



## 16-19 Bursary Fund and Free College Meals Guidelines

These guidelines apply to students who are aged 16, 17 or 18 on the 31<sup>st</sup> August 2018. If you turn 19 on or before this date, please refer to the 19+ Learner Support Fund Guidelines which are available from Student Services.

### What are Free College Meals?

As of September 2014, further education providers have been required to provide free meals to 16-18 year-old students from low-income households. Eligible students will be funded by credits which have an equivalent value to a meal in the BHASVIC canteen for each day they have timetabled lessons at College. No cash payments can be made for Free College Meals.

### Are you eligible for Free College Meals?

Target Group	Evidence Required
<p>You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income Based Job Seekers Allowance</li> <li>• Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual income of no more than £16,190</li> <li>• Income Related Employment and Support Allowance</li> <li>• Guaranteed Element of State Pension Credit</li> <li>• Universal Credit</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)</li> </ul> <p>* If you live between two homes we only need information from the person you live with for the <u>majority of the time</u>.</p>	<p>A letter confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none"> <li>• Job Centre Plus</li> <li>• Department for Work and Pensions</li> <li>• HMRC Tax Credit Award Letter for 2018/19 which shows your income from 2017/18. You must provide the full award letter.</li> </ul> <p>Any letter provided to us should be dated within the last 3 months. If your letter is older than 3 months, please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months.</p> <p>Any letter provided must confirm the name and address of the person receiving the benefit(s).</p>

If you are eligible for Free College Meals, please complete the 16-19 Bursary Fund and Free College Meals Application Form for 2018-19. If you submit an application for Free College Meals, we will automatically assess your eligibility for the 16-19 Bursary Fund; you only need to submit one application. You can find out more about the 16-19 Bursary Fund on the next page.

If you are not eligible for Free College Meals, you may still be eligible for an award from the 16-19 Bursary Fund. Please read on for further information.

### What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund aims to help 16 to 19 year olds overcome any financial barriers they may face in order to attend a sixth form or further education college, linked to their programme of study. The Bursary Fund, which has been allocated to BHASVIC by the government, is made up of two parts:

1. The Guaranteed Bursary: This is an award of up to £1,200 per year (usually split into termly payments) for students who:
  - receive Income Support in their own name
  - receive Universal Credit payments in their own name
  - are disabled and receive Employment Support Allowance or Universal Credit and Disability Living Allowance in their own name
  - are disabled and receive Employment Support Allowance or Universal Credit and a Personal Independence Payment in their own name
  - are in local authority care or who have recently left local authority care

If your costs are above £400 per term (for example, train travel from some locations is over £500 per term), please contact Student Services, and we will issue a top-up payment from the Discretionary Bursary where possible. Students receiving a Guaranteed Bursary may also apply for support with additional costs that may present during the academic year (see pages 7-9 for details) and support with these will be assessed on a case by case basis.

2. The Discretionary Bursary: The College also has money to help students who are not in the groups above but who face genuine financial barriers to attending college. A discretionary bursary is awarded to you based on your specific requirements and cannot be awarded for costs unrelated to your programme of study, for general expenses or used as an attendance incentive. Bursaries are usually awarded for transport and/or course costs.

### How are young people in care and care leavers defined?

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

Are you eligible for a guaranteed bursary?
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To be eligible for a guaranteed bursary you must be in one of the following groups and be able to provide us with the evidence listed below:

Target Group	Evidence Required
<p>Young People 'in care', or 'care leavers'</p> <p>i.e., young people who are, or have been, cared for by the Local Authority.</p> <p>Most Looked After Children have, or will have had, a Social Worker.</p>	<p>A letter from your Social Worker, Key Worker or Local Authority. Please see the previous page for more details on how 'in care' and 'care leaver' are defined.</p>
<p>In receipt of Income Support in your own name</p> <p>or</p> <p>In receipt of Universal Credit in your own name</p>	<p>A letter dated within 3 months from Job Centre Plus.</p> <p>This letter needs to confirm your name, address and that you receive Income Support/Universal Credit.</p> <p>If you have a letter older than 3 months please also provide a bank statement which shows a payment going in to your account within the last 3 months.</p> <p>We cannot accept a letter older than 3 months without the support of a bank statement.</p>
<p>Disabled and in receipt of <u>both</u> Employment Support Allowance and Disability Living Allowance or Personal Independence Payment in your own name</p> <p>or</p> <p>Disabled and in receipt of <u>both</u> Universal Credit (limited capability for work element or limited capability for work related activity element) and Disability Living Allowance or Personal Independence Payment in your own name</p>	<p>A letter(s) dated within 3 months which confirms your name, address and that you are in receipt of <u>both</u> benefits.</p> <p>If you have a letter older than 3 months please also provide a bank statement which shows a payment of each benefit going in to your account within the last 3 months.</p> <p>We cannot accept a letter older than 3 months without the support of a bank statement.</p>

