



16-19 Bursary Fund Guidelines

These guidelines apply to students who are aged 16, 17 or 18 on the 31st August 2022. 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 Priority 1 Bursary	<p>This is an award of up to a maximum of £1,200 per year for students who:</p> <ul style="list-style-type: none">• are in local authority care or who have recently left local authority care• receive Universal Credit in their own name (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 name as well as Employment and Support Allowance or Universal Credit in their own name. <p>Awards are not guaranteed and will be based on actual need, in line with the information given on pages 7 – 9 of this guide.</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, in receipt of certain means-tested benefits.</p> <p>Eligible students will be funded by credits to the value of £15 per week, redeemed by using their BHASVIC ID card as a payment method in one of BHASVIC's food outlets. In line with government policy, no cash payments can be made for Free College Meals.</p> <p>If you are eligible for a Free College Meals bursary, you may also be eligible for support with other costs. Please see pages 7 – 9 for more information.</p>
3	The Discretionary Bursary	<p>The Discretionary Bursary can help students who are not eligible for a Free College Meals bursary, but whose gross household income is below £31,772 per annum. A discretionary bursary is awarded to students based on their specific requirements. Please see pages 7 – 9 for more information on the types of costs we can, and cannot, help with.</p>
<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.</p>		

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

The Priority 1 Bursary

To be eligible for a Priority 1 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
A	<p>Students who are '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 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>
B	<p>Students in receipt of Universal Credit 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>
C	<p>Students in receipt of Disability Living Allowance or Personal Independence Payments in their own name</p> <p>And in receipt of....</p> <p>Employment and Support Allowance or Universal Credit in their own name</p>	<p>Your DLA / PIP Award Letter and/or evidence of payments made into your account within the last 3 months.</p> <p>AND</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>

Eligible students are awarded a maximum of £1,200 per year. Exact amounts offered are subject to further financial assessment and all awards will be made in line with the information provided in pages 7 – 9 of this guide.

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 total period of 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 total period of 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 Priority 1 Bursary.

If you are not eligible for a Priority 1 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="148 1077 193 1133">A</p> <p data-bbox="220 633 815 696">You, or your parent(s)/carer(s), are in receipt of one or more of the following benefits:</p> <ul data-bbox="269 734 823 1319" style="list-style-type: none"> • Income Support • Income Based Job Seekers Allowance • Income Related Employment and Support Allowance • Child Tax Credits (whilst <u>not</u> receiving Working Tax Credits) with a gross annual household income of no more than £16,190 • Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum) • Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC) • Guaranteed Element of State Pension Credit • Support under part VI of the Immigration and Asylum Act 1999 <p data-bbox="220 1357 815 1543">* 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 on your bursary application and evidence must match the address we hold for you on the college system.</p>	<p data-bbox="855 633 1477 696">A letter / award notice confirming your entitlement to benefits from one of the following:</p> <ul data-bbox="904 734 1461 927" style="list-style-type: none"> • Job Centre Plus • Department for Work and Pensions • Her Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2022/23 which shows your income from 2021/22. You must provide the full award letter. <p data-bbox="855 965 1461 1117">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="855 1155 1485 1279">Any letter provided must confirm the name and address of the person receiving the benefit(s), and this must match the address we hold for the student.</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
A	<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"> • Working Tax Credit with a gross income of £31,772 or below per annum • Housing Benefit or Local Housing Allowance • Council Tax Reduction Scheme • Carer's Allowance <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 bursary application and evidence must match the address we hold for you on the college system.</p>	<p>A letter / award notice confirming your entitlement to benefits from one of the following:</p> <ul style="list-style-type: none"> • Job Centre Plus • Department for Work and Pensions • Your Local Authority • Her Majesty's Revenue & Customs e.g., your Tax Credit Award Letter for 2022/23 which shows your income from 2021/22. You must provide the full award letter. <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), and this must match the address we hold for the student.</p>
B	<p>You, or you parent(s)/carer(s) are not in receipt of one of the benefits listed above for eligible group A, but are employed or self-employed with a gross income of £31,772 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 bursary application and evidence must match the address we hold for you on the college system.</p>	<p>We need one of the following for each working parent/carers*:</p> <ul style="list-style-type: none"> • The most recent 3 months' pay slips • P60 for the 2021/22 tax year • Evidence of self-employed income, e.g., tax return or accountants letter

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. Please visit [Our Support Service \(bhasvic.ac.uk\)](https://bhasvic.ac.uk) and scroll down to the 'Financial Support' section where you will find a link to the portal.

