

## **16-19 Bursary and Further Education Free Meals (FEFM) Guidance for Applicants - 2019-2020** *(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.** A new application will need to be submitted for each college year. Any Bursary award and 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 award and payments may be affected.

You can apply for 16-19 Bursary if:

- You are over 16 and under 19 on 31 Aug 2019 **or**
- You are over 19 on 31 Aug 2019 **and** have on EHCP **or**
- You are over 19 on 31 Aug 2019 **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 (DB) to help with your additional college related costs such as travel and, where funds are available, books equipment and uniform. In addition, receipt of any of the benefits listed below will entitle you to Further Education Free Meals (FEFM). If you received Free School Meals last year or FEFM at college last year you will have "protected" status which entitles you to FEFM at college again for 2019/2020, please indicate as such on the application form. These guidelines can be applied flexibly to support the needs of individual learners and their circumstances, even if they fall outside the above-mentioned application criteria.

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 only

### **How to apply for Discretionary Bursary (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 print it off.

You must:

- Provide evidence of all household income **or** a qualifying benefit
- Make your choices in section 10 and ensure 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 Discretionary Bursary (DB)?**

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

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

- Full Tax Credit Award notice for 2019/2020
- Universal Credit Award notice for the last 3 months

If not, you will need to provide an appropriate selection of the following to show 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 2019 or
- Pension credit letters must be the latest and relate to the period from at least April 2019 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 Discretionary Bursary (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 or “protected” status only)
- **Tier 1 – income less than £16,190 or one of the listed benefits**  
Transport costs and a contribution towards books, equipment and uniform
- **Tier 2 – income from £16,191 to £23,000**  
Transport costs
- **Tier 3 – income from £23,001 to £32,000**  
50% contribution to transport costs only

### **Transport costs:**

**Where it is the most cost-effective option, we will either pay for, or contribute 50% towards, the cost of your LCC Travel Pass:**

Please be aware that an LCC Travel Pass may not be the most cost-effective method of home to college travel for you, depending on distance and number of days in college each week. As such any bursary award may not cover the cost of an LCC travel pass but will cover or contribute towards the most cost-effective method of travel instead.

If you live more than 3 miles from the college site where you study, you **may** be entitled to a subsidised travel pass. If you would like an LCC travel pass you should apply to Lincolnshire County Council at [www.lincolnshire.gov.uk/parents/schools/school-transport](http://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. Please be aware that if you apply or pay after 31<sup>st</sup> July 2019 you may not have your travel pass in time for the beginning of term.

When you make your application for your travel pass you will be sent a **TRA number** by LCC. If you would like help from the Bursary to pay for your travel pass you will need to tell us your TRA number using the box in section 8 so that we can pay our contribution towards it if awarded.

**If awarded, LCC Travel Pass payments for bursary applications received by 12 July** take the form of a full payment, or 50% contribution, to 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 their travel pass from Learner Services on or after their first day at college. You will need to travel at your own expense until you have collected your travel pass.

**If awarded, LCC Travel Pass payments for bursary applications received after 12 July** take the form of a full refund or 50% contribution to you for the term 1 travel pass, when you send us a copy of your receipt, and then a full payment or 50% contribution 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 made until after enrolment. In these cases, you will not have your travel pass for the start of term and should make alternative arrangements to get to college, until your travel pass arrives, at your own expense.

**Other transport costs support options:** full cost for tier 1 and 2, 50% contribution for tier 3

- Travel voucher issued from learner services, to be used on your college days only
- Smartcard topped up by Boston College, to be used on your college days only
- Bank refund of bus tickets for each day you are at college
- Monthly rail ticket paid by Boston College and collected from Learner Services as appropriate
- Motor mileage allowance of 10p per mile for one return journey per timetabled college day

**Other costs:** Where available funds allow, we may be able to provide support as follows:

**(Tier 1 only) Books, equipment and uniform costs** are advised to us by the curriculum area in which you study and may be supported by bursary depending on availability of funds. Please tick the appropriate box in section 8 of the application form and include receipts where available. We may only award a contribution up to the value advised by the curriculum.

**UCAS application fees and university visit costs** may be paid as a contribution but only if funds are available

### **Meal allowance**

**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 **or** if you have previously been in receipt of FSM or FEFM, indicate this on the form in section 7. The FEFM allowance is £2.75 per day on the Cashless Catering System (CCS) which can be spent in the college diners. Unused credit does not carry forward and is removed at the end of each day.

**Bank payment-Further Education Free Meals entitlement (FEFM)** Equivalent bank payment will be made weekly for those at Spalding and SNMC and learners on Industry or Work Placement. Credit will only be available on days when you are timetabled to be in college or on Industry or Work Placement as part of your course and is paid based on attendance.

## **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 under 19 and:

- 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 an LCC travel pass, books, equipment and uniform, or food credits and trips will be deducted from the £1,200. Where these costs are not identified you may not receive any 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 Vulnerable Bursary (VB)**

You need to complete an application form or come to Learner Services to speak to an LSO. Forms are available on line at our 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 print it off.

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

If you would like to make an appeal regarding your award you can do so by writing to the Head of Learner Services, Boston College, Skirbeck Road, Boston or email [info@boston.ac.uk](mailto:info@boston.ac.uk)

## **Other important information**

We may take up to **15 college days** to process your application. Once done we will 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.

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 on the ESFA list of qualifications approved for funding 14-19
- 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](http://www.gov.uk/government/publications)