be presented before end of first term for the bursary to continue the full academic year
- Annual Review End of Year form for 2022 showing child tax credit amount and income
- P60 or a few wages slips showing 'Yearly income to date'.
- Employment and Support Allowance (ESA) or Income Support (IS) Letter
- Carers Allowance letter
- Pension evidence:
  - State Pension, Private Pension and Pension Credit
- Bank statement showing ESA or IS or Pension with an official document to support.
- Universal Credit – 3 most recent monthly award statements
- Adult Learner Loan evidence, if applicable
- Rental income

***If you are granted a college bursary this is a list of the possible assistance available:***

- Essential Uniform/Kit specified by the course leader and detailed on the college website. Please note that we will not cover the cost of any other items of uniform/kit other than that specified on the website. Therefore, we do not cover the cost of items such as, for example, trainers, bags. All kits must be returned at the end of the course. Receipts to be sent to [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk)
- DBS checks required by the college course. Receipts to be sent to [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk)
- Art/Photography/Textiles material packs, available from Finance office. Receipts to [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk)
- Stationery e.g., USB pen, sketch book, notebook (these items must be obtained from the college Finance Office via email [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk) )
- Travel contribution (over 3 miles and not receiving Local Authority assistance). Please note that financial assistance is subject to 100% attendance. Tickets must be presented - see below for more information\*\*\*
- Refectory Food Credit or Free School Meals Credit (subject to funds available and 100% attendance) See below for more information\*\*\*\*
- Contribution to college course-related trips (completed trip forms to be handed into Student Services 5 days before the deadline)
- Essential course textbooks, which must be handed in at the end of the course in excellent condition. Students should ask the Student Services Officer first before purchasing books as we have a bursary library.
- Equipment or art materials obtained at Finance Office email [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk) If the items required are not available from the Finance Office students must seek permission from the Student Services Officer to purchase them elsewhere, if a refund is required. If the student fails to do so the college is under no obligation to refund the purchase.
- Print credit: students are given £5 when the bursary is first agreed, and students can request top ups during the year by emailing [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk)
- University Open days/University Interview travel costs (funds permitting). University email evidence and travel tickets to be sent to [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk)



- Exam resits (for exams previously taken in this college). Please note this does not include late exam fees.
- Possible loan of a bursary laptop or camera to be used for coursework.

**\*\*\*Travel**

We will not fund travel for students who live within a 3-mile radius of the College unless there are exceptional or medical circumstances which will be treated on a case-by-case basis. Students should be aware that they will need to cover their own travel costs for the first month of college, as the travel assistance is paid in arrears. Students will be allocated travel assistance according to their mileage to college, £15.50 a week for 3 to 7 miles and £17.50 a week for over 7 miles. If students purchase a more expensive ticket, then they should appeal in writing via email:  
[bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk)

If travel assistance is agreed, students will need to present the tickets at the end of each 4-week period to Student Services, please see table below. The travel contribution is subject to the attendance % of the previous 4-week period. The contribution will be paid by BACs payment. **Payments are made to students only, not a parent/carer.** It is important students have their own bank account set up for the beginning of term. If a student has their own vehicle and intend to drive to college, they should keep all fuel receipts and send a photo of their logbook to [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk).

**All travel tickets and receipts need to be kept, scanned or photographed and submitted to Student Portal on the Bursary link for the travel contribution to be processed.**

1st Period	30.09.22	6th Period	17.03.23
2nd Period	04.11.22	7th Period	28.04.23
3rd Period	02.12.22	8th Period	26.05.23
4th Period	13.01.23	9th Period	30.06.23
5th Period	10.02.23	10 <sup>th</sup> Period	14.07.23

**\*\*\*\*Food/Free School Meals**

A Refectory Food Card is topped up regularly, subject to the attendance % of the previous 4-week period and funds available.

Any unexplained absence(s) will reduce the travel and food/Free School Meal contribution.

Students will receive a bursary agreement letter (sent by email) containing full details and all further communications about the bursary will be through the student's college email account.

