



16-18 Bursary 2018-2019

Where learners aged 16-18 are experiencing financial difficulty meeting the costs associated with learning they may apply for financial support from the college. There are two funds available. **Please read through these notes and complete the application form at the back.**

16 - 19 Weekly Bursary (Priority category)

This is a weekly paid Bursary of up to £1,200 per year including any course equipment to assist vulnerable learners. Young learners in the following groups may apply for a weekly bursary.

Young learners who are aged 16 to 18

- in care
- care leavers
- receive Income Support or Universal Credit because they are **financially supporting themselves (see evidence required on application form as 2 forms of proof now needed)**
- Receiving Disability Living Allowance or Personal Independence payments in their own right **as well as** Employment & Support Allowance or Universal Credit in their own right.

The £1200 bursary will be divided into the number of weeks your course lasts & paid on a weekly basis (in arrears) as long as you **adhere to college attendance & behavioural standards.**

16 - 19 Enhanced Learner Support Fund (16 to 19 monthly paid Bursary)

This is discretionary support available to young learners facing genuine financial barriers to staying in education or training. Help is available with the costs of travel which is paid monthly, food credits on your college ID badge, and essential course costs which is a one off payment.

If you meet any of the following categories may apply for help from this fund:

Young learners who are:

- Aged 16 to 18 years at the start of the course (a separate fund is available for adult learners aged 19+)
- Enrolled on a course funded by the Skills Funding Agency (SFA).
- Living in a household where the joint income is not above **£25,000**.
- **Must not** be studying an apprenticeship.

Care to Learn

Young learners aged 16 to 19 wishing to apply for help with the costs of childcare may apply direct to care to learn, contact Learner Services for details. See www.gov.uk/care-to-learn

Application

If you wish to apply for financial support you should:

- Check you meet the eligibility criteria listed above or contact Learner Services for advice
- Complete the 16 to 18 Bursary Fund Form, please complete all sections as indicated to avoid any delay in processing this form
- Provide all the appropriate evidence as requested, stapled to the form. You may send photo copies.

Contact Learner Services on A Floor to find out if financial assistance is available to you. Whilst all applications will be considered individually, **support is not guaranteed**. Any award of funding is for 1st August 2018 to 31st July 2019 only. If your course continues beyond this date, you will need to submit a new application for the following academic year, if you are still eligible to apply.

Fully completed forms with all evidence should be submitted to Learner Services. Processing will be within 15 days but this may be longer in busy periods. Once your application is assessed you will receive an award notice detailing the amount you will receive, when and how it will be paid. If you are unsuccessful you will be notified by letter. **All payments will be subject to regular attendance and acceptable standards of behaviour.**

Appeals

If your application is unsuccessful, you will be notified in writing and the reason will be stated. You may appeal against any decision made by writing to the Head of Learner Services within 5 working days of receiving your notification of the original decision. All appeals will be considered by the Head of Learner Services and their decision will be final.

Where do I get an application form?

Application forms can be collected from Learner Services on A floor, downloaded from the college website or Moodle.

Guidelines for completing the 16-19 Financial Support Guidance form

Please take care with the completion of the form as incomplete forms or a lack of evidence will delay your application.

Who are you?

This is about you and your personal circumstances please complete page 5 and 6 as appropriate. This information is needed to ensure you are given the right support to meet your need. If you indicate you are within the groups listed on page 6, please provide the evidence, sign and date the declaration on page 9. Please do not complete the rest of the form, as you may be eligible for the Weekly Bursary. Other applicants should continue to complete the whole form.

Why do you need assistance?

In the box provided on page 7 please tell us why you need to apply to the 16-18 Bursary for help with the costs of study. It is a requirement of the fund that applications are made on a learner's individual circumstances.

What are you applying for?

Please complete this section on page 7 giving details of the support you need. Fill in the boxes provided with as much information as possible; in the case of travel please provide one week's bus tickets as evidence of cost. Essential equipment costs will be paid at the costs advised by your course tutor which are held in Learner Services. Lunches will be provided if you meet the criteria.

What is the income to you or your family (if you are a dependent)

Please complete this section with accuracy and it is essential you provide the evidence as listed. If you have any problems with this please talk to a member of the Learner Services Team who will help you with any issues you may have.

Please sign and date the declaration; complete the section regarding priority groups on page 4

Don't forget

Ensure you have completed the form so we are able to read it, make sure you have provided all the required evidence. If you need help completing your form please contact a student advisor in Learner Services. The 16-19 Bursary is limited to a set amount and may only be allocated whilst funding lasts so don't delay with your application.

What happens next?