If you are not eligible for a guaranteed bursary you may still be eligible for a discretionary bursary. Please read on to find out more.

## Are you eligible for a discretionary bursary?

	Target Group	Evidence Required
1	<p>You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income Based Job Seekers Allowance</li> <li>• Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual income of no more than £16,190</li> <li>• Income Related Employment and Support Allowance</li> <li>• Guaranteed Element of State Pension Credit</li> <li>• Universal Credit</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)</li> </ul>	<p>A letter confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none"> <li>• Job Centre Plus</li> <li>• Department for Work and Pensions</li> <li>• HMRC Tax Credit Award Letter for 2018/19 which shows you income from 2017/18. You must provide the full award letter.</li> </ul> <p>Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s).</p> <p>* If you live between two homes we only need information from the person you live with for the <u>majority of the time</u>.</p>
2	<p>You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul style="list-style-type: none"> <li>• Working Tax Credit with a gross household income of under £27,000pa</li> <li>• Housing Benefit or Local Housing Allowance</li> <li>• Council Tax Reduction Scheme</li> <li>• Carer's Allowance</li> </ul> <p>* If you live between two homes we only need information from the person you live with for the <u>majority of the time</u>.</p>	<p>A letter confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none"> <li>• Job Centre Plus</li> <li>• Department for Work and Pensions</li> <li>• Your Local Authority</li> <li>• HRMC Tax Credit Award Letter for 2018/19 which shows you income from 2017/18. You must provide the full award letter.</li> </ul> <p>Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s).</p>
3	<p>You, or you parent(s)/carer(s) are not in receipt of one of the benefits listed in Target Groups 1 – 2 above but are employed or self-employed with a gross household income of less than £27,000pa</p> <p>* If you live between two homes we only need information from the person you live with for the <u>majority of the time</u>.</p>	<p>We need one of the following for each parent/carer *:</p> <ul style="list-style-type: none"> <li>• The most recent 2 months' pay slips</li> <li>• P60 for the 2017/18 tax year</li> <li>• Evidence of self-employed income, e.g., tax return or accountants letter</li> </ul>

4	Your parent(s)/carer(s) has been affected by redundancy in the last 6 months	Letter of redundancy from relevant employer on headed paper or with a company stamp including contact details of the employer.
5	You are a young parent	Birth Certificate of child, Child Benefit award notice, or Tax Credit award with Child Tax Credit element.  However, we will also accept evidence showing Child Benefit payments on a bank, building society or credit union statement.
6	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 Student Services.	Letter from relevant Local Authority, local carers' organisation or GP  OR  Evidence that someone you live with receives Disability Living Allowance, Employment and Support Allowance, Personal Independence Payment or Universal Credit (limited capability for work element, or limited capability for work related activity element).
7	You are currently of No Fixed Abode. For example, students who are Travellers, living in emergency accommodation, homeless or insecurely housed.	Please talk Student Services about your circumstances. We may be able to help with travel and food costs, and additional support within the College.
8	You receive Disability Living Allowance or Personal Independence Payment in your own name, or have an Education, Health and Care Plan.	A Disability Living Allowance or Personal Independence Payment award letter, or an EHC Plan. If you are unsure whether this applies to you, please see Student Services.

#### What if I am eligible, but cannot find the specified evidence?

In many situations we can be flexible with the evidence required, as we understand that it can be difficult to replace some award letters if lost. We can also offer advice on how to request replacement letters or confirmation of eligibility letters from government agencies. In these circumstances, please contact Student Services to discuss your application. You can drop in to Student Services between 08:30 and 16:00 Monday – Friday during term-time, email [studentservices@bhasvic.ac.uk](mailto:studentservices@bhasvic.ac.uk) or call 01273 552200 and ask for Student Services.

