

<b>EEG: Bursary Policy</b>			
<b>Current Status</b>	Operational – Awaiting Approval	<b>Last Review:</b>	June 2024
<b>Policy Owner:</b>	Group Finance Manager – Treasury and Student Finances	<b>Next Review:</b>	June 2025
<b>Areas Responsible for Review:</b>	Student Welfare Group Sixth Form Principals Finance	<b>Originated:</b>	June 2024
<b>Approved by:</b>	SET Resources	<b>Committee:</b>	Resources Committee
<b>Type of Policy:</b>	Staff / Students / external	<b>Quality Assured by:</b>	

## 1. Summary

The Bursary Fund (Fund) is paid by the Education Funding Agency (ESFA) to schools and colleges so they can provide financial support to help students overcome the specific barriers to remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups
- Discretionary bursaries which are awarded using the college criteria, in line with these funding rules

Each college has been allocated a fixed sum of money which will vary for each institution base on demographic information.

This policy is based on the guidance issued by the ESFA and provides a framework in which the college is allowed a degree of freedom to manage the Fund in a way which is most appropriate for the college and students, and for those students who meet the criteria.

The decision whether to support a student through the Fund will be made by Student Welfare and Finance Support Staff. This policy will be followed when assessing a student’s application.

To comply with the ESFA guidance it is necessary for the college to have a written policy which is available on respective college websites as follows:

- [Abbeygate Sixth Form](#)
- [One Sixth Form](#)
- [West Suffolk College](#)

## 2. The Purpose of the Fund

The Fund is a contribution towards the **essential** costs such as travel to attend college, to buy essential books, equipment, or specialist clothing that are required for your study programme. These are items you would otherwise need to pay to participate.

The Fund is not intended to be used for learning support, extra-curricular or non-compulsory activities that are not essential to the students' study programme or to provide living costs support.

### **3. Eligibility Criteria: All Bursaries**

#### **16-19 Bursary Fund**

To be eligible for the Fund students must meet the criteria listed below:

- Enrolled on a full-time study programme
- Aged over 16 and under 19 on 31<sup>st</sup> August 2024
- Aged 19 or over with an Education, Health and Care Plan (EHCP) or continuing a study programme you started aged 16-18 (known as being a '19+ continuer')
- Have settled status/ordinarily resident in the UK for 3 years from the start date at college

#### **19+**

- Aged 19 or older on the first day of starting the study programme
- A UK National and have been resident in the UK/EEA only for at least the previous 3 years from the start date at college **or**
- An EEA National with EU Settled/Pre-settled status and have been resident in the UK/EEA only for at least the previous 3 years from the start date at college.
- With an Education, Health and Care Plan (EHCP) or continuing a study programme you started aged 16-18 (known as being a '19+ continuer')

### **4. Eligibility Criteria: Vulnerable Bursary**

Awards of up to £1,200 can be awarded to students who are in one of the following vulnerable groups as defined by the ESFA:

- In care or care leaver
- Receiving Income Support or Universal Credit in their own right
- Receiving Disability Living Allowance or Personal Independence Payment in their own right and Employment Support Allowance or Universal Credit in their own right
- Unaccompanied asylum-seeking children

If successful, support will be awarded based on an assessment of the types of actual costs and will not automatically receive the full award of £1,200.

### **5. Eligibility Criteria: Discretionary Bursary**

Based on household income threshold below **£30,000** and the needs of the student to continue in education.

- Includes ALL income received within the household
- The college will deduct per dependent child £2,500 from eligible household income (up to a maximum of 3 children)
- Income includes employment, pension payments and some benefits
- Excludes Disability Living Allowance and Child Benefit

Accompanied asylum seeking children with an approved application for asylum will receive in-kind support only.

**Students are encouraged to apply if they have extenuating circumstances leading to a financial need in attending and participating in college.**

## 6. Applying

Details on how to apply can be found on respective college websites as follows:

- [Abbeygate Sixth Form](#)
- [One Sixth Form](#)
- [West Suffolk College](#)

*\*\*\*Students who are currently in Year 12 moving into Year 13 will not have to reapply and submit evidence. They will need to complete a disclaimer form sent by the respective college to confirm that household circumstances have not changed, and they wish to continue to receive bursary support. If you are a Year 12 student moving into Year 13 and have not been eligible previously, if your circumstances have now changed you will need to complete the full application form \*\*\**

### **Important**

- An application is considered complete when all evidence has been received and both have been processed
- Ensure you complete the correct form for your education provider, and you upload/email the correct evidence
- Successful applicants will receive an award letter that will provide award and payment information
- To assess demand, we ask that applications are submitted by 26<sup>th</sup> August 2024, or as soon as possible after this date. Late applications will be considered but payments will not be backdated, and processing may take considerably longer than for on-time applications
- Applications are required for each year of study

## 7. Awards

Students will be awarded the amount of support they need to participate based on an assessment of the types of costs they have, not all are guaranteed.

