

16-19 Bursary and Further Education Free Meals (FEFM) Guidance for Applicants 18-19 *(Including 19+ Continuers and 19+ EHCP holders)*

The 16-19 Bursary fund is provided by the Education and Skills Funding Agency (ESFA) and provides financial support to help learners overcome specific barriers to participation so they can remain in education.

16-19 Discretionary Bursary (DB)

Please note that this is a discretionary and limited fund and meeting the eligibility criteria does not guarantee an award, which depends on our funds and your financial need.

You can apply for 16-19 Bursary if:

- You are between 16 and 19 on 31 Aug 2018 **or**
- You are over 19 on 31 Aug 2018 and have on EHCP **or**
- You are over 19 on 31 Aug 2018 and classed as a 19+ Continuer

And can show evidence of financial need and your family's household income is less than £32,000. As such you may be able to get support from the 16-19 Discretionary Bursary to help with your additional college related costs such as travel, books equipment and uniform, food credit, university interviews and trips. In addition, receipt of any of the benefits listed below will entitle you to Further Education Free Meals (FEFM).

Benefits:

- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- 'Guaranteed' element of State Pension Credit
- Child Tax Credit (maximum income £16,190) only
- Universal Credit with net earnings not exceeding the equivalent of £7,400pa
- Support under Part VI of Immigration and Asylum Act 1999
- Working Tax Credit Run On

How to apply for DB

You need to complete an application form available on the Boston College website or from Learner Services at the Rochford Campus or receptions at any other campus. If you are using the application form from the college website you will need to download it and print it off.

You must:

- Complete all the sections
- Clearly state what help you are asking for and why
- Provide photocopies of evidence of all household income or a qualifying benefit
- Make sure the form is signed
- Return the completed form and evidence to Learner Services at the Rochford campus

What evidence do I need to provide for DB?

You must provide evidence of **all** household income.

If you are claiming Tax/Universal Credits, acceptable evidence is:

- Full Tax/Universal Credit award notice - these must be the latest letters and relate to the period from at least April 2018

If not you will need to provide one of the following showing all household income:

- Current wage slips – your most recent 6 weekly slips or 3 monthly slips or
- Benefit award letters must be the latest and relate to the period from at least April 2018 or
- Pension credit letters must be the latest and relate to the period from at least April 2018 or
- Most recent certified profit and loss accounts for the self-employed or
- Most recent P60

Where possible please photocopy the evidence before submitting your application. Please note that bank statements will NOT be accepted as proof of benefits. Please be aware that if your application is incomplete for any reason it may be returned to you and any payments you may be awarded will be delayed.

What help can I get from DB?

Support levels vary depending upon your household income and financial need and our available funds. Please see below for the level of support that you may be awarded based on this:

- **FEFM – Further Education Free Meals** (qualifying benefits only)
- **Tier 1 – income less than £16,190 or one of the listed benefits**
Transport, books, equipment and uniform, food credit, trips, university interviews
- **Tier 2 – income from £16,191 to £23,000**
Transport, books, equipment and uniform, trips, university interviews
- **Tier 3 – income from £23,001 to £32,000**
Transport, books, equipment and uniform

Transport costs for applications received by 12 July usually take the form of payment to the LCC for your travel pass if you are entitled and have agreed we can do so. You will only be able to collect your travel pass from Learner Services when you have completed enrolment. Returning learners can collect on or after your first day at college.

Transport costs for applications received after 12 July usually take the form of a refund to you for term 1 travel pass, when you send us a copy of your receipt, and then a payment to LCC for term 2 and 3 passes if you have agreed we can do so. If you prefer we can make a payment for term 1 travel pass directly to LCC but this will not be done until after enrolment. In these cases you will not have your travel pass ready for the start of term and should make alternative arrangements to get to college until your travel pass arrives. In exceptional circumstances we may be able to make weekly cash refunds for bus or train tickets for that week but we will not refund older back dated tickets. Alternative arrangements may be made where no travel pass is available such as refunded payment for train or bus tickets on production of tickets to Learner services **or** payment of 10p per mile motor mileage allowance. Please tick the appropriate box in section 8 of the application form.

Books, equipment and uniform costs as advised to us by the curriculum area in which you study. Please tick the appropriate box in section 8 of the application form

Food credit from 16-19 discretionary bursary of £2.75 per day on the cashless catering system (CCS) which can be spent in the college diners or

Further Education Free Meals entitlement (FEFM) if you qualify for and would like to claim FEFM please tick the appropriate box on the application form and provide qualifying evidence. The FEFM allowance of £2.41 may be enhanced from 16-19 Bursary by £1.84 per day on the cashless catering system (CCS) which can be spent in the college diners.

