



## 16-19 Bursary Fund Guidelines

These guidelines apply to students who are aged 16, 17 or 18 on the 31 August 2024. If you turn 19 on or before this date, please email [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk) 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 two types of bursary; 'Enhanced' and 'Discretionary'. Please read the following guidelines very carefully as they tell you how we target and distribute our funds.

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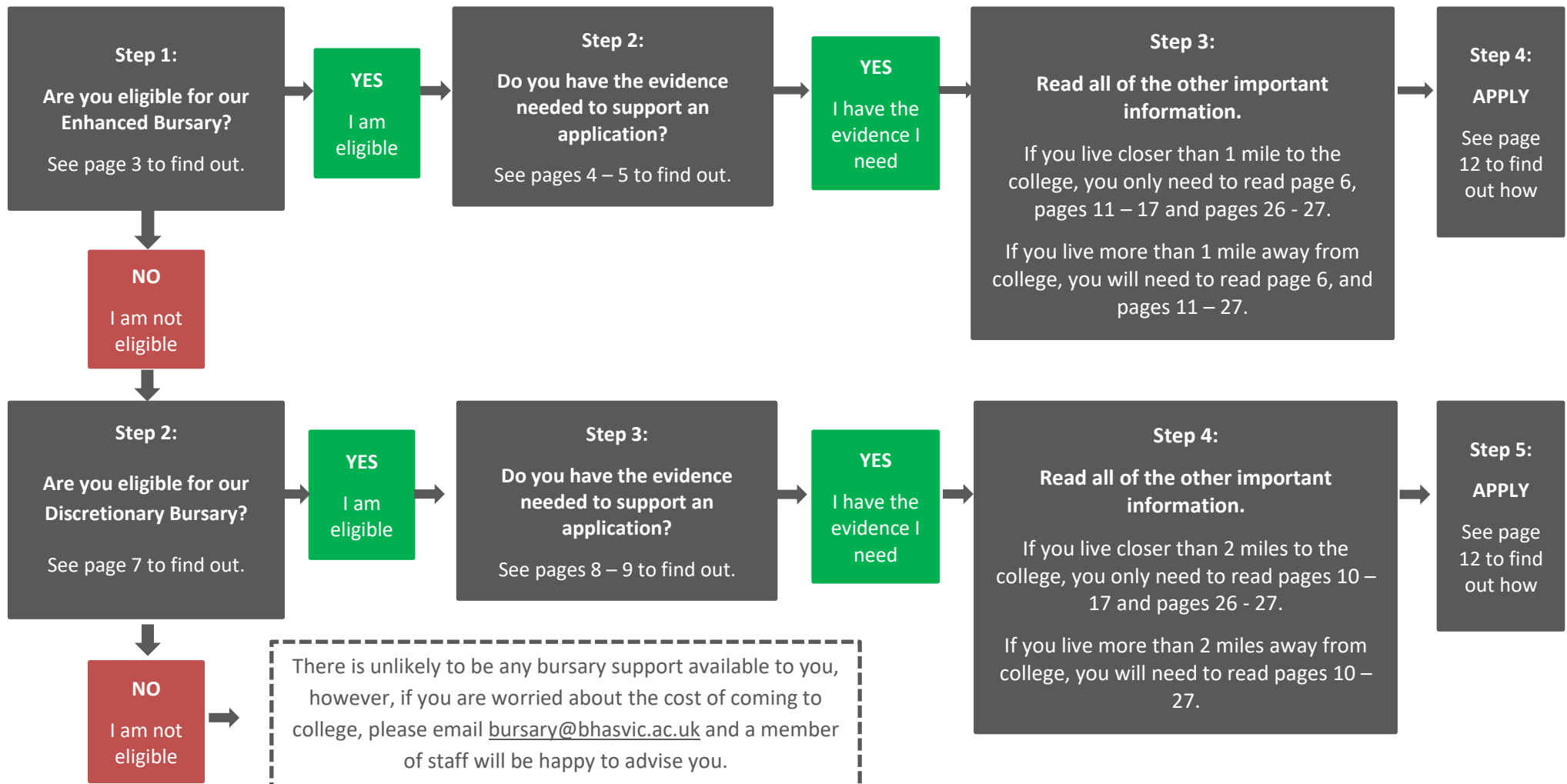
### IMPORTANT:

- **Make sure you know your BHASVIC student number.** You can find this on any of the communication sent to you by our Admissions team. You will need it if you want to apply for a bursary.
- **Make sure you can access your BHASVIC email account.** Log in details were sent to you in May. If you have any problems accessing your account, contact our [IT Support department](#) **before** attempting to apply for a bursary.
- **You (the student) need to have your own bank account.** 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 email [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk) for advice.
- **Funds are limited and do run out.** We strongly advise you to put in an application as soon as possible.
- **Being awarded a bursary is not a guarantee that payments will be made.** You must adhere to the attendance and behaviour conditions outlined in page 17. If you do not meet these conditions, any bursary payments due may be reduced or withheld.