Some of these costs could include:

- **Public transport costs** – the Fund will attempt to purchase bus passes on behalf of the student.
- **Internal bus pass** – the Fund will purchase bus passes on behalf of the student.
- **Mileage** – the Fund will pay at 0.30p per mile for those students unable to utilise public or college transport and who live more than 3 miles away based on the distance from your home postcode to college. To be assessed on an individual bases at the discretion of the respective college.
- **Uniform/PPE** – the Fund will loan beauty uniforms or chef whites. Other uniform or PPE items will be assessed on an individual bases at the discretion of the respective college.
- **Compulsory trips** – the Fund will only support the cost of field trips that are an essential part of a student's study programme.
- **Curriculum resources/equipment** - the Fund will loan resources and equipment at the start of the academic year and some loans will remain the property of the college. These must be returned at the end of the study programme or earlier should

the student leave. Students will be invoiced for the full or partial value if not returned. If a student purchases prior to the start of their study programme, no refund will be made.

- **Examination fees** – assessed on an individual bases at the discretion of the respective college.
- **Lunch allowance** - students can apply for an allowance which will be assessed on an individual basis. This will either be upload onto student ID cards or by bank transfer. Only timetabled days will be paid.
- **Course fees for those in higher education** - as indicated on your enrolment form and assessed on an individual bases at the discretion of the respective college.
- **Childcare for students aged 20+** - only OFSTED registered childcare providers for children aged 0-12 will be considered. If your child has additional requirements and is over 12 please submit an appeal as detailed in this policy. The Fund will reimburse a contribution towards childcare costs on receipt of an invoice/receipt from the childcare provider. A meeting with Student Welfare will be required before any payments are considered.
- **Childcare for students under 20 years old** – apply to the Care to Learn [C2L Scheme](#). The Fund can support top up payments if costs exceed the C2L Scheme's weekly maximum rate. Student Welfare will be able to assist with these applications.

**If your application is successful, you will receive an award letter which will contain award and payment information.**

## **8. Payments**

**Payments in-kind (preferred method):** The college will order, and the Fund will pay for items on behalf of the student, depending on individual circumstances and local arrangements.

**Payments in advance:** The college will make a payment in advance by BACS to the student bank account. Payment in advance is only to be spent on that specific item and the student must provide the receipt at the request of the college.

**Reimbursements:** In exceptional circumstances the college may reimburse by BACS to the student bank account.

### **Important**

- Payments are to be made to a bank account in the name of the student, this is a ESFA requirement. A basic bank account (which students can open at age 16) accepts BACS transfers and allows the student to withdraw money.
- The student must ensure that correct bank details are supplied. Second payments will not be made due to incorrect bank details given.

**If your application is successful, you will receive an award letter which will contain award and payment information.**

## **9. Conditions**

Payments are determined by the attendance threshold of the previous month, and paid as per the following:

## Eastern Education Group Bursary Policy



Attendance Thresholds	Payment
100% - 90%	100%
75% - 89%	75%
50% - 74%	50%
0% - 49%	0%

Attendance data will be obtained from the student database prior to processing each award payment. If there are mitigating circumstances for lower attendance this will be dealt with on an individual basis and approved by Student Welfare.

### 10. Complaints or Appeals

Complaints or appeals are to be made in writing and emailed to:

Abbeygate and One – [bursary@suffolkacademistrust.ac.uk](mailto:bursary@suffolkacademistrust.ac.uk)

WSC - [finance.support@easterneducationgroup.ac.uk](mailto:finance.support@easterneducationgroup.ac.uk)

#### **Important**

- At the start of the application window, appeals will not be considered until week commencing 19<sup>th</sup> August. This allows everyone that is entitled to bursary the time to be assessed and awarded.

### 11. Confidentiality

The college will ensure that applications are handled confidentially. However, for audit purposes computerised copies of all documents will be held for six years and will be held securely, complying with the Data Protection Act. The information will be made available for audit purposes.

### 12. Associated Information and Guidance

[16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK \(www.gov.uk\)](#)

[Advanced learner loans funding rules: 2024 to 2025 - GOV.UK \(www.gov.uk\)](#)

[Student Bursary Support Service \(education.gov.uk\)](#)

### 13. Bursary Application Process

- 1) Students encouraged to apply prior or during the enrolment process and throughout the year
- 2) Applicants/families access the policy and application forms online
- 3) Applicants/families complete the application form and provide evidence
- 4) Application is assessed and placed into a category of Vulnerable or Discretionary
- 5) Successful applicant is informed of value and the type of support the Bursary will fund

#### **Revision History – Policy name**

Revision date	Reason for revision	Section number	Changes made
July 2024	Review	All	Review conducted to re-standardise to EEG policy format

**Eastern Education Group  
Bursary Policy**

