



## 16-19 Bursary Fund Guidelines

These guidelines apply to students who are aged 16, 17 or 18 on the 31<sup>st</sup> August 2020. If you turn 19 on or before this date, please contact Student Services to discuss your options for financial support.

The 16 – 19 Bursary Fund provides financial support to help students overcome specific barriers to participation and attendance, so they can remain in further education. BHASVIC provides three types of bursary. Please read the following guidelines very carefully as they tell you how we target and distribute our funds.

### Overview of Bursaries

1	The Vulnerable Group Bursary	<p>This is an award of <b>up to</b> a maximum of £1,200 per year for students who:</p> <ul style="list-style-type: none"> <li>• are <b>in local authority care</b> or who have <b>recently left local authority care</b></li> <li>• <b>receive Income Support or Universal Credit in their own name</b> (because they are financially supporting themselves, or financially supporting themselves <i>and</i> someone who is dependent on them and living with them, such as a child or partner)</li> <li>• receiving <b>Disability Living Allowance or Personal Independence Payments</b> in their own name <i>as well as</i> <b>Employment and Support Allowance or Universal Credit</b> in their own name</li> </ul> <p><b>The exact amount awarded to an individual is based on a financial assessment completed by Student Services. This will usually require the involvement of a social or key worker.</b></p>
2	The Free College Meals Bursary	<p>Further education providers are 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 one of the BHASVIC food outlets, for each day they have timetabled lessons at college. In line with government policy, no <b>cash payments can be made</b> for Free College Meals.</p> <p>If you are eligible for a Free College Meals bursary, you may also be eligible for support with travel costs (if you live more than 2 miles away from college and need to rely on public transport), and with other specific course related costs if applicable.</p>
3	The Discretionary Bursary	<p>The <b>Discretionary Bursary</b> can help students who are not eligible for a Free College Meals bursary, but whose gross household income is below £29,600 per annum. A discretionary bursary is awarded to students based on their specific requirements. Support cannot be awarded for costs unrelated to their programme of study, for general expenses or used as an attendance incentive. Bursaries are usually awarded for transport and/or course costs.</p>

**Please note:** Even if you are eligible for one of the bursaries, BHASVIC has the right to refuse your application if you do not have any actual financial need. This may be because your financial needs are being met in another way, or because you have no college-related costs to meet.

Keep reading for more information about eligibility criteria, evidence required and the application process for each bursary.

## The Vulnerable Group Bursary

To be eligible for a Vulnerable Group Bursary you must be in one of the following groups and be able to provide us with the evidence listed below:

	Eligible Group(s)	Evidence Required
1	<p>Students who are <b>'in care'</b>, or <b>'care leavers'</b></p> <p>i.e., young people who are, or have been, cared for by the Local Authority.</p> <p>Most care-experienced young people have, or will have had, a Social Worker.</p>	<p>A letter/email from the relevant Local Authority. This must be on headed paper, or from a local authority email address. Please see the next page for more details on how 'in care' and 'care leaver' are defined.</p>
2	<p>Students in receipt of <b>Income Support</b> in their own name</p> <p>or</p> <p>Students in receipt of <b>Universal Credit</b> in their own name</p>	<p>A copy of your Income Support award notice</p> <p>or</p> <p>A copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account).</p>
3	<p>Students in receipt of <b>Disability Living Allowance or Personal Independence Payments</b> in their own name</p> <p>as well as</p> <p><b>Employment and Support Allowance or Universal Credit</b> in their own name</p>	<p>A copy of your 3 most recent monthly Universal Credit award statements. (You should be able to print off details of your award from your online account).</p> <p>Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided.</p>

Eligible students are awarded a maximum of £1,200 per year. Exact amounts offered are subject to a financial assessment. The financial assessment will usually be conducted with the input of a social or key worker.

**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 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 amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

***Please note:*** a young person who is privately fostered is not classed as a 'looked after child' and is not eligible for the Vulnerable Group Bursary.