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.

Please note: if you apply within the first half term of the academic year, payments will be backdated until the 1st September. Applications submitted after Friday 21st October 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 initial deadline for applications is Friday 9 December 2022, but if you find yourself in financial hardship after this date it is important that you still contact us via email on bursary@bhasvic.ac.uk. We will then look to see if we have any further funds available to help you.

If there are still funds available after the deadline, we will continue to accept applications at our own discretion.

What happens after you submit an application?

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 the conditions on your award; all payments are dependent on your attendance record, and you not being subject to any disciplinary procedures. **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

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

- **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:
 - **live within the Brighton & Hove, East Sussex or West Sussex local authority areas**
 - **live over 2 miles away** from the college site
 - **not be in receipt of travel support from another source** (e.g. a local authority)

We cannot pay travel costs from outside of the three Local Authority areas listed above.

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 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 on how we calculate travel awards.

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 either a Priority 1 Bursary or a Free College Meals Bursary, you will be provided with £15.00 per week to spend in our food outlets. This will be loaded on to your BHASVIC ID card which you then use as a cashless payment method. Eligibility for food costs is **assessed automatically** at the point of application and our decision is based on the 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 may be able to 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

Guidelines for Other Costs

- **College Deposits** – most 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. **Please note that this charge is waived for any student who is eligible for the Priority 1 Bursary.**
- **Books** – if your course requires a core textbook or reading material, this will usually 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 or extra-curricular activities** (including Duke of Edinburgh Awards) – 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** – students with attendance 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 local areas within Brighton & Hove, East Sussex and West Sussex.

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.**

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, Fishersgate & Saltdean)	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £11.40 Pay Monthly City Saver: £35.00 90 Days City Saver - £107.60	Sept: £141.80 Jan: £130.40 April: £107.60	Sept: £141.80 Jan: £130.40 April: £92.80
Bognor Regis	Train	16-17 Saver (A1 students)	7 Days - £32.95 1 Month - £126.55	Sept: £483.75 Jan: £450.80 April: £384.90	
		No discount available (A2 students)	7 Days - £65.90 1 Month - £253.10		Sept: £967.50 Jan: £901.60 April: £638
Burgess Hill	Train	16-17 Saver (A1 students)	7 Days - £17.75 1 Month - £68.20	Sept: £260.65 Jan: £242.90 April: £207.40	
		No discount available (A2 students)	7 Days - £35.50 1 Month - £136.40		Sept: £521.30 Jan: £485.80 April: £343.80
Chichester	Train	16-17 Saver (A1 students)	7 Days - £32.95 1 Month - £126.55	Sept: £483.75 Jan: £450.80 April: £384.90	
		No discount available (A2 students)	7 Days - £65.90 1 Month - £253.10		Sept: £967.50 Jan: £901.60 April: £638
Durrington	Train	16-17 Saver (A1 students)	7 Days - £27.30 1 Month - £104.85	Sept: £400.80 Jan: £373.50 April: £318.90	
		No discount available (A2 students)	7 Days - £54.60 1 Month - £209.70		Sept: £801.60 Jan: £747 April: £528.60