## How to Use These Guidelines

We try to make applying for financial support as straightforward as possible. Following the steps below will help you to find your way around this document, and should make applying easier:



## Enhanced Bursary: Are you eligible?

The following students are eligible to apply for an enhanced bursary:

- Students who are **in local authority care** or who have **recently left local authority care** (also known as 'Children in Care' and 'Care Leavers'). You can find more information about how we define Children in Care and Care Leavers in Appendix One on page 26
- Students who **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)
- Students **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**
- Students who live in a household where they, or a parent or carer, are **in receipt of one or more of the following benefits\***:
  - Income Support, Income Based Job Seekers Allowance, or Income Related Employment and Support Allowance
  - Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual household income of no more than £16,190, as assessed by HMRC
  - Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum). You can find out more about how we assess Universal Credit income in Appendix Two on page 27
  - Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)
  - Guarantee Element of State Pension Credit
  - Support under part VI of the Immigration and Asylum Act 1999
- Students who are **Young Adult Carers** and live in a household with a gross income of **no more than £33,000** per annum\*.

*\* If you live between two homes, you should apply for a bursary based on the household you live in for the **majority of the time**. The address on your bursary application and the evidence you use **must** match the address we hold for you on the college system.*

## Enhanced Bursary: What evidence do you need?

If you are eligible to apply for an Enhanced Bursary, you must be able to provide us with at least one of the evidence types listed below:

Eligibility	Evidence Type
Students who are <b>'in care'</b> , or <b>'care leavers'</b>	A letter/email from the relevant Local Authority, on headed paper, or from a local authority email address.
Students in receipt of <b>Universal Credit</b> in their own name	A copy of your <b>three most recent</b> monthly Universal Credit award statements. (These should be accessible to you from your online account).
Students in receipt of <b>Disability Living Allowance or Personal Independence Payments</b> in their own name  <b>And</b> in receipt of....  <b>Employment and Support Allowance or Universal Credit</b> in their own name	Your DLA / PIP Award Letter and/or evidence of payments made into your account within the last 3 months.  <b>AND</b>  A copy of your <b>three most recent</b> monthly ESA / Universal Credit award statements.
You, or your parent(s)/carer(s), are in receipt of <b>one or more of the following benefits</b> :* <ul 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 of £7,400 or less per annum)</li> <li>• Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)</li> <li>• Guarantee Element of State Pension Credit</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> </ul>	Evidence confirming your entitlement to benefits, for example: <ul style="list-style-type: none"> <li>• Universal Credit Award Notices for the most recent 3 months</li> <li>• A letter/award notice from Job Centre Plus, the Department for Work and Pensions or your Local Authority</li> <li>• A letter / award notice from His Majesty's Revenue &amp; Customs e.g., your Tax Credit Award Letter for 2024/25 which shows your income from 2023/24. You must provide the full award letter.</li> </ul> <p>Any letters provided should be dated within the last three months. If your letter is older than this, please provide a recent bank statement showing a relevant payment going into your account within the last three months.</p> <p>Any letters 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>

<p><b>Young Adult Carer Evidence</b></p>	<p>One of the following, as evidence of Young Adult Carer Status:</p> <ul style="list-style-type: none"> <li>• A Local Authority Carers Assessment</li> <li>• A letter from a GP or other relevant professional confirming your caring role</li> <li>• A letter/email from a Carers Centre or Carers Project</li> <li>• A letter confirming that someone in the same household is in receipt of Carers Allowance, Personal Independence Payment and/or Disability Living Allowance</li> <li>• A photocopy of your Young Carers / Young Adult Carers Card</li> </ul> <p><b>AND</b></p> <p>Evidence of Household Income:</p> <ul style="list-style-type: none"> <li>• If the household income is wholly or partly made up by benefits, please provide a letter from the relevant agency which confirms your entitlement, e.g. Local Authority, Job Centre Plus or HMRC</li> <li>• If the household income is wholly or partly made up from employment, please provide one or more of the following: <ul style="list-style-type: none"> <li>○ The most recent 3 months' pay slips</li> <li>○ P60 for the 2023/24 tax year</li> <li>○ Evidence of self-employed income, e.g., tax return or accountants' letter</li> </ul> </li> </ul>
<p><i>* If you live between two homes we only need information from the household you live in for the <b>majority of the time</b>. The address on your bursary application and evidence <b>must</b> match the address we hold for you on the college system.</i></p>	

### What if you can't find your evidence?

In some 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)

## Enhanced Bursary: What does it cover?

If you are eligible for an enhanced bursary, the college will seek to support you with the following costs:

<b>Course Charges</b>	This is mostly applicable to students who will be studying Visual Arts, Performing Arts and/or Geography courses. You can find more information here: <a href="#">Student Charges Schedule 2024-25</a>
<b>Travel</b>	If you live more than 1 mile from the college's main site (BN3 6EG), <b>and</b> within either the Brighton & Hove, East Sussex or West Sussex Local Authority areas.
<b>Free College Meals</b>	£5.00 per day that you are timetabled to be at college, redeemable in our catering outlets via your BHASVIC ID card.
<b>Compulsory Trips</b>	Course-related, compulsory, one-day, non-residential, UK trips.
<b>Sports Competition Costs</b>	Budget allowing, we will support competition costs of up to £200 for any enhanced bursary student representing BHASVIC in a sporting event.
<b>Scientific Calculator</b>	Up to £90 for students studying Maths, Chemistry, Physics, Biology and/or Environmental Science.
<b>Books / Key Texts</b>	For students studying English Literature (up to £65), English Language & Literature (up to £25) or Modern Foreign Languages (up to £12 per language).
<b>Visits to universities / employers / apprenticeship providers</b>	Budget allowing, we will support the travel costs of up to four visits per academic year to a university, employer or apprenticeship provider if it relates closely to your future progression plan.
<b>UCAS Application Fee</b>	For students who apply for a place at university in their second year of study at BHASVIC. UCAS does not charge all students, so the bursary will only cover this cost if it applies to you.