### If you are eligible, when and how should you apply?

If you are eligible for Free College Meals, or either of the bursaries described in the previous pages, please complete the 16-19 Bursary and Free College Meals Application Form for 2018–19.

Complete the form carefully, making sure you complete all of the sections. You also need to make sure you provide us with photocopies of the evidence we have asked for. Please do not send originals as we cannot guarantee that we will be able to return these to you.

You should hand in or send your completed application form and evidence to:

16-19 Bursary, Student Services Centre, BHASVIC,  
205 Dyke Road, Hove, East Sussex, BN3 6EG

If you are sending your application and evidence by post you may want to get a free Proof of Posting Certificate or send by recorded delivery. BHASVIC cannot accept responsibility for postal applications not received. The deadline for applications is Friday 7<sup>th</sup> of December 2018 but if you find yourself in financial hardship after this date it is important that you still contact Student Services. We will then look to see if we have any further funds available to help you.

If there are still funds available after the 7<sup>th</sup> December we will continue to accept applications at our own discretion.

### What happens after you submit an application form?

We will assess your application and write to you or email you with a decision. If you are successful then the letter/email we send you will tell you how much you have been awarded, what the award is for, how these payments will be made to you and the month in which you can expect to receive payments. You will also be sent details about our attendance requirements as all payments are dependent on your attendance record and you displaying satisfactory behaviour during your time at BHASVIC.

- For applications received on or before 31<sup>st</sup> July 2018, we will write to you with a decision before Welcome Day on Wednesday 12<sup>th</sup> September.
- Applications received on or after the 1<sup>st</sup> August 2018 may take longer to process and you are unlikely to receive a decision before Welcome Day on the 12<sup>th</sup> September.
- Please ensure you budget for any expenses you are likely to incur for Enrolment, and during the first few weeks of College, as unforeseen delays may mean payments do not reach students by this time.

If you are unsuccessful in your application, we will write to or email you explaining why. If we do not have sufficient evidence to assess your eligibility, we will contact you to request additional information.

Before the start of the academic year, we use the email address you provide on the front of the application form to contact you, so it is important you check this regularly. Once you are fully enrolled as a student at BHASVIC, whether you are a returning student, or newly enrolled, we will then use your BHASVIC email account to contact you so please make sure you check this is working as soon as possible in September.

What can the College pay for if you are successful in your application?
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- **Course Charges** – we will cover these in full based on the course(s) you enrol on. Course charges for two-year courses are paid in two parts, half in each academic year.
- **Travel** – to receive support with travel costs you must not be in receipt of local authority support (see page 10) and you must live over 2 miles away from the College site. We use the “as the crow flies” distance on the website below to calculate the distance from BHASVIC to your home address. You may want to check this yourself so you know in advance whether you can apply for travel  
<http://www.evofacilities.co.uk/distancefinder.php>  
 BHASVIC’s postcode is BN3 6EG.

We use the ‘as the crow flies’ distance to ensure that the calculation is fairly applied to each student, decisions are transparent, and that our allocation process for travel is not dependant on staff administering the bursary analysing the various routes that may be available to an individual.

We will not fund travel for students who live within a 2 mile radius of the College unless there are exceptional or medical circumstances which will be considered on a case by case basis.

If you are awarded help with travel we will calculate your award based on the cheapest and most reasonable form of public transport available to you and will also expect you to take advantage of any discounts or subsidies available to you. The award you are given may not cover 100% of your costs. Please see pages 10-13 for more information.

Some students live more than 2 miles from the nearest train station they can use to travel to Brighton or Hove train stations. In this situation, we may offer you additional funds to cover travel costs between your home and the train station.

- **Food** – If you are eligible for the Free College Meals scheme, you will be provided with one meal per day that you have timetabled commitments at College. For each applicable day, you will be awarded credit equivalent to up to £3 of food and/or drinks from the College catering service. You will only receive help with food costs, outside the Free College Meals scheme, if you are a Young Carer or are insecurely housed or homeless (Target Group 6 or 7). The amount we pay to these Target Groups equates to approximately £10 per week for term time only. **If you are eligible for both Free College Meals and support under Target Group 6 or 7, we are obligated to provide Free College Meals only.**
- **Course related trips** – For one-day trips within the UK, that take place during term-time, linked to your course or College-organised enrichment, we can cover the specified trip costs. Please bring the trip permission letter to Student Services so we can authorise an internal payment. In rare cases, a multi-day term-time trip may be a compulsory, or strongly advised, part of a course, for example, a fieldwork investigation. In these cases, we may be able to support students with the associated costs.