**Childcare**

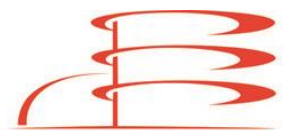
Students aged 16-19 please apply to Care to Learn

[www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn/Caretolearn/DG\\_066974](http://www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn/Caretolearn/DG_066974)

Students aged 20 can apply for 20+ Childcare. Please email [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk) for the application form. There are limited funds, so students must apply before 8<sup>th</sup> July 2022 so funds can be allocated.

4.

**Travel Bursary**



**Eligibility:**

- A student must be aged 16 or over
- on a ESFA funded course
- family \*household income of £35,000 or below

*\*Household income (total combined income from for example, taxable income including earnings, some state benefits, pensions, rental income, income from trust and tax credits)*

**Accepted Evidence:**

- Tax credit form for 2022- 2023 (CTC needs to show student in education and receiving the full year's money not half a year)
- if the Provisional Tax Credit form for 2022-2023 is presented a clause will be added that the amended tax credit form must be presented before end of first term for the bursary to continue the full academic year
- Annual Review End of Year form for 2022 showing child tax credit amount and income
- P60 or a few wages slips showing 'Yearly income to date' of all employed household
- Employment and Support Allowance (ESA) or Income Support (IS) Letter
- Carers Allowance letter
- Pension evidence:
  - State Pension, Private Pension and Pension Credit
- Bank statement showing ESA or IS or Pension with an official document to support.
- Universal Credit – 3 most recent monthly award statements
- Rental income

***If granted the Travel bursary then please see above for Travel information\*\*\*, no other award will be given.***

5.

**Laptop Loan Bursary**

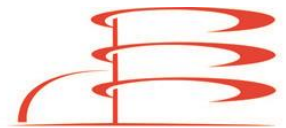
**Eligibility:**

- A student must be aged 16 or over
- on a ESFA funded course
- family \*household income of £40,000 or below

*\*Household income (total combined income from for example, taxable income including earnings, some state benefits, pensions, rental income, income from trust and tax credits)*

**Accepted Evidence:**

- Tax credit form for 2022- 2023 (CTC needs to show student in education and receiving the full year's money not half a year)
- if the Provisional Tax Credit form for 2022-2023 is presented a clause will be added that the amended tax credit form must be presented before end of first term for the bursary to continue the full academic year
- Annual Review End of Year form for 2022 showing child tax credit amount and income
- P60 or a few wages slips showing 'Yearly income to date' of all employed household
- Employment and Support Allowance (ESA) or Income Support (IS) Letter
- Carers Allowance letter
- Pension evidence:



- State Pension, Private Pension and Pension Credit
- Bank statement showing ESA or IS or Pension with an official document to support.
- Universal Credit – 3 most recent monthly award statements
- Rental income

***If granted the Laptop Loan bursary, the student will be sent a laptop loan form to be signed by both them and a parent. The signed form should be returned to Student Services to exchange it for a college laptop and case. The laptop can be used for the academic year and will need to be returned to Student Services by the end of summer term, or sooner if the student leaves college before completing the year. No other award will be given.***

Please complete the Online Bursary Application form using the link below and have ready your financial evidence to upload (as stated above).

**We can accept electronic copies of documents in the following formats:**

**.doc**  
**.docx**  
**.pdf**  
**.jpg**

You can upload one file for each requested document and each document must be no larger than 2mb. Please ensure the combined file size is less than 20mb.

**Uploading Documents instructions:**

- 1. Click on 'Browse' to find the file to be uploaded.**
- 2. Find the file to upload and click on it to select it.**
- 3. To select multiple items: press and hold the Command key (Mac) or Ctrl key (Windows), then click the items.**
- 4. Click 'Open'. Your file(s) will now display on the form and will be uploaded when you click 'Submit'.**

**Appeals**

You have the right to appeal if:

You believe your application has been assessed incorrectly or if you believe it has not been processed correctly. Your appeal should be made in writing, within 2 weeks of receiving either your award/grant notice or a letter refusing support.

*The above information is accurate at the time of print but may be subject to change, amended 27/04/22. For further clarification on the 16-18 Bursary fund please use the following guidance link.*

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>

Any questions please call 01424 214545 and choose option 3 for Bursary queries or alternatively email [studentservices@bexhillcollege.ac.uk](mailto:studentservices@bexhillcollege.ac.uk) or [bursary@bexhillcollege.ac.uk](mailto:bursary@bexhillcollege.ac.uk)