More information about what we pay for, what we don't pay for, and how we calculate travel awards can be found on pages 13 to 25.

## Discretionary Bursary: Are you eligible?

The Discretionary Bursary can help students who are not eligible for an Enhanced Bursary, but whose **gross household income is no more than £33,000** per annum. To be eligible to apply:

- You, or your parent(s)/carer(s), are **in receipt of one or more of the following benefits\***:
  - **Universal Credit with a gross income of no more than £33,000 per annum**: as per guidelines from the Education & Skills Funding Agency the college uses the take-home pay figure **in addition to** the amount of UC after all deductions to calculate the total monthly income. This amount across three monthly statements is used to work out the approximate annual household income. Further information on this calculation can be found in Appendix Two on page 27.
  - **Working Tax Credit or Child Tax Credit with a gross income of no more than £33,000 per annum**
  - **Housing Benefit or Local Housing Allowance**
  - **Council Tax Reduction Scheme**
  - **Carer's Allowance**
  - **Pension Credit**

**OR**

- You, or you parent(s)/carer(s) are not in receipt of one of the benefits listed above, but are **employed or self-employed with a gross income of no more than £33,000\***

*\* If you live between two homes, you should apply for a bursary based on the household you live in for the **majority of the time**. The address on your bursary application and evidence **must** match the address we hold for you on the college system.*

## Discretionary Bursary: What evidence do you need?

If you are eligible to apply for a Discretionary Bursary, you must be able to provide us with at least one of the evidence types listed below:

Eligibility	Evidence Type
<p>You, or your parent(s)/carer(s), are <b>in receipt of one or more of the following benefits:</b></p> <ul style="list-style-type: none"> <li>• Universal Credit with a gross income of no more than £33,000 per annum</li> <li>• Working Tax Credit or Child Tax Credit with a gross income of no more than £33,000 per annum</li> <li>• Housing Benefit or Local Housing Allowance</li> <li>• Council Tax Reduction Scheme</li> <li>• Carer's Allowance</li> <li>• Pension Credit</li> </ul>	<p>Evidence confirming your entitlement to benefits, for example:</p> <ul style="list-style-type: none"> <li>• Universal Credit Award Notices for the most recent 3 months</li> <li>• A letter/award notice from Job Centre Plus</li> <li>• A letter /award notice from the Department for Work and Pensions</li> <li>• A letter / award notice from your Local Authority</li> <li>• A letter / award notice from His Majesty's Revenue &amp; Customs e.g., your Tax Credit Award Letter for 2024/25 which shows your income from 2023/24. You must provide the full award letter.</li> </ul> <p>Any letter you provide to us should be dated within the last three 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 three 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>
<p>You, or you parent(s)/carer(s) are not in receipt of one of the benefits listed above, but are <b>employed or self-employed with a gross income of no more than £33,000</b> per annum</p>	<p>We need one of the following for each working parent/carers*:</p> <ul style="list-style-type: none"> <li>• The most recent three months' pay slips</li> <li>• P60 for the 2023/24 tax year</li> <li>• Evidence of self-employed income, e.g., tax return or accountants letter</li> </ul>
<p>* If you live between two homes we only need information from the household you live in for the <b>majority of the time</b>. The address you give on your bursary application and evidence <b>must</b> match the address we hold for you on the college system.</p>	



**What if you can't find your evidence?**

In some 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)

## Discretionary Bursary: What does it cover?

If you are eligible for a discretionary bursary, the college will seek to support you with the following costs:

<b>Course Charges</b>	This is mostly applicable to students who will be studying Visual Arts, Performing Arts and/or Geography courses. You can find more information here: <a href="#">Student Charges Schedule 2024-25</a>
<b>Travel</b>	If you live more than 2 miles from the college's main site (BN3 6EG), <b>and</b> within either the Brighton & Hove, East Sussex or West Sussex Local Authority areas.
<b>Compulsory Trips</b>	Course-related, compulsory, one-day, non-residential, UK trips.
<b>Sports Competition Costs</b>	Budget allowing, we will support competition costs of up to £150 for any discretionary bursary student representing BHASVIC in a sporting event.
<b>Scientific Calculator</b>	Up to £90 for students studying Maths, Chemistry, Physics, Biology and/or Environmental Science.
<b>Books / Key Texts</b>	For students studying English Literature (up to £65), English Language & Literature (up to £25) or Modern Foreign Languages (up to £12 per language).
<b>Visits to universities / employers / apprenticeship providers</b>	Budget allowing, we will support the travel costs of up to two visits per academic year to a university, employer or apprenticeship provider if it relates closely to your future progression plan.
<b>UCAS Application Fee</b>	For students who apply for a place at university in their second year of study at BHASVIC. UCAS does not charge all students, so the bursary will only cover this cost if it applies to you.