Food credit and FEFM Equivalent bank payment will be made weekly for those at Spalding and SNMC and also learners on Long Work Placement. Credit will only be available on days when you are timetabled to be in college **or on work placement as part of your course**. Unused credit does not carry forward and is removed at the end of each day.

Vulnerable Bursary (VB)

Please be aware that meeting these eligibility criteria does not guarantee an award, which depends on your financial need.

If you:

- Are in care/classed as a “Looked After Child” by the local authority or
- Have been in care and are now classed as a Care Leaver or
- Receive Income Support or Universal Credit because you are financially supporting yourself
- Receive Income Support or Universal Credit because you are financially supporting yourself and someone who is dependent on you and living with you such as a child or partner
- Receive Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payment in your own right?

Then you may qualify for Vulnerable Bursary (VB) and could receive up to £1,200 over the academic year towards college participation costs. If you apply, one of our Learner Support Officers (LSO) will contact you to discuss your application and how any award will be made to you. Any costs paid in-kind by us (or covered by other funding sources) such as a LCC travel pass, books, equipment and uniform, or food credits and trips will be deducted from the £1,200 and the balance may be divided equally and paid to your bank account weekly to cover any identified additional college related costs. Where these additional costs are not identified you may not receive any weekly payment. However, if college related costs become apparent during the college year you should apply for additional bursary support as soon as possible or speak to an LSO at Learner Services.

How to apply for VB

You need to complete an application form. Forms are available on line at the Boston College website, from Learner Services at the Rochford Campus or receptions at any other campus. If you are using the form from the college website you will need to download the application form and print it off.

You must:

- Complete **all** the sections including section 8
- Provide photocopies of evidence or status
- Make sure the form is signed
- Return the completed form and evidence to Learner Services at Boston College
- Clearly state what help you are asking for and why

What evidence do I need to provide for VB?

- Letter from Local Authority or Social worker confirming current or previous “looked after” status or
- Your Income Support award notice. We also need evidence from DWP to say that you can be in further education or training or
- Your Universal Credit award notice. We also need evidence from DWP to say that you can be in further education or training. In addition we must also see a tenancy agreement in your name, a child benefit receipt, child’s birth certificate or utility bill etc or
- Your Universal Credit based claim from DWP confirming which ESA group you have been placed in. In addition we also need evidence of receipt of DLA or PIP.

Additional information

Travel Passes

If you live more than 3 miles from the college site where you study then you **may** be entitled to a subsidised travel pass. If you need a travel pass to get to college you should apply to Lincolnshire County Council and make a payment **before** the 31st July 2018. If you apply or pay after this time you may not have your travel pass at the beginning of term. You can apply for your travel pass at www.lincolnshire.gov.uk/parents/schools/school-transport or telephone Lincolnshire County Council on 01522 782020 for more information. No payment is required at the application stage.

When you make your application for your travel pass you will be sent a **TRA number**. If you qualify for help from the Bursary Scheme to pay for your travel pass you will also need to tell us your TRA number so that we can pay for it. Send the letter showing the TRA number to Learner Services at Rochford campus and complete the relevant box on the application form.

Can I make an appeal with regard to my award decision?

If you feel that the decision not to make an award from the bursary, or that your actual award is unfair, you can appeal in writing to the Head of Learner Services, Boston College, Skirbeck Road, Boston or dawn@boston.ac.uk

Other important information

Your Bursary payment is dependent upon you having an attendance level of 90% or over and demonstrating appropriate behaviour. If you fail to maintain these requirements your Bursary payments may be affected.

We will only let you know about any Bursary award via your college learner email account. Please ask your tutor how to access this and remember to check it regularly.

These guidelines can be applied flexibly to support the needs of individual learners and their circumstances, even if they fall outside the above mentioned income tiers.

To qualify learners must meet residency criteria shown in ESFA funding regulations and should be participating in provision that is subject to inspection by a public body that assures quality (e.g. Ofsted). That provision must also be either:

- funded by the ESFA directly or via a local authority
- funded or co-financed by the European Social Fund
- otherwise publicly funded and lead to a qualification (up to level 3) accredited by Ofqual or is pursuant to Section 96 of the Learning and Skills Act 2000
- a 16-19 traineeship programme

Students on waged apprenticeship programmes, or any waged learning or training, are not eligible for the 16-19 bursary fund.

If you have any further questions please contact: Learner Services Info Desk – 01205 313218. Full ESFA guidelines are available at www.gov.uk/government/publications