

16-19 Bursary Flowchart Guide

A. Guaranteed Bursary

- You (the student):
 - receive Income Support in your own name
 - receive Universal Credit payments in your own name
 - are disabled and receive Employment Support Allowance *and* Disability Living Allowance in your own name
 - are disabled and receive Employment Support Allowance *and* a Personal Independence Payment in your own name
 - are in local authority care or have recently left local authority care

For the purposes of the 16 to 19 Bursary Fund, the definitions are:

- *'in care' means children and young people looked after by a local authority on a voluntary basis (Section 20 of the Children Act 1989) or under a care order (Section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'*
- *'care leaver' means either:*
 - *Young people aged 16 and 17 who were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16.*
 - *A young person who is aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16.*

B. Free College Meals

- You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:
 - Income Support
 - Income Based Job Seekers Allowance
 - Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual income of no more than £16,190
 - Income Related Employment and Support Allowance
 - Guaranteed Element of State Pension Credit
 - Universal Credit
 - Support under part VI of the Immigration and Asylum Act 1999
 - Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)

** If you live between two homes we only need information from the person you live with for the majority of the time.*

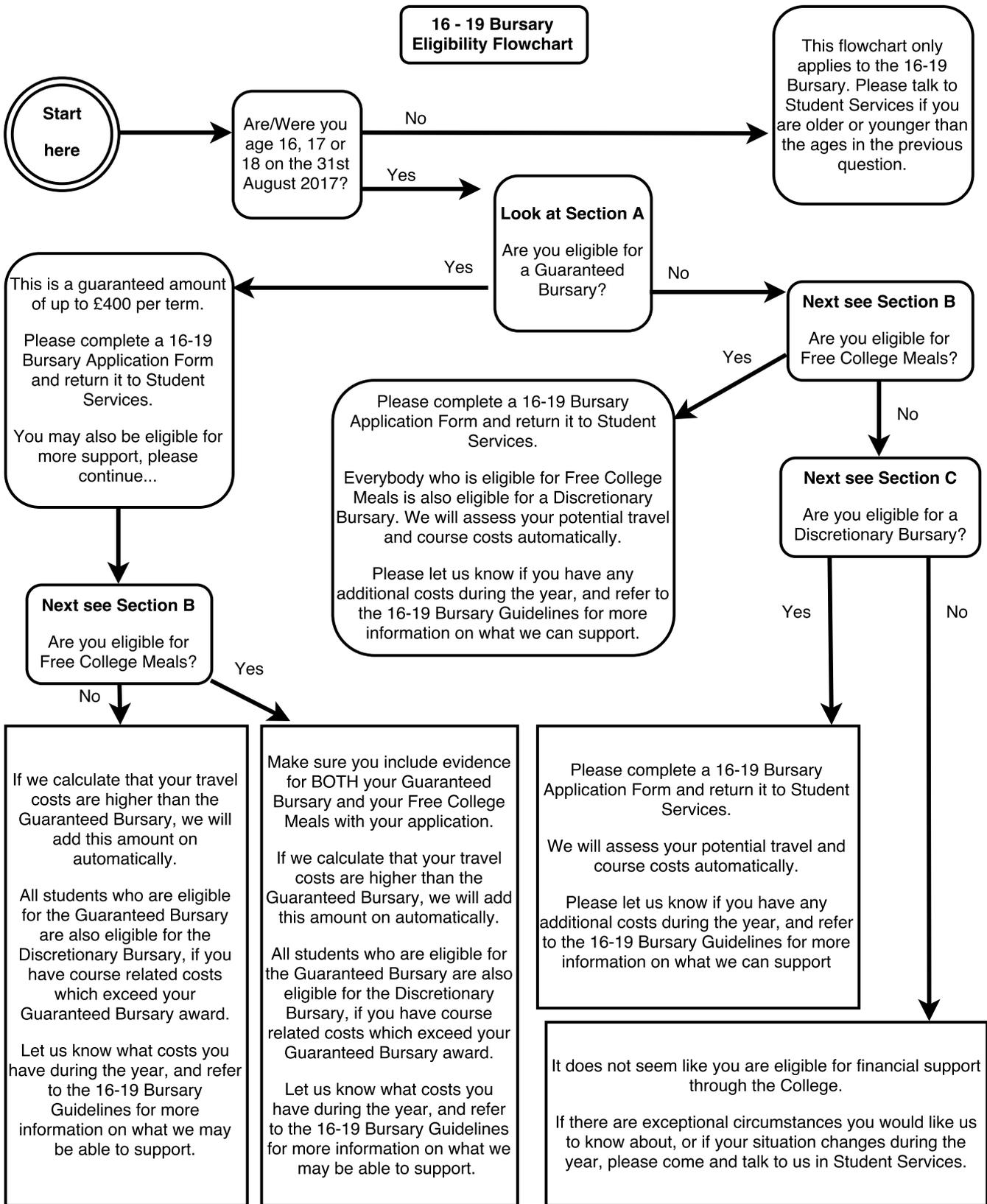
C. Discretionary Bursary

(answer 'YES' if any of the following apply)

- You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:
 - Working Tax Credit with a gross household income of under £27,000pa
 - Housing Benefit or Local Housing Allowance
 - Council Tax Reduction Scheme
 - Carer's Allowance
- You, or you parent(s)/carer(s) are **not** in receipt of one of the benefits listed above but are employed or self-employed with a gross household income of less than £27,000pa
- Your parent(s)/carer(s) has been affected by redundancy in the last 6 months.
- You are a young parent
- You are a Young Carer. This means that you live with, and help care for, someone with a disability or a long-term illness, including mental illness. You do not need to be the primary carer, but will have additional responsibilities or requirements due to your caring role. If you are unsure whether this applies to you, please see the Welfare Coordinator in Student Services.
- You are currently of No Fixed Abode. For example, students who are Travellers, living in emergency accommodation, homeless or insecurely housed.
- You receive Disability Living Allowance or Personal Independence Payment in your own name, or have an Education, Health and Care Plan.