**Discretionary bursary students are NOT eligible to receive Free College Meals.** More information about what we pay for, what we don't pay for, and how we calculate travel awards can be found on pages 13 to 25.

## Summary of Bursaries:

The table below shows the main differences between an Enhanced Bursary and a Discretionary Bursary:

Cost	Enhanced	Discretionary
Course Charges	✓	✓
Travel	✓ 1-mile threshold	✓ 2-mile threshold
Free College Meals	✓	✗
Compulsory Trips	✓	✓
Sports Competition Costs	✓ £200 maximum	✓ £150 maximum
Scientific Calculator	✓	✓
Books / Key Texts	✓	✓
Travel for University / Apprenticeship / Employer Visits	✓ Up to 4 per year	✓ Up to 2 per year
UCAS Application Fee	✓ If applicable	✓ If applicable

**Please note:** Even if you are eligible to apply 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. No award is guaranteed, and all monies awarded will be based on **the college's assessment of your financial need.**



## How to Apply:

The application process for both types of bursary is the same.

- You need to apply online, via an online portal
- The online portal can be found here: [Financial Support \(bhasvic.ac.uk\)](https://bhasvic.ac.uk/financial-support)
- You should apply as soon as possible

### IMPORTANT:

- Complete each section of the online application form carefully – answer all of the questions. We can only process completed applications.
- You will need to upload electronic copies of the required evidence – do not send us anything by post or email unless we ask you to. Only evidence submitted via the portal is correctly attached to your application.
- If you have any problems, email [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk) and a member of staff will help you.

## When to Apply:

- **The deadline for applications is Friday 6 December 2024.** Acceptance of applications received after this date will be at the college's discretion.
- You should try to apply before your courses begin in September.
- If you apply during the first half term, payments will be backdated until the start of the Autumn term (September). Applications received from Saturday 26 October onwards will not be subject to any back payments, and any award offered will be calculated from the date of your application.

Any student finding themselves in financial hardship after the 6 December deadline should still contact [bursary@bhasvic.ac.uk](mailto:bursary@bhasvic.ac.uk). We will always help if we can.

## What happens after an application is made?

- All applications are assessed by the Centre Operations team.
- Remember, we can only process completed applications that include the required evidence.
- If your application is incomplete, we will use your BHASVIC email to request more information.
- **All decisions are emailed to your BHASVIC email account. We try to let you know the outcome of your application within 15 working days.**

**If a bursary is awarded:** the email we send to you will tell you how much you have been awarded, what the award is for, how the payments will be made, and the month in which payments are made.

**If a bursary is refused:** the email we send to you will explain why. The most common reason is not having the required evidence, or not completing the application in full.

## Further Information About Payments: Costs we do support

The following table explains each type of payment in more detail:

<p><b>Course Charges</b></p>	<p>The amount you are awarded is based on the course(s) you enrol on. Some students will have no course charges at all, others will find that all their chosen courses have a related charge.</p> <p>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.</p> <p><b>Support for course charges is assessed automatically</b> at the point of application and you do not need to provide additional evidence for this.</p>
<p><b>Travel</b></p>	<p>To receive support with travel costs you must:</p> <ul style="list-style-type: none"> <li>• <b>live within the Brighton &amp; Hove, East Sussex or West Sussex local authority areas</b></li> <li>• <b>live over 1 mile away</b> for an Enhanced Bursary, <b>or 2 miles away</b> for a Discretionary Bursary</li> <li>• <b>not be in receipt of travel support from another source</b> (e.g. a local authority)</li> </ul> <p>Distances are calculated from our main site, postcode BN3 6EG, and we cannot pay travel costs from outside of the three Local Authority areas listed above.</p> <p>We use Google Maps to calculate the distance between your home address and the college site. We use the <b>shortest walking distance</b> provided. You may want to check this yourself, using the postcode given above, so you know in advance whether you are likely to receive travel support.</p> <p>The reason for using the Google Maps shortest walking distance for all 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 college staff to analyse the various routes that may be available to an individual.</p> <p>We will not fund travel for students who do not meet the 1 or 2 mile distance threshold, unless there are exceptional or medical circumstances, which will be considered on a case by case basis. You will need to contact us via <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> if you think this applies to you.</p> <p>All travel awards are based on the cheapest form of public transport available to you, and we also expect you to take advantage of any discounts or subsidies available.</p> <p>The award you are given may not cover 100% of your costs. Please see pages 18-25 for more information on amounts paid per term, determined by area.</p> <p>If you are travelling to college by train or bus, and also live more than 1 miles / 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/stop.</p> <p>Support for travel is <b>assessed automatically</b> 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.</p>