If you have already paid for a trip and would like to organise a refund, talk to Student Services. **For trips which are residential, multi-day or abroad, we can only pay for the trip deposit and you should expect to meet any costs above this amount yourself.**

- **Sports Kit** – only for those taking sports courses. All students studying a sports-based course will receive a £50 payment to assist with clothing costs. If students are involved in extra-curricular activities where they are representing BHASVIC, and need additional sports kit or equipment, we may be able to additionally support these costs, regardless of whether or not the student studies a sports-based course. Please talk to Student Services for more information.
- **Calculator** – only for students studying Maths, Physics, Chemistry or Biology. We will pay up to a maximum of £75. You will need to provide the receipt for your calculator in order to receive a refund from us. You can only receive support to purchase a calculator once during your time at the College. If you are unsure of the calculator functions required for the entirety of your study, please ask your teacher(s) for more information.

- **Exam re-sits** – We may be able to support current students with the cost of exam re-sits. Please talk to Student Services about this, as the nature of resits is changing as we complete the move to linear examinations.
- **UCAS Fee** – if you apply to university through UCAS we may be able to cover the cost of your online application. This will be dependent on the budget we have available at the time. This will be as a refund only, paid to all eligible students after the UCAS application deadline has passed. UCAS will ask that you pay their fee by debit card and we cannot do this on your behalf.
- **Compulsory Admissions Examinations** – Some university courses require an admissions test as part of their application process, for example, the LNAT for some Law courses or the UKCAT for some Medicine courses. Many of these processes waive their fees for students who are in receipt of the 16-19 Bursary Fund. If you are unsure whether or not you are required to pay a fee for a compulsory admissions test, please speak to the Student Services. We may be able to support students with compulsory costs that are not subject to a fee-waiver from the examination provider.
- **Compulsory University Interviews, Testing Days and Auditions** – If you incur travel costs as a result of attending a university interview, admissions test or audition in the UK then we may be able to help you with this expense.

You will have to cover the upfront costs yourself then we will refund your transport costs on production of public transport tickets and/or an invitation letter or email from the University. If you chose to travel by car we will either pay towards petrol costs (40p per mile for the first 100 miles, 25p thereafter) or will base your award on the cost of public transport; whichever is cheapest. Mileage will be calculated using the online AA Mileage Calculator or equivalent.

We will not pay for overnight accommodation costs associated with visits to universities. Unless there are exceptional personal circumstances, we can only refund the travel costs of the student, and not those of anybody travelling with them.

- **Optional University Open Days and Applicant Days** – We may be able to support students with travel costs incurred as a result attending non-compulsory university events such as Open Days or Applicant Days. This will be dependent on the budget we have available at the time. If funds are available, we may support students with travel to two non-compulsory university events per academic year. Travel cost calculation details as above.
- **Travel to job/apprenticeship interview** – We may support students with travel costs to with a maximum of two interviews for a job, apprenticeship or internship. Travel cost calculation details as above.
- **Enrichment activities** – if there are costs involved in you participating in College enrichment activities then we may be able to help you with this. This will be dependent on the budget we have available at the time. We will only support activities which have been organised by the College. For Duke of Edinburgh trips, we will only pay for the deposit and you should expect to meet any costs above this amount yourself.

### What can't we pay for?

- **College Deposits** – all students are asked to pay a £60 charge when they accept their place at BHASVIC. £50 of this is a refundable deposit which is returned to you at the end of your time here so long as you return all library books, text books and College equipment or materials loaned to you. £10 is retained to cover the costs of exam certificates. As the majority of this charge is refundable we cannot provide support with this cost.
- **Books** – if your course requires a core textbook or reading material this will be provided for you, or will be available in the College library; we will therefore not support students with the cost of textbooks.
- **High value equipment** – due to a limited budget we cannot support students with the cost of high value equipment such as laptops and cameras.