** If you live between two homes we only need information from the person you live with for the majority of the time.*

16 - 19 Bursary Eligibility Flowchart



Start here

Are/Were you age 16, 17 or 18 on the 31st August 2017?

No

Yes

This flowchart only applies to the 16-19 Bursary. Please talk to Student Services if you are older or younger than the ages in the previous question.

Look at Section A

Are you eligible for a Guaranteed Bursary?

No

Yes

Next see Section B

Are you eligible for Free College Meals?

Yes

No

This is a guaranteed amount of up to £400 per term. Please complete a 16-19 Bursary Application Form and return it to Student Services. You may also be eligible for more support, please continue...

Please complete a 16-19 Bursary Application Form and return it to Student Services. Everybody who is eligible for Free College Meals is also eligible for a Discretionary Bursary. We will assess your potential travel and course costs automatically. Please let us know if you have any additional costs during the year, and refer to the 16-19 Bursary Guidelines for more information on what we can support.

Next see Section C

Are you eligible for a Discretionary Bursary?

Yes

No

Next see Section B

Are you eligible for Free College Meals?

Yes

No

If we calculate that your travel costs are higher than the Guaranteed Bursary, we will add this amount on automatically. All students who are eligible for the Guaranteed Bursary are also eligible for the Discretionary Bursary, if you have course related costs which exceed your Guaranteed Bursary award. Let us know what costs you have during the year, and refer to the 16-19 Bursary Guidelines for more information on what we may be able to support.

Make sure you include evidence for BOTH your Guaranteed Bursary and your Free College Meals with your application. If we calculate that your travel costs are higher than the Guaranteed Bursary, we will add this amount on automatically. All students who are eligible for the Guaranteed Bursary are also eligible for the Discretionary Bursary, if you have course related costs which exceed your Guaranteed Bursary award. Let us know what costs you have during the year, and refer to the 16-19 Bursary Guidelines for more information on what we may be able to support.

Please complete a 16-19 Bursary Application Form and return it to Student Services. We will assess your potential travel and course costs automatically. Please let us know if you have any additional costs during the year, and refer to the 16-19 Bursary Guidelines for more information on what we can support

It does not seem like you are eligible for financial support through the College. If there are exceptional circumstances you would like us to know about, or if your situation changes during the year, please come and talk to us in Student Services.