**If you are not eligible for a Vulnerable Group Bursary you may still be eligible for a Free College Meals Bursary or a Discretionary Bursary. Please read on to find out more.**

## The Free College Meals Bursary

To be eligible for a Free College Meals bursary you, or at least one of the parent(s)/carer(s) you live with, must be in receipt of one of the following benefits, and be able to provide us with recent evidence as listed below:

Eligible Group(s)	Evidence Required
<p data-bbox="151 1075 183 1131">1</p> <p data-bbox="212 613 804 678">You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul data-bbox="263 719 818 1328" style="list-style-type: none"> <li>• Income Support</li> <li>• Income Based Job Seekers Allowance</li> <li>• Income Related Employment and Support Allowance</li> <li>• Child Tax Credits (whilst <u>not</u> receiving Working Tax Credits) with a gross annual household income of no more than £16,190</li> <li>• Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum)</li> <li>• Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)</li> <li>• Guaranteed Element of State Pension Credit</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> </ul> <p data-bbox="212 1364 818 1563">* If you live between two homes we only need information from the person you live with for the <u>majority of the time</u>. The address you give on your application must match the address we hold for you on the college system, and match the address on any evidence you provide.</p>	<p data-bbox="847 613 1482 678">A letter / award notice confirming your entitlement to benefits from one of the following:</p> <ul data-bbox="898 719 1458 918" style="list-style-type: none"> <li>• Job Centre Plus</li> <li>• Department for Work and Pensions</li> <li>• Her Majesty's Revenue &amp; Customs e.g., your Tax Credit Award Letter for 2020/21 which shows your income from 2019/20. You must provide the full award letter.</li> </ul> <p data-bbox="847 956 1453 1120">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 data-bbox="847 1158 1437 1223">Any letter provided must confirm the name and address of the person receiving the benefit(s).</p>

**If you are eligible for a Free College Meals Bursary, we will automatically assess your eligibility for other college related costs such as travel and course charges. More information about what we can and can't pay for can be found on pages 7 – 9.**

**If you are not eligible for a Free College Meals Bursary, you may still be eligible for an award from the Discretionary Bursary. Please read on for further information.**

## The Discretionary Bursary

To be eligible for a Discretionary Bursary you, or at least one of the parent(s)/carer(s) you live with, must fall into one of the following eligible groups, and be able to provide us with recent evidence as listed below:

Eligible Group(s)	Evidence Required
<p><b>1</b></p> <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 income of £29,600 or below per annum</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>. The address you give on your application must match the address we hold for you on the college system <i>and</i> match the address on any evidence you provide.</p>	<p>A letter / award notice 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>• Her Majesty's Revenue &amp; Customs e.g., your Tax Credit Award Letter for 2020/21 which shows your income from 2019/20. 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.</p> <p>Any letter provided must confirm the name and address of the person receiving the benefit(s).</p>
<p><b>2</b></p> <p>You, or you parent(s)/carer(s) are not in receipt of one of the benefits listed above for eligible group 1, but are employed or self-employed with a gross income of £29,600 or below per annum</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>. The address you give on your application must match the address we hold for you on the college system <i>and</i> match the address on any evidence you provide.</p>	<p>We need one of the following for each parent/carers*:</p> <ul style="list-style-type: none"> <li>• The most recent 3 months' pay slips</li> <li>• P60 for the 2019/20 tax year</li> <li>• Evidence of self-employed income, e.g., tax return or accountants letter</li> </ul>

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

If you are eligible for any of the three bursaries described, you will need to submit an online application via the BHASVIC Student Services Portal. You should do this as soon as possible.

You should complete each section of the online application form carefully, making sure you answer all of the questions. You will also need to upload electronic copies of the required evidence. Please do not send evidence to us by email or in the post – it is important that you submit it via the portal so that it can be attached correctly to your application. If you experience any difficulties with the online portal, please email [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk).

