

Student Financial Support guidance 2020-21 for students aged 16-18

This guidance is for:

- Students aged 16-18 on 31st August 2020
- LLDD students aged 19+ who have an Education, Health, Care Plan
- Students aged 19 continuing on the 2nd year of a programme they began when aged 18

Activate Learning has six bursaries for students aged 16-18 that might help you. This guide explains the schemes available, who can get them and how to apply.

Students continuing on the 2nd year of a programme they began when aged 16-18 and in receipt of a bursary award in 2019/20 will be assessed on 2019/20 bursary guidance. See our website for details.

Bursary	To be eligible you must....	You could get....				
Travel bursary	<ul style="list-style-type: none"> • Be attending the nearest college offering the course to meet your learning aim. • Live more than 3 miles walking distance from college (using Google maps). • Receive an income based benefit or have a gross household income of £25,000 or less. • Apply by 7 August 2020 to ensure your pass is available at the start of term. <p>N.B. Bursary funds support travel to the nearest campus offering the course and does not support journeys over 38 miles.</p>	<ul style="list-style-type: none"> • Help with the cost of travel to and from the nearest Activate Learning campus offering the course. The travel bursary will be made by the most cost efficient method. • A travel pass subject to availability or monthly expenses paid in arrears by BACS. • A travel pass if you are timetabled to attend three or more days per week. • Travel expenses if you attend college less than three days per week, if we do not have a purchasing arrangement with your travel company or if the award is towards SEN transport provided by the Council. • 15p per mile will be paid for fuel in exceptional circumstances. • Monthly travel expenses are expected in your bank account at the beginning of each month. • If you apply for support for SEN transport you will need to provide the Council invoice. 				
	<table border="1"> <tr> <td>Full travel bursary</td> <td>Household income of £16,190 or less a year or on a income-based benefit.</td> </tr> <tr> <td>Subsidised travel bursary</td> <td>Household income of £16,191 or more a year.</td> </tr> </table>	Full travel bursary	Household income of £16,190 or less a year or on a income-based benefit.	Subsidised travel bursary	Household income of £16,191 or more a year.	<p>Bursary funds do not support the cost of taxis. You need to pay £10 per year non- refundable contribution before collecting your pass.</p> <p>You need to pay 30% of the cost of the pass, non- refundable contribution. You may be eligible to set up a payment plan.</p>
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<p>Students will be awarded funds dependant on their household income, please see below:</p> <ul style="list-style-type: none"> • £16,190 or less – 100% • £16,191 to £25,000 – a 30% contribution towards the cost <p>You may submit additional course costs forms throughout the year without completing another bursary form.</p> <p>N.B funds are limited and cannot be guaranteed</p>	<p>A contribution towards course costs. These include:</p> <ul style="list-style-type: none"> • Books, equipment, specialist clothing and field trips that are essential for the course, university interviews/ open events, • Work / industry placement costs i.e. travel costs, ESFA free meals <p>N.B bursary funds do not support laptops or any other IT equipment. We ask that students purchase items and attach receipts for a refund. Any equipment or materials that are essential for the course may be borrowed from college, therefore the bursary cannot support towards these costs.</p>					
Meal credits	<p>Be aged 16-18 on 31 August 2020 or continuing on a study programme you began aged 16-18 or have an EHCP plan:</p> <ul style="list-style-type: none"> • Income Support • income-based Jobseekers Allowance • income-related Employment and Support Allowance (ESA) • support under part VI of the Immigration and Asylum Act 1999 • the guarantee element of State Pension Credit • Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)) • Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit • Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get) <p>If you received free meals last year and we can confirm the award you will continue to be eligible for free meals if you let us know you want them. We may ask you to provide your free meal entitlement letter.</p> <p>Parents who are self-employed and in receipt of Universal Credit will need to provide:</p> <ul style="list-style-type: none"> • Three months Universal Credit award letters and a copy of their tax return bill • a completed self-declaration form <p>N.B. Working Tax Credit is not a qualifying benefit for free meals</p>	<ul style="list-style-type: none"> • Provision of a free breakfast or lunch for the days you are in college or when studying off-site e.g. on work experience/ placement. • Students based at a campus take up their meal credits through college outlets, payment is made for their meal by presenting their ID card at the checkout. • If your course is not based at a campus with a refectory, you will be awarded meal credit expenses and receive a monthly BACS payment of £4.50/ day to buy meals. • Payments arrive in your bank account at the beginning of each month. • If you are not eligible for meal credits under the standard criteria you may be able to access these through Student Support. Please speak to a member of the Student Support Team • If you are eligible for Meal Credits and attend a placement you will need to complete a work / industry placement form 				

