

# Student Financial Support guidance 2021-22 for students aged 16-18

This guidance is for:

- Students aged 16-18 on 31st August 2021
- 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 five bursaries for students aged 16-18 that might help you. This guide explains the schemes available, who can get them and how to apply.

## Evidence required if you receive income-related benefits.

- Universal Credit (UC) - **all pages** of 3 most recent monthly Universal Credit statements.
- Tax Credits (TC602) - **all pages** of 2020/21 or 2021/20 Tax Credit Award Notice.
- Other benefits - a letter dated within the past 3 months evidencing you receive one of the following: Income Support, Income-based job Seekers Allowance, Income-related Employment and Support Allowance (ESA), the guaranteed element of State Pension Credit.

N.B. Child Benefit, PIP, DLA, and Carers Allowance **are not taken into account** when assessing bursary applications.

## Evidence required if the household does not receive income-related benefits.

- Evidence of income for each adult in the household who is aged 18 or over.
- Three months of wage slips for each adult in the household and income from self-employment, to include all pages of the HMRC tax bill for the previous year. (N.B we require the tax bill, not the tax return).
- Single adult households are required to provide their 2021-22 Council Tax Bill.

## The way we assess household income.

- If the household receives Universal credit /Tax Credits - we add together the average take home pay and average amount of Universal Credit/ Tax Credit after all deductions to calculate the annual household income.
- We use the take-home pay figure.

If there is any information that you would like to include in support of your application for example, total number of dependent children living in the household, please submit this with your application.

Applicants are required to apply for all statutory benefits before applying for a bursary. For further information on government benefits you are eligible for, please **visit: [www.gov.uk/benefits-calculators](http://www.gov.uk/benefits-calculators)**

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC.

| Bursary  | To be eligible you must....  | You could get....   |
|--|--|---|
|  | <p><b>Standard requirements:</b></p> <ul style="list-style-type: none"> <li>• Be a home student.</li> <li>• Have a Net annual household income of £25,000 or less.</li> <li>• Provide evidence of household income or benefit and your financial independence (where necessary)</li> </ul>   |   |
| <b>Travel bursary</b>                                    | <ul style="list-style-type: none"> <li>• Be attending the nearest college offering the course to meet your learning aim.</li> <li>• Live more than 3 miles walking distance from college (using Google maps).</li> <li>• Receive an income based benefit or have a gross income £25,000 or less.</li> <li>• Apply by 6 August 2021 to ensure your pass is available at the start of term.</li> </ul> <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"> <li>• Help with the cost of travel to and from the nearest Activate Learning Campus offering the course. The support provided will be by the most cost - effective method, which will either be a travel pass or travel expenses paid into your bank account. If we do not have a purchasing agreement with your travel company you will be awarded travel expenses.</li> <li>• 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. If you use SEN transport provided by the County Council when you provide a copy of the Local Authorities invoice we will award expenses towards your contribution. Invoices are to be provided by November 2021. SEN transport invoices need to be provided by the end of November 2021.</li> <li>• 15p per mile will be paid for fuel in exceptional circumstances.</li> <li>• Travel expenses are paid fortnightly, term time in advance.</li> <li>• Bursary funds do not support the cost of taxis.</li> </ul> |
| <b>Course costs (including work/ industry placement)</b> | <p>Students will be awarded funds if they have a Gross income of £25,000 or less.</p> <p>You may submit additional course costs forms throughout the year without completing another bursary form.</p> <p>Submit a course costs form detailing the items and costs you need support with and attach receipts for the essential items that you bought.</p> <p>N.B funds are limited and cannot be guaranteed</p>  | <p>A contribution towards course costs. These include support towards:</p> <ul style="list-style-type: none"> <li>• Essential books, equipment, specialist clothing, UCAS fee, university open events/ interviews, exam resits</li> <li>• Field trips</li> <li>• Work / industry placement costs including travel, meal credits if eligible.</li> </ul> <p>N.B bursary funds do not support laptops or any other IT equipment.</p> <p>Purchase the items and attach receipts to be reimbursed as funds are not awarded up front.</p> <p>If the bursary is towards fees payable to college there is no need to pay the fee but complete a course costs form when the fee is due.</p> <p>Sometimes faculty may be able to buy the essential items you need, if this is arranged we will let you know that you don't need to buy the items and bursary funds will be paid to faculty.</p>  |