**Please note:** if you apply within the first half term of the academic year, payments will be backdated until the 1<sup>st</sup> September. Applications submitted from Monday 2<sup>nd</sup> November onwards will not be subject to back payments to the beginning of the year, and **any award offered will be calculated from the date of your application.**

**The final deadline for applications is Friday 4 December 2020**, 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 4 December 2020 we will continue to accept applications at our own discretion.

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

We will assess your application and email your BHASVIC email account with a decision. If you are successful, the email 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. **We aim to process all applications within 15 working days. We can only do this if the application form is fully completed and is submitted with the correct evidence.**

If you are unsuccessful in your application, we will email you explaining why.

If we do not have sufficient evidence to assess your eligibility, we will contact you to request additional information.

### **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 us by email on [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk)

## What can the college pay for if you are successful in your application?

If you are eligible for a **Vulnerable Group Bursary**, the intention is that all of your college-related expenses will be covered, within the categories given below, up to a maximum of £1200 per year, *where it is reasonable to do so*. Please read on for information about the types of costs we will, and will not, consider.

If you are eligible for a **Free College Meals or Discretionary Bursary**, we will cover the following costs, where applicable.

- **Course Charges** – we will cover these based on the course(s) you enrol on. Course charges for two-year courses are paid in two parts, half in each academic year. You need to re-apply for the bursary for each academic year. **Support for course charges is assessed automatically** at the point of application and you do not need to provide additional evidence for this.
- **Travel** – to receive support with travel costs you must **not be in receipt of** travel support from another source (e.g. a local authority), and **you must live over 2 miles away** from the college site. We use Google Maps to calculate the distance between your home address and the college site. We use the **walking distance** provided. You may want to check this yourself, so you know in advance whether you are likely to receive travel support. BHASVIC's postcode is BN3 6EG.

The reason for using the Google Maps walking distance for all distance calculations is to ensure that the calculation is fairly applied to each student, decisions are transparent, and that our allocation process for travel does not require the bursary team to analyse the various routes that may be available to an individual.

We will not fund travel for students who live within 2 miles of the college unless there are exceptional or medical circumstances which will be considered on a case by case basis. You will need to contact Student Services via [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk) if you think this applies to you.

If you are awarded help with travel, we will calculate your award based on the cheapest 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 10-16 for more information.

If you are travelling to college by train or bus, and also live more than 2 miles from your nearest station/stop, we may offer you additional funds to cover travel costs between your home and the train/bus station.

**Support for travel is assessed automatically** at the point of application and you do not need to provide additional evidence for this, unless you are applying on the grounds of exceptional or medical circumstances.

- **Food** – If you are eligible for the Free College Meals scheme, you will be provided with £3.00 credit per day on your BHASVIC ID card, for each day that you have timetabled commitments at college. This credit can be used to purchase food and/or drinks from the college catering services. **Free College Meals eligibility is assessed automatically** at the point of application and our decision is based on the income evidence supplied to us with your application.
- **Course related trips** – For one-day trips within the UK, that take place during term-time, linked to a specific course, we can cover the specified trip costs. Please bring the trip permission letter to Student Services, as soon as it is given to you, so we can authorise an internal payment. If you have already paid for a trip and would like to organise a refund, talk to Student Services. Support for trips is

**not assessed automatically.** You will need to contact us each time you have the opportunity to participate in a trip and provide us with the trip letter as stated above.

**Please note that we cannot provide any support for trips that include an overnight stay, regardless of whether they are in the UK or abroad. You should expect to meet all costs for residential and overseas trips yourself. The college usually offers a payment plan for these trips.**