Eastbourne	Train	Brighton Unizone	7 Day Unizone Ticket: £19.60 1 Month Unizone Ticket: £75.30 3 Month Unizone Ticket: £225.80	Sept: £284.60 Jan: £265 April: £225.80	Sept: £284.60 Jan: £265 April: £189.80
Goring-By-Sea	Train	16-17 Saver (A1 students)	7 Day - £29.30 1 Month - £112.55	Sept: £430.20 Jan: £400.90 April: £342.30	
		No discount available (A2 students)	7 Days - £58.60 1 Month - £225.10		Sept: £860.40 Jan: £801.80 April: £567.40
Hassocks	Train	16-17 Saver (A1 students)	7 Days - £14.95 1 Month - £57.45	Sept: £219.55 Jan: £204.60 April: £174.70	
		No discount available (A2 students)	7 Days - £29.90 1 Month - £114.90		Sept: £439.10 Jan: £409.20 April: £289.60
Haywards Heath	Train	16-17 Saver (A1 students)	7 Days - £20.80 1 Month - £79.90	Sept: £305.40 Jan: £284.60 April: £243	
		No discount available (A2 students)	7 Days - £41.60 1 Month - £159.80		Sept: £610.80 Jan: £569.20 April: £402.80
Lancing	Train	Brighton Unizone	7 Day Unizone Ticket: £19.60 1 Month Unizone Ticket: £75.30 3 Month Unizone Ticket: £225.80	Sept: £284.60 Jan: £265 April: £225.80	Sept: £284.60 Jan: £265.00 April: £189.80
Lewes	Train	Brighton Unizone	7 Day Unizone Ticket: £19.60 1 Month Unizone Ticket: £75.30 3 Month Unizone Ticket: £225.80	Sept: £284.60 Jan: £265 April: £225.80	Sept: £284.60 Jan: £265.00 April: £189.80
Littlehampton	Train	16-17 Saver (A1 students)	7 Days- £32.95 1 Month - £126.55	Sept: £483.75 Jan: £450.80 April: £384.90	
		No discount available (A2 students)	7 Days - £65.90 1 Month - £253.10		Sept: £967.50 Jan: £901.60 April: £638

Newhaven	Train	Brighton Unizone	7 Day Unizone Ticket: £19.60 1 Month Unizone Ticket: £75.30 3 Month Unizone Ticket: £225.80	Sept: £284.60 Jan: £265 April: £225.80	Sept: £284.60 Jan: £265 April: £189.80
Peacehaven & Telscombe	Bus	BusID with The Key (Electronic Smartcard)	7 Day Network Saver: £12.10 Pay Monthly Network Saver: £36.25 90 Days Network Saver: £116.00	Sept: £152.30 Jan: £140.20 April: £116	Sept: £152.30 Jan: £140.20 April: £96.70
Polegate	Train	Brighton Unizone	7 Day Unizone Ticket: £12.10 1 Month Unizone Ticket: £75.30 3 Month Unizone Ticket: £225.80	Sept: £262.10 Jan: £250 April: £225.80	Sept: £284.60 Jan: £265 April: £189.80
Pulborough	Train	16-17 Saver (A1 students)	7 Days- £32.95 1 Month - £126.55	Sept: £483.75 Jan: £450.80 April: £384.90	
		No discount available (A2 students)	7 Days - £65.90 1 Month - £253.10		Sept: £967.50 Jan: £901.60 April: £638
Seaford	Train	Brighton Unizone	7 Day Unizone Ticket: £19.60 1 Month Unizone Ticket: £75.30 3 Month Unizone Ticket: £225.80	Sept: £284.60 Jan: £265 April: £225.80	Sept: £284.60 Jan: £265 April: £189.80
Shoreham-By-Sea	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £11.40 Pay Monthly City Saver: £35.00 90 Days City Saver: £107.60	Sept: £141.80 Jan: £130.40 April: £107.60	Sept: £141.80 Jan: £130.40 April: £92.80
Southwick	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £11.40 Pay Monthly City Saver: £35.00 90 Days City Saver: £107.60	Sept: £141.80 Jan: £130.40 April: £107.60	Sept: £141.80 Jan: £130.40 April: £92.80
St Leonards	Train	16-17 Saver (A1 students)	7 Days - £31.05 1 Month - £119.25	Sept: £455.85 Jan: £424.80 April: £362.70	
		No discount available (A2 students)	7 Days - £62.10 1 Month - £238.50		Sept: £911.70 Jan: £849.60 April: £601.20

Wivelsfield	Train	16-17 Saver (A1 students)	7 Days - £18.10 1 Month - £69.55	Sept: £265.80 Jan: £247.70 April: £211.50	
		No discount available (A2 students)	7 Days - £36.20 1 Month - £139.10		Sept: £531.60 Jan: £495.40 April: £350.60
East Worthing	Train	Brighton Unizone	7 Day Unizone Ticket: £19.60 1 Month Unizone Ticket: £75.30 3 Month Unizone Ticket: £225.80	Sept: £284.60 Jan: £265 April: £225.80	Sept: £284.60 Jan: £265 April: £189.80
Worthing	Train	16-17 Saver (A1 students)	7 Days - £23.50 1 Month - £90.25	Sept: £345 Jan: £321.50 April: £274.50	
		No discount available (A2 students)	7 Days - £47.00 1 Month - £180.50		Sept: £690 Jan: £643 April: £455
West Worthing	Train	16-17 Saver (A1 students)	7 Days - £25.15 1 Month - £96.60	Sept: £369.25 Jan: £344.10 April: £293.80	
		No discount available (A2 students)	7 Days - £50.30 1 Month - £193.20		Sept: £738.50 Jan: £688.20 April: £487