<p>Bursaries for vulnerable groups (ONLY for students aged 16 to 18)</p>	<ul style="list-style-type: none"> • be in local authority care or a care leaver • receive Income Support or Universal Credit because you are financially supporting yourself and anyone who is dependent on you and living with you, such as a child or a partner. (You must receive these benefits in your own right, and evidence you can be in further education or training. You also need to provide a tenancy agreement in your own name or utility bills and if you have a child a child benefit letter or their birth certificate.) • receiving Disability Living Allowance or Personal Independence Payments plus Employment and Support Allowance or Universal Credit in your own right <p>If you are in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or Universal Credit, your parents can no longer receive certain household/family benefits, such as Child Benefit.</p>	<ul style="list-style-type: none"> • Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources. • Bursary fund payments are not made as regular payments for living costs • You will be assessed by the Student Support team to determine whether you have a financial need and if so, how much vulnerable bursary you need to participate in your course. • If you do not have an actual financial need because your costs have been met or because you have no relevant costs you may not be awarded a bursary for vulnerable groups. • The bursary provides support up to £1,200 which includes support in kind e.g. a travel pass, meal credits, essential books, equipment and specialist clothing. • If the study programme lasts for less than 30 weeks or if you are on a part-time programme you will be awarded a pro-rata amount • Payments are paid pro- rata from the date the fully completed bursary application was received • If you are awarded payments, they will be made weekly unless your attendance is less than 92% during the previous week or if you fail to adhere to the code of conduct. 								
<p>Accommodation bursary</p>	<p>Have a household income less than £32,000 and be enrolled on a specialist subject that is not available where you live e.g. land based and furniture course.</p> <p>N.B. The bursary does not support a student to participate in general FE provision that is widely available or to enable them to participate in additional activity, for example, to take part in a specific sport</p>	<p>A contribution paid directly to the landlord towards the costs of accommodation. Awards are based on individual circumstances and the type of accommodation and length of stay required.</p> <p>Students may be awarded support upto £400 towards your travel costs from home to your term time accommodation.</p> <p>Support with accommodation for the academic year as follows:</p> <table border="1" data-bbox="839 763 1536 965"> <thead> <tr> <th>Gross household income £</th> <th>£ per year</th> </tr> </thead> <tbody> <tr> <td>Up to £21,000</td> <td>Up to £3,458 for five days' residence / week Up to £4,100 for seven days' residence / week (for students aged over 18 years)</td> </tr> <tr> <td>£21,000 - £25,000</td> <td>Up to £2,305</td> </tr> <tr> <td>£25,001 - £32,000</td> <td>Up to £1,152</td> </tr> </tbody> </table> <p>N.B. Where students leave part way through the year or are excluded from their accommodation, their accommodation bursary payments will stop on the date they left their course or were excluded.</p>	Gross household income £	£ per year	Up to £21,000	Up to £3,458 for five days' residence / week Up to £4,100 for seven days' residence / week (for students aged over 18 years)	£21,000 - £25,000	Up to £2,305	£25,001 - £32,000	Up to £1,152
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<p>Hardship Bursary</p>	<ul style="list-style-type: none"> • Discretionary hardship bursaries are awarded to students identified by Student Support as having extenuating circumstances that mean they need emergency funds or support accessing the discretionary bursary for support with costs connected to their study programme. • Bursaries are not awarded to support day to day living costs. • Students needing this bursary should speak with a member of the Student Support Team. 	<ul style="list-style-type: none"> • Students needing a hardship bursary should contact a member of the Group Student Support team to be assessed. 								
<p>Care to Learn - a government scheme</p>	<p>Care to Learn eligibility</p> <ul style="list-style-type: none"> • you are a parent under 20 at the start of your course • you're the main carer for your child • you live in England • your childcare provider qualifies <p>Apply online at https://www.gov.uk/care-to-learn</p>	<p>You can get up to:</p> <ul style="list-style-type: none"> • £160 per child per week if you live outside London • £175 per child per week if you live in London <p>Care to Learn can help with the cost of:</p> <ul style="list-style-type: none"> • your childcare, including deposit and registration fees • a childcare taster session for up to 5 days • keeping your childcare place over the summer holidays • taking your child to their childcare provider 								
<p>How to apply</p>	<p>Complete the Student Financial Support application form and submit it with all the required evidence. Students may find it useful to get help completing the form from an adviser at the Advice Centre. Students will be notified by email(if an email address has been provided), of the outcome within four weeks of receipt of a fully completed application form that includes all the required evidence.</p> <p>Application forms will only be processed if it has been completed and submitted with the required evidence.</p>									

If you want to appeal a decision, you may appeal in writing with a supporting statement to Group Head of Advice and Admissions by email to studentfinance@activatelearning.ac.uk, or by post.