<b>Free College Meals</b>	<p>If you are eligible to receive an Enhanced Bursary, you will be provided with £5.00 per timetabled day 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 Free College Meals is <b>assessed automatically</b> at the point of application and our decision is based on the evidence supplied to us with your application. <b>Students applying for a Discretionary Bursary are not eligible to receive this support.</b></p>
<b>Compulsory Trips</b>	<p>For one-day, compulsory, non-residential trips within the UK, that take place during term-time, linked to a specific course, we can cover the specified trip costs. Please follow college trip procedures as directed by your teacher. You should also contact <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> as soon as you are made aware of a trip so we can authorise an internal payment to cover the cost. If you have already paid for a trip and would like to organise a refund, talk to the reception team in the Student Services Centre.</p> <p>Support for trips is <b>not assessed automatically</b>. You will need to contact us each time you have the opportunity to participate in a trip.</p> <p><b>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.</b></p>
<b>Sports Competition Costs</b>	<p>Students representing BHASVIC in a sporting event, can receive funds towards compulsory Sport Competition Costs for each year of study.</p> <p>Support for Sports Competition Costs is <b>not assessed automatically</b>. You will need to contact us to request this support and we will contact the Sports Department to confirm that you are representing BHASVIC in a sporting event.</p>
<b>Scientific Calculator</b>	<p>Only for students studying Maths, Physics, Chemistry, Biology or Environmental Science. We will pay up to a maximum of £90.</p> <p>Support for a calculator is <b>not assessed automatically</b>. With enough notice, we may be able to 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 £90). 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.</p>
<b>Books / Key Texts</b>	<p>Only for students studying English Literature (up to £65), English Language &amp; Literature (up to £25) or Modern Foreign Languages (up to £12 per language). Support for this cost is not assessed automatically. With enough notice we may be able to order the item(s) on your behalf. The alternative is that you purchase the book(s) with your own funds and provide us with a copy of the receipt so we can refund you (up to the maximum annual allowances given above).</p>
<b>Visits to universities / employers / apprenticeship providers</b>	<p>We may support students with travel costs to attend university, apprenticeship and/or employer events such as Open Days, Applicant Days or Admissions/Job Interviews, where there is a clear link with their future progression plan.</p> <p>When deciding whether we can support a request, we will consider whether the trip is compulsory or optional, whether the university, apprenticeship provider or employer</p>

	<p>offers financial support for this purpose, and whether there is a viable alternative e.g. taking part virtually.</p> <p>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 <b>Enhanced Bursary recipients with a maximum of four visits</b> per academic year, and <b>Discretionary Bursary recipients with a maximum of two visits</b> 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 of this type, and can only support the costs of the student, not those of anybody travelling with them. Support under this category is <b>not assessed automatically</b> and you will need to contact us if this cost arises for you.</p>
<p><b>UCAS Application Fee</b></p>	<p>The cost of applying to higher education via UCAS is approximately £27.50, however for some students this charge will be waived. If you do need to pay, it is very important that you budget for this in advance of making your application, as you need to pay this cost using a debit card and 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 <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a></p>

## Further Information About Payments: Costs we do not support

The following table provides information about the costs the bursary **does not** cover, and why:

<b>Printing</b>	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.
<b>Exam Re-sits</b>	We cannot support students with the cost of exam re-sits.
<b>Enrichment or extra-curricular activities (including Duke of Edinburgh Awards)</b>	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.
<b>Compulsory Admissions Examinations</b>	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 a 16-19 Bursary, so we do not meet this cost for you. If you are unsure whether 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.
<b>High Value Equipment</b>	Due to a limited budget, we cannot support students with the cost of high value equipment such as laptops and cameras. We may however be able to provide a laptop on long-term loan. If you do not have a laptop that you can bring into college with you, please email <a href="mailto:bursary@bhasvic.ac.uk">bursary@bhasvic.ac.uk</a> and a member of staff will get back to you.
<b>General living costs</b>	The bursary will not cover general living expenses e.g., mobile phone bill, accommodation, utility bills, gym membership, social/sporting activities unrelated to your college course(s).
<b>Petrol</b>	All awards for travel are based on the cheapest form of public transport available to you, after all available discounts have been applied.
<b>Car Parking</b>	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.
<b>Small items of stationery</b>	We will not allocate additional funds to you for small items of stationery e.g., pens, paper, folders.
<b>Assessment and Examination Fees</b>	Students with attendance below 90% by the time examination or assessment entries are made, may be required to pay a contribution towards the cost of assessment. The bursary fund will not cover this cost for you.



## Attendance and Behaviour Conditions

The bursary fund is intended to help you participate fully in your education at BHASVIC and we expect all students to maintain high levels of attendance and punctuality. Regular and full attendance and punctuality have a direct and positive impact on achievement.

We also expect that the behaviour of all members of the college community will support a calm and purposeful atmosphere which respects others and enables effective learning to take place.

To ensure bursary payments are made to you in full and on time, you must:

- Maintain attendance of 90% or over in all timetabled lessons, including tutorial.
- Follow the college's absence procedures for any unavoidable absences e.g. illness. You can find more information here: [Attendance and Absence Procedures](#)
- Check your college email and TEAMS accounts regularly and respond promptly to any messages from staff.
- Adhere to the terms and conditions of your college contract and uphold the expectations laid out in the Student Code of Conduct. You can find more information in our [Student Behaviour Policy](#)

**If your attendance does drop below 90%, or if you are subject to any disciplinary proceedings, your bursary payments may be reduced, delayed or withheld.**

## Travel Calculations: Termly Amounts Paid

**You do not need to read pages 18 to 24 unless you think you are eligible to apply for travel support.**

If you are eligible for support with travel, we will pay you a set amount each term, so long as you meet our attendance and behaviour conditions outlined on page 17.