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 1st September. Applications submitted after Friday 21st October 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.**

	A1 Students		A2 Students	
<p><u>September Payments</u></p> <p>Covers travel from 12th September – 16th December (excluding October half term).</p> <p><i>Also includes an additional 2 weeks payment to cover period used for attendance checks at beginning of Spring term in January.</i></p>	Bus ID City Saver	1 x Pay 3 Monthly Ticket (on The Key) <i>Plus</i> 3 x 7 Day Tickets	Bus ID City Saver	1 x Pay Monthly Ticket (on The Key) <i>Plus</i> 3 x 7 Day Tickets
	Bus ID Network Saver	1 x Pay 3 Monthly Ticket (on The Key) <i>Plus</i> 3 x 7 Day Tickets	Bus ID Network Saver	1 x Pay Monthly Ticket (on The Key) <i>Plus</i> 3 x 7 Day Tickets
	16-17 Saver	2 x 1 Month Ticket <i>Plus</i> 7 x 7 Day Tickets	Adult Season Ticket No Discount Available	2 x 1 Month Ticket <i>Plus</i> 7 x 7 Day Tickets
	Unizone	1 x 3 Month Ticket <i>Plus</i> 7 x 7 Day Tickets	Unizone	1 x 3 Month Ticket <i>Plus</i> 7 x 7 Day Tickets
<p><u>January Payments</u></p> <p>Covers travel from 3rd January – 31st March (excluding February half term).</p> <p><i>Also includes an additional 2 weeks payment to cover period used for attendance checks at beginning of Summer term in April.</i></p>	Bus ID City Saver	1 x 3 Month Ticket (on The Key) <i>Plus</i> 2 x 7 Day Tickets	Bus ID City Saver	1 x 3 Month Ticket (on The Key) <i>Plus</i> 2 x 7 Day Tickets
	Bus ID Network Saver	1 x 3 Month Ticket (on The Key) <i>Plus</i> 2 x 7 Day Tickets	Bus ID City Saver	1 x 3 Month Ticket (on The Key) <i>Plus</i> 2 x 7 Day Tickets
	16-17 Saver	2 x 1 Month Ticket <i>Plus</i> 6 x 7 Day Tickets	Adult Season Ticket No Discount Available	2 x 1 Month Ticket <i>Plus</i> 6 x 7 Day Tickets
	Unizone	1 x 3 Month Ticket <i>Plus</i> 2 x 7 Day Tickets	Unizone	1 x 3 Month Ticket <i>Plus</i> 2 x 7 Day Tickets
	Bus ID	1 x Pay 3 Monthly Ticket (on The Key)	Bus ID	2 x Pay Monthly Ticket (on The Key)

<p><u>April Payments</u></p> <p>Covers travel from 17th April – 13th July for A1 students</p> <p>And</p> <p>17th April – 30th June for A2 students</p> <p>Excludes May half term and no additional payment made.</p>	City Saver		City Saver	<i>Plus</i> 2 x 7 Day Tickets
	Bus ID Network Saver	1 x Pay 3 Monthly Ticket (on The Key)	Bus ID City Saver	2 x Pay Monthly Ticket (on The Key) <i>Plus</i> 2 x 7 Day Tickets
	16-17 Saver	2 x 1 Month Ticket <i>Plus</i> 4 x 7 Day Tickets	Adult Season Ticket No Discount Available	2 x 1 Month Ticket <i>Plus</i> 2 x 7 Day Tickets
	Unizone	1 x 3 Month Ticket	Unizone	2 x 1 Month Ticket <i>Plus</i> 2 x 7 Day Tickets

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.

We will not award a bursary to any student who doesn't have an actual financial need linked to their studies, or to students who are receiving full support from other sources.

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 Head of Student Support. 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



www.facebook.com/studentsservicesbhasvic



[@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 Ext. 6302, or ask for Student Services