| <p><b>Meal credits</b></p>  | <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"> <li>Income Support</li> <li>income-based Jobseekers Allowance</li> <li>income-related Employment and Support Allowance (ESA)</li> <li>support under part VI of the Immigration and Asylum Act 1999</li> <li>the guarantee element of State Pension Credit</li> <li>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))</li> <li>Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit</li> <li>Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)</li> </ul> <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"> <li>Three months Universal Credit award letters and a copy of their tax return bill</li> <li>a completed self-declaration form</li> </ul> <p>N.B. Working Tax Credit is not a qualifying benefit for free meals</p> | <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>If your course is not based at a campus with a refectory, you may be awarded meal credit expenses and receive a fortnightly term time BACS payment of £3.50/ day to buy a meal.</li> <li>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</li> <li>If you are eligible for Meal Credits and attend a placement you will need to provide details of your placement on a course costs form.</li> </ul>   |                          |            |               |   |                   |              |
|---|---|---|--------------------------|------------|---------------|---|-------------------|--------------|
| <p><b>Bursaries for young people in defined vulnerable groups</b></p> | <p>The defined vulnerable groups are students who are:</p> <ul style="list-style-type: none"> <li>in care</li> <li>care leavers</li> <li>receiving Income Support (IS), or Universal Credit (UC) 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</li> <li>receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right</li> </ul> <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"> <li>The bursary provides support up to £1,200 which includes support in-kind e.g. a travel pass, meal credits, and essential books, equipment, specialist clothing, field trips, UCAS fees and University open events.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Payments are paid pro-rata from the date the fully completed bursary application was received</li> <li>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.</li> </ul> |                          |            |               |   |                   |              |
| <p><b>Accommodation bursary</b></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><b>Students may be awarded support of up to £400 from their term time accommodation to their campus.</b></p> <p><b>Support with accommodation for the academic year as follows:</b></p> <table border="1" data-bbox="834 1391 1549 1563"> <thead> <tr> <th>Gross household income £</th> <th>£ per year</th> </tr> </thead> <tbody> <tr> <td>Up to £25,000</td> <td>Up to £3,458 for five days' residence / week<br/>Up to £4,100 for seven days' residence / week (for students aged over 18 years)</td> </tr> <tr> <td>£25,001 - £32,000</td> <td>Up to £1,152</td> </tr> </tbody> </table> <p><b>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.</b></p>  | Gross household income £ | £ per year | Up to £25,000 | Up to £3,458 for five days' residence / week<br>Up to £4,100 for seven days' residence / week (for students aged over 18 years) | £25,001 - £32,000 | Up to £1,152 |
| Gross household income £  | £ per year  |   |                          |            |               |   |                   |              |
| Up to £25,000   | Up to £3,458 for five days' residence / week<br>Up to £4,100 for seven days' residence / week (for students aged over 18 years)   |   |                          |            |               |   |                   |              |
| £25,001 - £32,000   | Up to £1,152  |   |                          |            |               |   |                   |              |
| <p><b>Care to Learn - a government scheme</b></p>                     | <p>Care to Learn eligibility</p> <ul style="list-style-type: none"> <li>you are a parent under 20 at the start of your course</li> <li>you're the main carer for your child</li> <li>you live in England</li> <li>your childcare provider qualifies</li> </ul> <p>Apply online at <a href="https://www.gov.uk/care-to-learn">https://www.gov.uk/care-to-learn</a></p> <p>You will need to provide evidence that you receive Child Benefit or a copy of your child's birth certificate to <a href="mailto:studentfinance@activatelearning.ac.uk">studentfinance@activatelearning.ac.uk</a></p>   | <p>You can get up to:</p> <ul style="list-style-type: none"> <li>£160 per child per week if you live outside London</li> </ul> <p>Care to Learn can help with the cost of:</p> <ul style="list-style-type: none"> <li>your childcare, including deposit and registration fees</li> <li>a childcare taster session for up to 5 days</li> <li>keeping your childcare place over the summer holidays</li> <li>taking your child to their childcare provider</li> </ul>   |                          |            |               |   |                   |              |
| <p><b>How to apply</b></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](mailto:studentfinance@activatelearning.ac.uk), or by post.