- **Sports Kit** – students taking sports courses, or representing BHASVIC in a sporting event, can receive up to £50 for each year of study, to assist with clothing and kit costs. Support for Sports Kit is **not assessed automatically.** You will need to contact us to request this support and we will contact the Sports Department to confirm that you need the kit/equipment you are requesting. With enough notice, we can order the items on your behalf. The alternative is that you purchase the items with your own funds and provide us with a copy of the receipt so we can refund you.
- **Calculator** – only for students studying Maths, Physics, Chemistry or Biology. We will pay up to a maximum of £75. Support for a calculator is **not assessed automatically.** With enough notice, we can order the item on your behalf. The alternative is that you purchase a calculator with your own funds and provide us with a copy of the receipt so we can refund you (refund will be up to a maximum of £75). 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.
- **Travel for University Visits** – We may support students with travel costs to attend university events such as Open Days, Applicant Days or Admissions Interviews. When deciding whether we can support a request, we will consider whether the trip is compulsory or optional, whether the university offers financial support for this purpose, and whether there is a viable alternative e.g. taking part virtually. All awards made under this category will be dependent on the budget we have available at the time. If funds are available, we will support students with a maximum of two visits per academic year. The amount awarded will be calculated using the cheapest form of public transport from BHASVIC to your destination, and will also take all available travel discounts into account. We will not pay for overnight accommodation costs associated with visits to universities, and can only support the costs of the student, not those of anybody travelling with them. Support under this category is **not assessed automatically** and you will need to contact us if this cost arises for you.
- **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 per above information for university visits.
- **UCAS Fee** – the cost of applying to higher education via UCAS is approximately £26. Therefore, it is very important that you budget for this in advance of making your application. You need to pay this cost using a debit card so we cannot pay it to UCAS on your behalf. However, if you provide Student Services with a copy of your receipt, we can reimburse this cost for you. You can either bring a paper copy to the Student Services Centre, or you can send an electronic version to [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk)

### 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 any 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. The college offers payment plans for those who wish to spread this cost out.

- **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.
- **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 from the Library desk at a cost of £3 for 100 sheets. We strongly encourage students to carefully consider what needs to be printed, to cut down on both cost and waste.
- **Exam re-sits** – We cannot support students with the cost of exam re-sits.
- **Enrichment activities** – we cannot support the cost of any enrichment activities which are not a compulsory part of a course you are studying. The college offers a wide range of enrichment activities and tries to ensure there are always options with zero costs to meet.
- **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 so we do not meet this cost for you. If you are unsure whether or not you are required to pay a fee for a compulsory admissions test, please speak to Student Services and we can help you contact the relevant university to request a fee waiver.
- **High value equipment** – due to a limited budget we cannot support students with the cost of high value equipment such as laptops and cameras.
- **General living costs** – e.g., mobile phone bill, accommodation, utility bills, gym membership, social/sporting activities unrelated to your college course(s).
- **Petrol** – all awards for travel are based on the cheapest form of public transport available to you, after all available discounts have been applied.
- **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.

### 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. All travel awards are based on the cost of the cheapest method of public transport available. The tables on pages 10-16 shows you how we have calculated the cost from each area.

**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 your attendance and behaviour at college (see page 17 for more information). **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, after attendance and behaviour checks have been completed.**

## 2020-21

1	2	3	4	5	6
Area you are travelling from	Cheapest / most reasonable method of transport	Discount Available	Ticket Prices (After relevant discount applied)	A1 Amount paid in each term (Sept, Jan & April)	A2 Amount paid in each term (Sept, Jan & April)
Brighton & Hove (including Portslade, Fishergate & Saltdean)	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £10.80 Pay Monthly City Saver: £33.50 90 Day City Saver: £104.00	Sept: £154.50 Jan: £122.10 April: £104.00	Sept: £154.50 Jan: £122.10 April: £77.80
Bognor Regis	Train	16-17 Saver (A1 students)	7 Days - £30.95 1 Month - £118.85 3 Months - £356.55	Sept: £511.30 Jan: £418.45 April: £356.55	
		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £48.10 1 Month - £184.80 3 Months - £554.20		Sept: £794.90 Jan: £650.60 April: £602.50
Burgess Hill	Train	16-17 Saver (A1 students)	7 Days - £16.65 1 Month - £63.95 3 Months - £191.85	Sept: £275.10 Jan: £225.15 April: £191.85	
		No discount available (A2 students)	7 Days- £33.10 1 Month- £127.90 3 Months - £383.70		Sept: £549.20 Jan: £449.90 April: £416.80
Chichester	Train	16-17 Saver (A1 students)	7 Days- £30.95 1 Month- £118.85 3 Months - £356.55	Sept: £511.30 Jan: £418.45 April: £356.55	
		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £48.10 1 Month - £184.80 3 Months - £554.20		Sept: £794.90 Jan: £650.60 April: £602.50

