

### What is the Bursary Fund?

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- bursaries for defined vulnerable groups of up to £1,200 a year
- discretionary bursaries which institutions award to meet individual needs, for example, help with the cost of transport, meals, books and equipment

### Bursary Conditions

Receipt of a bursary is conditional on the student meeting agreed targets set by Collingwood as detailed in the Bursary Agreement and in the Sixth Form Policies and Procedures booklet. This covers for example, 90% attendance, compliance with absence procedures, standards of behaviour and learning outcomes.

The amount of each award will be assessed and disbursed on an individual, case by case basis as detailed in the individual's application form. This is dependent on the funding available and the number of eligible students.

The College will offer bursaries in the form of non-cash "in kind" payments where appropriate, such as books and equipment, travel passes, attendance on course related school trips etc. Any equipment purchased by the College for use by an individual learner remains the property of the College and must be returned upon completion of or withdrawal from the course.

### Who is eligible to apply for funding?

Students must be in College for at least 24 hours of guided learning in a two-week cycle. There are two types of bursary available via the College:

#### 1. *High Priority Group (Level 1)*

A student must be aged 16 or over but under 19 at 31 August 2023 to be eligible for help from the bursary fund in the 2022 to 2023 academic year. Students classed as 'high priority' include:

- a) Young people in care
- b) Care Leavers
- c) Young people in receipt of income support or Universal Credit
- d) Disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or a Personal Independence Payment

## 2. *Discretionary Bursary*

For students whose parents/carers have a gross annual household income below £40,000 including:

- a) Job Seekers Allowance (income based)
- b) Pension Credit (guaranteed element)
- c) Employment Support Allowance (income related)
- d) Universal Credit
- e) Tax Credit Awards

If you think you are eligible for any of the above Bursary please complete the main application form.

### Successful applicants

The Bursary panel will decide on the eligibility and level of a Bursary award following receipt of all applications after Friday 22 September. Students will be notified by email and informed of the amount that they have been awarded, the purpose of the award and when and how it will be paid from October.

### Unsuccessful applicants

If an application is unsuccessful, students will be told in writing. All students have a right to appeal against any decision made. Appeals must be made in writing to the College Principal within 10 working days of receiving their email of notification. If required, a meeting will be arranged with the Appeals Panel where the claim will be reassessed, and the student informed of the decision in writing within 10 days of the Panel meeting.