Please hand your completed form to a Student Adviser in Learner Services, who will check your form. You may also post your application to:

Learner Support Fund, Freepost HX2004, Francis Street, HALIFAX, HX1 3BR

Please note that **no acknowledgement** of receipt of your application form will be given. Please contact Learner Services on 01422 399367 if you wish to confirm your application has been received.

Your application will be considered using guidelines and formulae determined by the Learner Support Panel. If you have any questions, please contact Learner Services.

All decisions will be given in writing and will include how and when you will receive any payments due. We aim to contact you within 15 working days to advise you of your provisional award. However, due to the high volume of applications, any forms submitted in the first term may take longer. No applications will be assessed until the first week of September 2018 & you are enrolled on a course.

After your application is processed you will receive a letter confirming your provisional award, we will check registers to ensure you have commenced your course and have attended scheduled lessons for at least 4 weeks. Please note that no payments will be made until we have verified on registers that you are attending. **If you have a valid reason for non-attendance or a financial hardship or special circumstances please discuss this with a student adviser or your progress coach prior to your payment date (where possible).**

If you do not adhere to college attendance & behavioural standards bursary payments may be suspended or withdrawn all together without notice.

Any award of funding applies for the academic year 2018-2019 only and in no way implies either a successful application or a continuation of funding for any subsequent year. **If your course continues from 1st August 2019, you will need to re-apply for any financial assistance**, if you meet the eligibility criteria.

Funds may only be backdated to the **beginning of the term in which you apply for funding**. (E.g. if you apply for funding in February your application may only be backdated to January) Terms are as follows: September to December, January to March & April to July.

If your application is unsuccessful, you will be notified in writing and you may appeal against any decision made in writing.

If your financial circumstances change during the period of your study, please contact Learner Services.

Do you require more information?

Should you need any further information or help completing your form please contact a member of the Learner Services Team, Calderdale College, Francis Street, Halifax, HX1 3UZ.or telephone 01422 399367, or email advice&guidance@calderdale.ac.uk

Further information is available at: <https://www.gov.uk/1619-bursary-fund>

Learner Support Funds Formulae and Criteria for 2018/2019

APPLICATION FOR:	CRITERIA	SUPPORT GIVEN
16-18 Weekly Bursary (Priority category)	Care leavers/in care/financially supporting yourself & in receipt of IS or UC/ receiving DLA or PIP along with ESA or UC in your own right	£1200.00 bursary Equipment costs up to a maximum of £350.00 per academic year or £10 stationery grant where no specialist equipment is needed.
Childcare (16-19)	Under 20 years of age on the day you start your course	Care to Learn - maximum of £160.00 per week. Further information is available by phoning the Student Bursary Support Service Helpline on 0800 121 8989 or visit: www.gov.uk/care-to-learn
College Meal Deal	Any learner in receipt of an income based benefit listed on page 3 of the application form, child tax credit where gross income is no more than £16,190 & no WTC is received, those receiving support under part 6 of the Immigration & Asylum Act 1999, or in receipt of UC where net earnings do not exceed £7400 pa	College ID cards will be credited on a weekly basis as per timetabled days. If you are out of college premises on work placement or trip please speak to an adviser about claiming money whilst off college premises
Lunch Credit Allowance (16-18) For those not entitled to College Meal Deal	Any learner whose household income did not exceed £25,000 in financial year 2017-2018.	College ID cards will be credited on a weekly basis as per timetabled days.
Equipment (16-18)	Any learner whose household income did not exceed £25,000 in financial year 2017-2018	100% of equipment costs to a maximum of £350.00 per academic year, or a £10.00 stationary grant where no specialist equipment is needed.
Travel (16-18 years)	Any learner in receipt of an income based benefit household income did not exceed £25,000 in 2017-18. Maximum of £500.00 allowance per learner, per academic year. No fuel costs considered	100% as detailed in the Post 16 Transport Policy (Only for learners who live over 1 mile away from their place of study). Costs will be calculated at half adult fare (max £2.75 per day), If you turn 19 within the academic year please notify us of the increased costs All learners resident in West Yorkshire aged 16-18 can get a 16-18 Photocard which entitles them to half fare travel. See www.wymetro.com/16-18/ for details of how to apply. (£5.00 cost)
Expenses for H.E interviews only	As box above	At college discretion, receipts of costs incurred will be required along with a copy of interview invitation letter.

There is an overall closing date of Friday 28th June 2019, after which no applications can be accepted for this academic year.



Staff use only A&G Initials	<input type="text"/>
Date accepted	<input type="text"/>
Date submitted	<input type="text"/>

16-18 Bursary Application 2018-2019

Please ensure you have read the 16-19 Enhanced Learner Support Fund Notes before you complete this form.
The shaded boxes are for essential information, so please ensure they are completed.