## 2020-21

Durrington	Train	16-17 Saver (A1 students)	7 Days - £25.65 1 Month - £98.50 3 Months - £295.50	Sept: £423.75 Jan: £346.80 April: £295.50	
		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £48.10 1 Month - £184.80 3 Months - £554.20		Sept: £794.90 Jan: £650.60 April: £602.50
Eastbourne	Train	Brighton Unizone	7 Day Unizone ticket: £18.40 1 Month Unizone Ticket: £70.70 3 Month Unizone Ticket: £212.00	Sept: £304.00 Jan: £248.80 April: £212.00	Sept: £304.00 Jan: £248.80 April: £159.80
Goring-By-Sea	Train	16-17 Saver (A1 students)	7 Day - £27.55 1 Month - £105.80 3 Months - £317.40	Sept: £455.15 Jan: £372.50 April: £317.40	
		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £48.10 1 Month - £184.80 3 Months - £554.20		Sept: £794.90 Jan: £650.60 April: £602.50
Hassocks	Train	16-17 Saver (A1 students)	7 Days - £14.05 1 Month - £54.00 3 Months - £161.90	Sept: £232.15 Jan: £190.00 April: £161.90	
		No discount available (A2 students)	7 Days - £28.10 1 Month - £108.00 3 Months - £323.80		Sept: £464.50 Jan: £380.20 April: £352.10
Haywards Heath	Train	16-17 Saver (A1 students)	7 Days - £19.55 1 Month - £75.10 3 Months - £225.25	Sept: £323.00 Jan: £264.35 April: £225.25	
		No discount available (A2 students)	7 Days - £39.10 1 Month - £150.20 3 Months - £450.50		Sept: £646.10 Jan: £528.80 April: £489.70

## 2020-21

Lancing	Train	Brighton Unizone	7 Day Unizone ticket: £18.40 1 Month Unizone Ticket: £70.70 3 Month Unizone Ticket: £212.00	Sept: £304.00 Jan: £248.80 April: £212.00	Sept: £304.00 Jan: £248.80 April: £159.80
Lewes	Train	Brighton Unizone	7 Day Unizone ticket: £18.40 1 Month Unizone Ticket: £70.70 3 Month Unizone Ticket: £212.00	Sept: £304.00 Jan: £248.80 April: £212.00	Sept: £304.00 Jan: £248.80 April: £159.80
Littlehampton	Train	16-17 Saver (A1 students)	7 Days - £30.95 1 Month - £118.85 3 Months - £356.55	Sept: £511.30 Jan: £418.45 April: £356.55	
		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £48.10 1 Month - £184.80 3 Months - £554.20		Sept: £794.90 Jan: £650.60 April: £602.50
Newhaven	Train	Brighton Unizone	7 Day Unizone ticket: £18.40 1 Month Unizone Ticket: £70.70 3 Month Unizone Ticket: £212.00	Sept: £304.00 Jan: £248.80 April: £212.00	Sept: £304.00 Jan: £248.80 April: £159.80
Peacehaven & Telscombe	Bus	BusID with The Key (Electronic Smartcard)	7 Day Network Saver: £11.25 Pay Monthly Network Saver: £35.50 90 Day Network Saver: £108.00	Sept: £162.75 Jan: £129.00 April: £108.00	Sept: £162.75 Jan: £129.00 April: £82.25
Polegate	Train	Brighton Unizone	7 Day Unizone ticket: £18.40 1 Month Unizone Ticket: £70.70 3 Month Unizone Ticket: £212.00	Sept: £304.00 Jan: £248.80 April: £212.00	Sept: £304.00 Jan: £248.80 April: £159.80
Pulborough	Train	16-17 Saver (A1 students)	7 Days - £30.95 1 Month - £118.85 3 Months - £356.55	Sept: £511.30 Jan: £418.45 April: £356.55	
		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £48.10 1 Month - £184.80 3 Months - £554.20		Sept: £794.90 Jan: £650.60 April: £602.50

