



## 16-19 Bursary Fund Payment Conditions for 2020–21

Please also make sure you have read the [16-19 Bursary Fund Guidelines 2020-21](#)

It is very **important that you contact us** via [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk) if:

- You have changed your course choice(s) **or** are thinking of withdrawing from BHASVIC
- Your bank details have changed
- You do not think the award we have allocated to you will be enough to cover your college related costs

### **Understanding your award letter:**

The award letter you were sent by email tells you the minimum level of support you can expect from the college if you meet the attendance and behaviour conditions (see below).

- **Month:** this tells you the month in which the payment is due to be made. We cannot give specific dates. If you applied before the bursary fund application deadline of Friday 4<sup>th</sup> December, you will be awarded funding for the whole academic year. If you applied after the December deadline, you will only be awarded funding from the date on which your *completed* application was submitted.
- **Amount:** this tells you the amount which will be paid to you or to the college on your behalf.
- **Award:** this tells you what the payment is for e.g., travel, course costs etc.
- **Payment Method:** this tells you who the payment will be made to. If "BACS" is listed here you will receive the money straight into the bank account you have provided us with. If this says "INTERNAL TRANSFER" we will be making the payment to the college's finance department on your behalf.

### **When will payments be made?**

In order for a payment to be made you must achieve a minimum of 90% attendance on all your courses and meet the standards of behaviour we expect from you. If you meet these conditions we will make payments to you automatically. However, we check your attendance regularly and if it falls below 90% we may withhold future payments. **You will not be penalised for authorised absences.**

You can check the college's attendance / absence procedures here:

<https://www.bhasvic.ac.uk/parents-carers-dashboard/attendance-and-absence>

If we do withhold a payment we will notify you of this decision in writing via your college email address.

### **How do I claim for any additional costs throughout the academic year?**

You may face other costs during the academic year which are not included in your award letter. If you are studying a course with a course charge, this will not appear on your award until after the course change deadline in October. There are also likely to be other costs for college trips, UCAS fees and other costs associated with studying, applying for university or employment. Please contact us as soon as you become aware of these costs and we will assess your claim for additional money. Do not assume that we will cover these costs automatically; **you must submit any additional requests for funding in writing by emailing [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk)**. Please note that we do not cover the cost of the College deposit.

### What happens if you withdraw from college?

If you withdraw from college your financial support will be cancelled, you will become responsible for any outstanding charges owed to the college and you may be asked to repay any money which has been paid directly to you or the college's Finance Department on your behalf.

### What to do if you change your bank or building society

You must email [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk) to inform us if you have changed your bank details. Please do this as soon as possible as we cannot be responsible for any payments already sent to an account you no longer use.

### When are payments made?

Type of Payment	Month of payment(s)	Conditions of payment
Course Charges	November	Usually paid in November. This is to ensure that all change of course requests have been made and that student course choices are finalised.
Travel	September, January, April	The <b>first payment in September</b> is paid on trust (not linked to an attendance check). <b>January payments</b> are based on student attendance between 1 <sup>st</sup> September and 18 <sup>th</sup> December. <b>April payments</b> are based on student attendance between 4 <sup>th</sup> January and 1 <sup>st</sup> April.
Free College Meals	Weekly	Not all students are eligible for FCM. If you are eligible you will be provided with £3 credit per weekday on your BHASVIC ID Card. You can then use your ID card to purchase items in the college food outlets.
Course-Related Trips	As requested	You must put your request in writing to <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> . Please include a scan or photograph of the relevant trip letter. We will then decide whether we can make a contribution towards the cost. Requests made in the Spring or Summer terms will be subject to an attendance check for the previous term.
Sports Kit	As requested	Students studying sport, or representing BHASVIC in a sports team, can apply for up to £50 for each year of study to assist with clothing and kit costs. Please put requests in writing to <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> . Requests made in the Spring or Summer terms will be subject to an attendance check for the previous term.
Calculator	As requested	Students studying Maths, Chemistry, Physics or Biology, can apply for up to £75 for a calculator. Payment by refund only on production of a receipt. Please put requests in writing to <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> and include a scan or photograph of your receipt. Requests made in the Spring or Summer terms will be subject to an attendance check for the previous term.
Travel for University Visits	As requested	Please put requests in writing to <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> . If you are applying for funding <i>in advance</i> of your visit, you will need to include evidence of your booking e.g. confirmation from the relevant university. If you are applying <i>after</i> your visit we will need to see confirmation of your booking <b>and</b> your travel receipts. Requests

		made in the Spring or Summer terms will be subject to an attendance check for the previous term.
<b>Travel to job / apprenticeship interview</b>	<b>As requested</b>	Please put requests in writing to <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> . If you are applying for funding <i>in advance</i> of your interview, you will need to include evidence e.g. confirmation from the relevant employer. If you are applying <i>after</i> your interview we will need to see confirmation from the employer <b>and</b> your travel receipts. Requests made in the Spring or Summer terms will be subject to an attendance check for the previous term.
<b>UCAS Fee</b>	<b>As requested</b>	Please put requests in writing to <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> . You will need to include your UCAS fee receipt. All requests will be subject to an attendance check for the previous term.