All travel awards are based on the cost of the cheapest method of public transport available. The table below, and on the following pages, 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 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 the time of publication (July 2024).

Continued bursary eligibility is dependent on your attendance and conduct at college – **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 disciplinary checks have been completed.**

1	2	3	4	5	6
AREA	Cheapest / most reasonable method of transport	Discount Available	Ticket Prices (After relevant discount applied)	A1 (First Year) Amount paid in each term (Sept, Jan & April)	A2 (Second Year) 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: £12.90 Pay Monthly City Saver: £43.00 90 Days City Saver - £120.65	Sept: £172.25 Jan: £146.45 April: £120.65	Sept: £185.15 Jan: £146.45 April: £86.00

<b>Bognor Regis</b>	Train	16-17 Saver (A1 students)	7 Days - £36.60 1 Month - £140.55	Sept: £568.05 Jan: £494.85 April: £421.65	
		No discount available (A2 students)	7 Days - £73.20 1 Month - £281.10		Sept: £1209.30 Jan: £989.70 April: £562.20
<b>Burgess Hill</b>	Train	16-17 Saver (A1 students)	7 Days - £19.70 1 Month - £75.65	Sept: £305.75 Jan: £266.35 April: £226.95	
		No discount available (A2 students)	7 Days- £39.40 1 Month- £151.30		Sept: £611.50 Jan: £532.70 April: £302.60
<b>Chichester</b>	Train	16-17 Saver (A1 students)	7 Days- £36.60 1 Month- £140.55	Sept: £568.05 Jan: £494.85 April: £421.65	
		No discount available (A2 students)	7 Days - £73.20 1 Month - £281.10		Sept: £1209.30 Jan: £989.70 April: £562.20
<b>Durrington</b>	Train	16-17 Saver (A1 students)	7 Days - £30.30 1 Month - £116.40	Sept: £555.45 Jan: £482.25 April: £349.20	
		No discount available (A2 students)	7 Days - £60.60 1 Month - £232.80		Sept: £1001.40 Jan: £819.60 April: £465.60
<b>Eastbourne</b>	Train	Brighton Unizone	7 Day Unizone Ticket: £20.80 1 Month Unizone Ticket: £79.90 3 Month Unizone Ticket: £239.60	Sept: £322.80 Jan: £281.20 April: £239.60	Sept: £343.60 Jan: £281.20 April: £159.80

<b>Goring-By-Sea</b>	Train	16-17 Saver (A1 students)	7 Day - £32.55 1 Month - £125.00	Sept: £505.20 Jan: £440.10 April: £375.00	
		No discount available (A2 students)	7 Days - £65.10 1 Month - £250.00		Sept: £1075.50 Jan: £880.20 April: £500.00
<b>Hassocks</b>	Train	16-17 Saver (A1 students)	7 Days - £16.65 1 Month - £63.95	Sept: £258.45 Jan: £225.15 April: £191.85	
		No discount available (A2 students)	7 Days - £33.30 1 Month - £127.90		Sept: £550.20 Jan: £450.30 April: £255.80
<b>Haywards Heath</b>	Train	16-17 Saver (A1 students)	7 Days - £23.15 1 Month - £88.90	Sept: £359.30 Jan: £313.00 April: £266.70	
		No discount available (A2 students)	7 Days - £46.30 1 Month - £177.80		Sept: £764.90 Jan: £626.00 April: £355.60
<b>Lancing</b>	Train	Brighton Unizone	7 Day Unizone Ticket: £20.80 1 Month Unizone Ticket: £79.90 3 Month Unizone Ticket: £239.60	Sept: £322.80 Jan: £281.20 April: £239.60	Sept: £343.60 Jan: £281.20 April: £159.80
<b>Lewes</b>	Train	Brighton Unizone	7 Day Unizone Ticket: £20.80 1 Month Unizone Ticket: £79.90 3 Month Unizone Ticket: £239.60	Sept: £322.80 Jan: £281.20 April: £239.60	Sept: £343.60 Jan: £281.20 April: £159.80