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Seaford	Train	Brighton Unizone	7 Day Unizone ticket: £18.40 1 Month Unizone Ticket: £70.70 3 Month Unizone Ticket: £212.00	Sept: £304.00 Jan: £248.80 April: £212.00	Sept: £304.00 Jan: £248.80 April: £159.80
Shoreham-By-Sea	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £10.80 Pay Monthly City Saver: £33.50 90 Day City Saver: £104.00	Sept: £154.50 Jan: £122.10 April: £104.00	Sept: £154.50 Jan: £122.10 April: £77.80
Southwick	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £10.80 Pay Monthly City Saver: £33.50 90 Day City Saver: £104.00	Sept: £154.50 Jan: £122.10 April: £104.00	Sept: £154.50 Jan: £122.10 April: £77.80
St Leonards	Train	16-17 Saver (A1 students)	7 Days - £29.15 1 Month - £111.95 3 Months - £335.85	Sept: £481.60 Jan: £394.15 April: £335.85	
		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £47.10 1 Month - £181.00 3 Months - £542.70		Sept: £778.50 Jan: £637.20 April: £590.10
Wivelsfield	Train	16-17 Saver (A1 students)	7 Days - £17.00 1 Month - £65.30 3 Months - £195.85	Sept: £280.85 Jan: £229.85 April: £195.85	
		No discount available (A2 students)	7 Days - £34.00 1 Month - £130.60 3 Months - £391.70		Sept: £561.80 Jan: £459.80 April: £425.80
East Worthing	Train	Brighton Unizone	7 Day Unizone ticket: £18.40 1 Month Unizone Ticket: £70.70 3 Month Unizone Ticket: £212.00	Sept: £304.00 Jan: £248.80 April: £212.00	Sept: £304.00 Jan: £248.80 April: £159.80
Worthing	Train	16-17 Saver (A1 students)	7 Days - £22.10 1 Month - £84.90 3 Months - £254.60	Sept: £365.10 Jan: £298.80 April: £254.60	

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		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £48.10 1 Month - £184.80 3 Months - £554.20		Sept: £794.90 Jan: £650.60 April: £602.50
West Worthing	Train	16-17 Saver (A1 students)	7 Days - £23.65 1 Month - £90.85 3 Months - £272.45	Sept: £390.70 Jan: £319.75 April: £272.45	
		Please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> for advice	7 Days - £48.10 1 Month - £184.80 3 Months - £554.20		Sept: £794.90 Jan: £650.60 April: £602.50

More information on each of the discount schemes can be found here:

**Bus ID:** <https://www.buses.co.uk/young-people>

**16-17 Saver:** <https://www.16-17saver.co.uk/>

**Unizone:** <https://www.southernrailway.com/tickets/discounts-and-railcards/unizone>

**Please make sure you apply for the relevant discount scheme in plenty of time, well before you need to purchase your tickets. There is a cost attached to some of the discount schemes - the bursary will not cover this cost for you.**

The method we use to calculate travel costs aims to ensure that we get the best value from the bursary fund, and can help as many students as possible. We would strongly recommend that you do your own research and calculations to establish the best way of spending any money you receive for travel. However, the following table gives details of the combination of tickets we have used to calculate each termly payment.