- **Attendance bonuses / incentives** – all payments to you are based on you achieving a minimum of 90% overall attendance and displaying satisfactory behaviour during your time at BHASVIC. There have been some funds in the past which rewarded students with additional monies if they held good attendance levels throughout the academic year but we do not operate the bursary fund in this way.
- **General living costs** – e.g., mobile phone bill, accommodation, utility bills, gym membership, social/sporting activities unrelated to your College course(s).
- **Petrol** – if you are eligible for support with travel to and from College, your award will be based on the cheapest and most reasonable form of public transport available to you. We will only contribute towards petrol costs for university/job interview transport costs as described on page 8.
- **Car parking** – there is no student parking on-site. If you chose to travel by car we will not contribute towards the cost of metered parking. We do not recommend students travel to College by car, as parking is very limited in the local area.
- **Small items of stationery** – e.g., pens, paper, folders.
- **Assessment and Examination Fees** – normally, students whose attendance falls below 90% by the time examination or assessment entries are made will be required to pay a contribution towards the cost of assessment. The bursary fund will not cover this cost for you.
- **Printing** - All students receive £3 worth of print credits at the beginning of their first year- when these have run out, more print credits can be purchased the Library desk, and cost £3 for 100 sheets. We encourage students to carefully consider what needs to be printed, to cut down on waste.

### How do we calculate travel awards?

If you are eligible for support with travel, we will pay you a set amount each term so long as you meet the attendance requirements. The table on pages 10-12 shows you how we have calculated the cost from each area and the type of tickets / discount considered. If your home village or town does not appear in the table, please contact us and we can discuss the costs from your area with you.

**Train and bus prices can increase during the year but we will not be able to recalculate your award if this happens.** The amount you are allocated at the beginning of the year remains the same regardless of any changes in fares. Prices quoted in the table were correct at time of going to print.

Continued bursary eligibility is dependent on following the Absence Procedures (see page 14 for more information). It takes us time at the start of each term to check attendance and authorise payments. Due to this, a small additional sum to cover travel costs for the first fortnight in January and April is included with the September and January payments. **Please bear this in mind when budgeting, as January and April bursary payments may not be received into bank accounts until the second week of the new term.**

### Local Authority Travel Support

Some local authorities may support 16-19 year olds with travel but this will depend on where you live and your personal circumstances. Before applying for travel through BHASVIC you should check to see if you are eligible for support from your local authority. Links to further information are below:

If you live in Brighton & Hove:

<http://www.brighton-hove.gov.uk/index.cfm?request=c1115104#SubTitle2>

If you live in East Sussex:

<https://www.c360.org.uk/travel/extra-help>

If you live in West Sussex:

[http://www.westsussex.gov.uk/learning/sixth\\_form\\_schools\\_and\\_college/travel\\_guidance\\_for\\_post-16\\_st.aspx](http://www.westsussex.gov.uk/learning/sixth_form_schools_and_college/travel_guidance_for_post-16_st.aspx)

**If you do receive assistance from a local authority then BHASVIC will not be able to award you help with travel costs, but you may still be eligible for other costs.**

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Area you are travelling from	Cheapest / most reasonable method of transport	Discount / Subsidy Available	Ticket type(s) used to calculate award (combination of time periods used to cover each term, avoiding College holidays where possible)	Amount paid in each term (Sept, Jan & April)
Brighton & Hove (including Portslade Saltdean & Peacehaven)	Bus	BusID	90 Day Network Saver: £95.50 7 Day Network Savers: £10	Sep & Jan: £125.50 April A1: £95.50 April A2: £80
Bognor Regis	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £147.68 7 day season tickets at full price: £58.40	Sep & Jan: £618.24 April A1: £443.04 April A2: £353.76
Burgess Hill	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £79.60 7 day season tickets at full price: £31.40	Sep and Jan: £333 April A1: £238.80 April A2: £190.60
Chichester	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £147.68 7 day season tickets at full price: £58.40	Sep & Jan: £541.68 April A1: £511.52 April A2: £368.56
Durrington	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £122.70 7 day season tickets at full price: £48.40	Sep and Jan: £513.30 April A1: £368.10 April A2: £245.40
Eastbourne	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
Fishersgate	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
Goring-By-Sea	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £131.80 7 day season ticket at full price: £52.00	Sep and Jan: £551.43 April A1: £395.43 April A2: £315.62