<b>Littlehampton</b>	Train	16-17 Saver (A1 students)	7 Days- £36.60 1 Month- £140.55	Sept: £568.05 Jan: £494.85 April: £421.65	
		No discount available (A2 students)	7 Days - £73.20 1 Month - £281.10		Sept: £1209.30 Jan: £989.70 April: £562.20
<b>Newhaven</b>	Train	Brighton Unizone	7 Day Unizone Ticket: £20.80 1 Month Unizone Ticket: £79.90 3 Month Unizone Ticket: £239.60	Sept: £322.80 Jan: £281.20 April: £239.60	Sept: £343.60 Jan: £281.20 April: £159.80
<b>Peacehaven &amp; Telscombe</b>	Bus	BusID with The Key (Electronic Smartcard)	7 Day Network Saver: £14.45 Pay Monthly Network Saver: £45.00 90 Days Network Saver: £139.55	Sept: £194.25 Jan: £165.35 April: £139.55	Sept: £208.70 Jan: £165.35 April: £90.00
<b>Polegate</b>	Train	Brighton Unizone	7 Day Unizone Ticket: £20.80 1 Month Unizone Ticket: £79.90 3 Month Unizone Ticket: £239.60	Sept: £322.80 Jan: £281.20 April: £239.60	Sept: £343.60 Jan: £281.20 April: £159.80
<b>Pulborough</b>	Train	16-17 Saver (A1 students)	7 Days- £36.60 1 Month- £140.55	Sept: £568.05 Jan: £494.85 April: £421.65	
		No discount available (A2 students)	7 Days - £73.20 1 Month - £281.10		Sept: £1209.30 Jan: £989.70 April: £562.20
<b>Seaford</b>	Train	Brighton Unizone	7 Day Unizone Ticket: £20.80 1 Month Unizone Ticket: £79.90 3 Month Unizone Ticket: £239.60	Sept: £322.80 Jan: £281.20 April: £239.60	Sept: £343.60 Jan: £281.20 April: £159.80

<b>Shoreham-By-Sea</b>	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £12.90 Pay Monthly City Saver: £43.00 90 Days City Saver - £120.65	Sept: £172.25 Jan: £146.45 April: £120.65	Sept: £185.15 Jan: £146.45 April: £86.00
<b>Southwick</b>	Bus	BusID with The Key (Electronic Smartcard)	7 Day City Saver: £12.90 Pay Monthly City Saver: £43.00 90 Days City Saver - £120.65	Sept: £172.25 Jan: £146.45 April: £120.65	Sept: £185.15 Jan: £146.45 April: £86.00
<b>St Leonards</b>	Train	16-17 Saver (A1 students)	7 Days - £34.50 1 Month - £132.50	Sept: £535.50 Jan: £466.50 April: £397.50	
		No discount available (A2 students)	7 Days - £69.00 1 Month - £265.00		Sept: £1140.00 Jan: £933.00 April: £530.00
<b>Wivelsfield</b>	Train	16-17 Saver (A1 students)	7 Days - £20.10 1 Month - £77.20	Sept: £312.00 Jan: £271.80 April: £231.60	
		No discount available (A2 students)	7 Days - £40.20 1 Month - £154.40		Sept: £664.20 Jan: £543.60 April: £308.80
<b>East Worthing</b>	Train	Brighton Unizone	7 Day Unizone Ticket: £20.80 1 Month Unizone Ticket: £79.90 3 Month Unizone Ticket: £239.60	Sept: £322.80 Jan: £281.20 April: £239.60	Sept: £343.60 Jan: £281.20 April: £159.80

Worthing	Train	16-17 Saver (A1 students)	7 Days - £26.10 1 Month - £100.25	Sept: £405.15 Jan: £352.95 April: £300.75	
		No discount available (A2 students)	7 Days - £52.20 1 Month - £200.50		Sept: £862.50 Jan: £705.90 April: £401.00
West Worthing	Train	16-17 Saver (A1 students)	7 Days - £27.95 1 Month - £107.35	Sept: £433.85 Jan: £377.95 April: £322.05	
		No discount available (A2 students)	7 Days - £55.90 1 Month - £214.70		Sept: £923.60 Jan: £755.90 April: £429.40

## Travel Discount Schemes

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

**Bus ID:** <https://www.buses.co.uk/child>

**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.**

## Travel Calculations: Ticket Combinations

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 received from Saturday 26 October 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.**

	A1 Students		A2 Students	
<p><b><u>September Payments</u></b></p> <p>Covers travel from 9<sup>th</sup> Sept – 18<sup>th</sup> Dec for <b>A1 students</b></p> <p>And</p> <p>2<sup>nd</sup> Sept – 18<sup>th</sup> Dec for <b>A2 students</b></p> <p>Excludes 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>	<p><b>Bus ID City Saver</b></p>	<p>1 x 90 Day Ticket (on The Key) Plus 2 x 7 Day Tickets</p>	<p><b>Bus ID City Saver</b></p>	<p>1 x 90 Day Ticket (on The Key) Plus 3 x 7 Day Tickets</p>
	<p><b>Bus ID Network Saver</b></p>	<p>1 x 90 Day Ticket (on The Key) Plus 2 x 7 Day Tickets</p>	<p><b>Bus ID Network Saver</b></p>	<p>1 x 90 Day Ticket (on The Key) Plus 3 x 7 Day Tickets</p>
	<p><b>16-17 Saver</b></p>	<p>3 x 1 Month Ticket Plus 2 x 7 Day Tickets</p>	<p><b>Adult Season Ticket No Discount Available</b></p>	<p>3 x 1 Month Ticket Plus 3 x 7 Day Tickets</p>
	<p><b>Unizone</b></p>	<p>1 x 3 Month Ticket Plus 2 x 7 Day Tickets</p>	<p><b>Unizone</b></p>	<p>1 x 3 Month Ticket Plus 3 x 7 Day Tickets</p>