**Please note:** if you apply within the first half term of the academic year, payments will be backdated until the 1<sup>st</sup> September. Applications submitted from Monday 2<sup>nd</sup> November onwards will not be subject to back payments to the beginning of the year, and **any award offered will be calculated from the date of your application.**

## 2020-21

	<b>A1 Students</b>		<b>A2 Students</b>	
<p style="text-align: center;"><b><u>September Payments</u></b></p> <p>Covers travel from 1<sup>st</sup> September – 18<sup>th</sup> Dec (excluding October half term).</p> <p><i>Also includes an additional 2 week payment to cover period used for attendance checks at beginning of Spring term in January.</i></p>	<b>Bus ID City Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket <i>Plus</i> 5 x 7 Day Tickets	<b>Bus ID City Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket <i>Plus</i> 5 x 7 Day Tickets
	<b>Bus ID Network Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket <i>Plus</i> 5 x 7 Day Tickets	<b>Bus ID Network Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket <i>Plus</i> 5 x 7 Day Tickets
	<b>16-17 Saver</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket <i>Plus</i> 5 x 7 Day Tickets	<b>Various (please contact bursary@bhasvic.ac.uk)</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket <i>Plus</i> 1 x 1 Month Ticket <i>Plus</i> 2 x 7 Day Ticket
	<b>Unizone</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket <i>Plus</i> 5 x 7 Day Tickets	<b>Unizone</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket <i>Plus</i> 5 x 7 Day Tickets
<p style="text-align: center;"><b><u>January Payments</u></b></p> <p>Covers travel from 4<sup>th</sup> January – 1<sup>st</sup> April (excluding February half term).</p> <p><i>Also includes an additional 2 week payment to cover period used for attendance checks at beginning of Summer term in April.</i></p>	<b>Bus ID City Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket <i>Plus</i> 2 x 7 Day Tickets	<b>Bus ID City Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket <i>Plus</i> 2 x 7 Day Tickets
	<b>Bus ID Network Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket <i>Plus</i> 2 x 7 Day Tickets	<b>Bus ID Network Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket <i>Plus</i> 2 x 7 Day Tickets
	<b>16-17 Saver</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket <i>Plus</i> 2 x 7 Day Tickets	<b>Various (please contact bursary@bhasvic.ac.uk)</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket <i>Plus</i> 2 x 7 Day Tickets
	<b>Unizone</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket <i>Plus</i> 2 x 7 Day Tickets	<b>Unizone</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket <i>Plus</i> 2 x 7 Day Tickets
<p style="text-align: center;"><b><u>April Payments</u></b></p> <p>Covers travel from 19<sup>th</sup> April – 15<sup>th</sup> July for A1 students</p>	<b>Bus ID City Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket	<b>Bus ID City Saver</b>	2 x 1 Pay Monthly Ticket <i>Plus</i> 1 x 7 Day Ticket

## 2020-21

<p>And</p> <p>19<sup>th</sup> April – 25<sup>th</sup> June for A2 students</p> <p>Excludes May half term and no additional payment made.</p>	<b>Bus ID Network Saver</b>	1 x 90 Day Ticket <i>or</i> 3 x Pay Monthly Ticket	<b>Bus ID Network Saver</b>	2 x 1 Pay Monthly Ticket <i>Plus</i> 1 x 7 Day Ticket
	<b>16-17 Saver</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket	<b>Various (please contact bursary@bhasvic.ac.uk)</b>	2 x 1 Month Ticket <i>Plus</i> 1 x 7 Day Ticket
	<b>Unizone</b>	1 x 3 Month Ticket <i>or</i> 3 x 1 Month Ticket	<b>Unizone</b>	2 x 1 Month Ticket <i>Plus</i> 1 x 7 Day Ticket

**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, or 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 any funds from the college, 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 support for travel 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.

It takes staff time at the beginning of each term to check attendance and authorise payments. Due to this, an additional sum to cover travel costs for the first two weeks on term 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.

**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?**

Contact Student Services and we can talk you through whether or not you are eligible. We can also help you complete an application, advise you on the evidence we need from you and answer any other questions you may have. Student Services can also 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?**

Contact Student Services. 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?**



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



[www.facebook.com/studentservicesbhasvic](https://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