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Hassocks	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £67.19 7 day season tickets at full price: £26.50	Sep and Jan: £281.07 April A1: £201.57 April A2: £160.80
Haywards Heath	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £93.53 7 day season tickets at full price: £36.90	Sep and Jan: £391.29 April A1: £280.59 April A2: £223.96
Lancing	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
Lewes	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
Littlehampton	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: 142.96 7 day season tickets at full price: £56.40	Sep & Jan: £618.24 April A1: £443.04 April A2: £353.76
Newhaven	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
Polegate	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
Pulborough	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: 142.96 7 day season tickets at full price: £56.40	Sep & Jan: £618.24 April A1: £443.04 April A2: £353.76
Seaford	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00

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Shoreham-By-Sea	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
Southwick	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
St Leonards	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £139.40 7 day season tickets at full price: £55.00	Sep and Jan: £583.20 April A1: £418.20 April A2: £333.80
Wivelsfield	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £81.38 7 day season tickets at full price: £32.10	Sep and Jan: £340.44 April A1: £244.14 April A2: £194.86
East Worthing	Train	Unizone*	Quarterly Unizone Ticket: £200.40 Monthly Unizone Ticket: £66.80 Weekly Unizone ticket: £17.40	Sep and Jan: £252.60 April A1: £200.40 April A2: £151.00
Worthing	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £105.73 7 day season tickets at full price: £41.70	Sep and Jan: £442.29 April A1: £317.19 April A2: £253.10
West Worthing	Train	Sussex Student Card	1 month season tickets with 34% SSC discount: £113.06 7 day season tickets at full price: £44.60	Sep and Jan: £472.98 April A1: £339.81 April A2: 270.72

\* Please note that to qualify for Unizone tickets, students will need a 16-25 Rail Card. These cost £30 for one year and £70 for three years, and students must meet the cost of this themselves. For more information please see <https://www.16-25railcard.co.uk/>

Do you need to have your own bank account?

**Yes.** We cannot make payments to you in cash or by cheque. We also cannot make payments to your parent(s), carer(s) or any other third party. The account must be in your name. If you do not have a bank account, and are having difficulty opening one, please contact Student Services.

If you make an application are you guaranteed support?

**No.** Unfortunately the budget we have available is limited and we may not be able to meet your funding requirements. We would advise you to put in an application as soon as possible as funds are limited and do run out. If your circumstances change during the year, there may still be funds available, so please contact Student Services.

If you are successful in your application are there any conditions on your award?

**Yes.** If you are awarded Free College Meals, a guaranteed or discretionary bursary, then you will need to meet conditions of attendance and behaviour in order to receive your payments. The College will expect to see attendance of over 90% maintained throughout the year.

Attendance is measured for the term before when allocating the next term's payment. As such, every student receives their first term 'in good faith'. For example, if a student was awarded a travel bursary payable in September, January and April the first payment in September would be paid in good faith. The payment in January would be based on their attendance between September – December and the final April payment will be based on attendance between January and the Easter Holidays. Students are not penalised for authorised absences.

**If you feel you have extenuating personal circumstances that have affected your attendance, it is important to speak to your Personal Tutor or Guidance Manager about this as soon as possible.**

What should you do if you are not happy with the outcome of your application?

You can appeal our decision if:

- You think we have assessed your application incorrectly
- You think that the level of support you have been awarded is significantly less than you need to attend College

To do this you need to make your appeal in writing to the Student Services Manager. You should make any appeal within 15 working days of receiving a decision from us. When reviewing an appeal we may discuss your case with your parent(s)/carer(s), Personal Tutor, Guidance Manager or teachers.

What should you do if you are not sure any of this applies to you, or if you have any questions about financial support?

Come and see us in the Student Services Centre and we can talk you through whether or not you are eligible. We can also help you complete application forms, advise you on the evidence we need from you and answer any other questions you may have. Student Services can offer advice on finding the cheapest mode of transport available, as well as on how to apply for any eligible discounts or travel cards.

What should you do if you do not think you are eligible for a bursary but are still worried about money?

Come and see us in the Student Services Centre. It is very important that you come and see us if you have any financial concerns during your time at BHASVIC.

Any more questions? Want to keep in touch?



[studentservices@bhasvic.ac.uk](mailto:studentservices@bhasvic.ac.uk)



[www.facebook.com/studentservicesbhasvic](http://www.facebook.com/studentservicesbhasvic)



[@studentsservs](https://twitter.com/studentsservs)



Drop in to the Student Services Centre. During term-time, we are open from 08:30 until 16:00, Monday – Friday. There may be reduced opening hours during College holidays so please phone in advance to check that we are open.



01273 552200 and ask for Student Services