<p><b><u>January Payments</u></b></p> <p>Covers travel from 6<sup>th</sup> January – 4<sup>th</sup> April for all students.</p> <p>Excludes 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>	<b>Bus ID City Saver</b>	1 x 90 Day Ticket (on The Key)	<b>Bus ID City Saver</b>	1 x 90 Day Ticket (on The Key)
	<b>Bus ID Network Saver</b>	1 x 90 Day Ticket (on The Key)	<b>Bus ID City Saver</b>	1 x 90 Day Ticket (on The Key)
	<b>16-17 Saver</b>	3 x 1 Month Ticket	<b>Adult Season Ticket No Discount Available</b>	3 x 1 Month Ticket
	<b>Unizone</b>	1 x 3 Month Ticket	<b>Unizone</b>	1 x 3 Month Ticket

<p><b><u>April Payments</u></b></p> <p>Covers travel from 22<sup>nd</sup> April – 15<sup>th</sup> July for <b>A1 students</b></p> <p>And</p> <p>22<sup>nd</sup> April – 20<sup>th</sup> June for <b>A2 students</b></p> <p>Excludes May half term and no additional payment made.</p>	<b>Bus ID City Saver</b>	1 x 90 Day Ticket (on The Key)	<b>Bus ID City Saver</b>	2 x Pay Monthly Ticket (on The Key)
	<b>Bus ID Network Saver</b>	1 x 90 Day Ticket (on The Key)	<b>Bus ID City Saver</b>	2 x Pay Monthly Ticket (on The Key)
	<b>16-17 Saver</b>	3 x 1 Month Ticket	<b>Adult Season Ticket No Discount Available</b>	2 x 1 Month Ticket
	<b>Unizone</b>	1 x 3 Month Ticket	<b>Unizone</b>	2 x 1 Month Ticket

## **Appendix One: 'Children in Care' and 'Care Leavers'**

### **Defining in care and care leavers**

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:
  1. a young person aged 16 and 17 who was 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; or
  2. a young person 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

**Most care-experienced young people have, or will have had, a Social Worker.**

### **Foster care, including privately arranged foster care**

A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They meet the 'in care' criteria for the Enhanced Bursary.

A young person who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the young person) is not classed as a looked after child and is not eligible for the Enhanced Bursary, but may well be eligible for the Discretionary Bursary.

In some instances, a young person may have been in the care of the local authority and the care transferred to another party via a permanent form of fostering such as a Special Guardianship Order. In these circumstances, the young person is defined as having left care so is now a care leaver. They must meet the definition of a 'care leaver' in full (so, the period of weeks and age range set out above). If they do, they are eligible to apply for help from the Enhanced Bursary.

### **Defining Young Adult Carers**

For the purposes of the 16 to 19 Bursary Fund, the college uses the following definition:

- A Young Adult Carer is a young person between the ages of 16 and 25, who helps care for someone with a disability, mental health condition, substance misuse issue or long-term illness.

## Appendix Two: Universal Credit Award Notice Calculations for the 16-19 Bursary

As per the guidance from the Education & Skills Funding Agency (ESFA), if you are in receipt of Universal Credit, we ask that you submit your three most recent monthly award statements when you submit your application.

The take-home pay figure **in addition to** the amount of Universal Credit after all deductions gives the total monthly income. Using three months of statements acts as a guide to the household income for a quarter of a year. This figure is then used to estimate income for a full year.

The example below is lifted directly from the [ESFA's 16-19 Bursary Fund Guide for 2024-25 academic year](#).

The screenshot from a claim below shows "What we take off (deductions)". This shows the take-home pay that Universal Credit takes into account – in the example it is £10. This section will show earnings reported by an employer or self-employed income and expenses reported by the claimant, as appropriate. The formatting of a claim in a mobile view and desktop view will look slightly different, but both will contain the same information.

Assessment period: 14 May to 13 June 2024  
[Need help understanding your assessment period?](#)

Your payment this month is  
**£387**  
 This will be paid by 8pm on 20 June 2024

**What you're entitled to**

Standard allowance £393.45  
 You get a standard amount each month. You said you're single

Total entitlement before deductions £393.45

**What we take off (deductions)**

Take-home pay -£5.50  
[Need help understanding take-home pay?](#)  
 Take-home pay is what's left after tax, National Insurance and any pension contributions have been deducted.

Earnings reported by you  
 £10.00

The amount we'll use to work out your Universal Credit is £10.00

Your total take-home pay for this period is **£10.00**

Every £1.00 you earn in take-home pay reduces your Universal Credit by 55 pence.

Total deductions -£5.50

Your total payment for this month is **£387.95**

The calculation the college would do based on this UC statement would be as follows:

$$\begin{aligned} &\text{Take home pay figure (£10)} \\ &+ \\ &\text{UC amount after deductions (£387.95)} \\ &= \\ &\text{Monthly income (£397.95)} \end{aligned}$$

If the applicant submitted three statements showing the same amount, the quarterly income would be:

$$£397.95 \times 3 = £1,193.85$$

Which would be used to calculate an annual income of:

$$£1,193.85 \times 4 = \mathbf{£4775.40}$$

Take Home  
Pay Figure

UC After  
Deductions