Personal Details

Student ID	<input type="text"/>		
Title	<input type="text"/>	Address	<input type="text"/>
Forename	<input type="text"/>		
Surname	<input type="text"/>		
Date of Birth	<input type="text"/>	Post Code	<input type="text"/>
Age on 31 st Aug 18	<input type="text"/>	Contact No	<input type="text"/>

Have you been resident in the UK for 3 years or more, other than for the purpose of education?

YES NO (If no, please state the country you normally reside in and see Advice & Guidance)

Do any of the following apply to you?

A paid Apprentice An ex-offender released on a temporary license

Are you enrolling on a Foundation Learning Programme through any of the following Providers?

Motivate Project Challenge

Studying a traineeship KITS training

Course Details

Full course title(s)

Which site attended*: Francis Street Motivate Project Challenge KITS

Other (please state)

Days attending College
(State start & finish time)

	MON	TUES	WED	THUR	FRI	SAT
Start time						
End time						

Course start date

 / /

Course end date

 / /

Bank Details

Please submit full details of your account so we can make direct payments to your bank account for any travel or equipment costs. Please note this **must not be a Post Office account** which is used for benefit payments. If you do not have a bank account please speak to an adviser.

Account holders
Name*

Bank name*

Sort Code*
(6 digits)

Account Number*
(Usually 8 digits)

If any of the following apply to you please tick the box & provide the relevant evidence then go straight to page 4 to the Declaration & Signature section.

Circumstances

Evidence

In care	<input type="checkbox"/>	LEA confirmation letter of status
A care leaver	<input type="checkbox"/>	LEA confirmation letter of status
In receipt of Income Support (IS) or Universal Credit (UC) & financially supporting themselves	<input type="checkbox"/>	Confirmation letter of IS or UC dated within the last 3 months along with one of the following - copy of tenancy agreement/utility bill in your own name/child benefit receipt/copy of child's birth certificates.
In receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Universal Credit Employment & Support Allowance in their own right	<input type="checkbox"/>	Confirmation letter dated within the last 3 months for each qualifying benefit

Please state why you feel that you need financial assistance towards the cost of your study

Please complete any of the following sections that are relevant to your application.

Travel to College Total costs of public transport travel per day:

£

Please submit travel receipts for one week's travel to College as evidence

Date travel evidence seen

Adviser Signature

In the case of specialist transport i.e. taxi, please provide proof of why you need specialist transport and complete the following:

Company name

Telephone number

Income Details If you are in receipt of any of the following benefits, or if you are dependent on somebody who is, please tick the relevant box and provide the relevant evidence:

Benefit

Evidence needed

Job Seekers Allowance or
(Income based only)

- Confirmation letter (no more than 3 months prior to enrolling) or
- Proof of Benefit Form stamped by the Benefits Agency or
- 3 most recent bank statements showing the benefit

Employment & Support Allowance
(Income based only)

Income Support

- Confirmation letter (no more than 3 months prior to enrolling) or
- Proof of Benefit Form stamped by the Benefits Agency or
- 3 most recent bank statements showing the benefit

Universal Credit

- Confirmation letter (no more than 3 months prior to enrolling) showing full award elements

State Pension Credit
(Only where Guaranteed Element is received)

Current Confirmation letter

All in receipt of the above benefits will be entitled to a College Meal Deal. Along with those in receipt of the following:

Child Tax Credit
(Where no Working Tax credit is claimed & gross income is no more Than £16,190)

Current confirmation letter for 2017-2018

Universal credit where net earnings do not exceed the equivalent £7400 pa

Current Universal Credit Award notice which includes details of your monthly earnings – must not exceed £616.67 per month/ £7400 per annum.

Those receiving support under part 6 of the Immigration & Asylum Act *Home office confirmation letter*

Learners with an LDA or EHC plan *Copy of the current EHC plan
(Must not be an apprentice)*

Income to the family home (must not exceed £25,000 per annum)

P60 2017-2018 (all family members) Working Tax Credit Notification showing 2017-2018 income or current 2018-2019 notification (not **provisional**)

Last 3 months wage slips (All family members) Self Employment (Please provide SA 302 2017-18)

Housing Benefit *Current award letter for 2018-2019*

Council Tax Benefit (Not single occupier discount) *Current award letter for 2018-2019*

Managing your data: The information on this application form is in line with the Data Protection Act (2018). After you have submitted the application form to Learner Services, the only people who will see this form are: members of Calderdale College Learner Services, members of the LSF appeals panel and College & external auditors. The College will put the information you give onto Pay My Student software to assist with record keeping (please see text below as to how they use your data). Details of your name and total award(s) and payment details are passed to the Calderdale College Finance Unit to enable payments to be made. Whilst tutors and progress coaches may be contacted to clarify and confirm attendance and equipment costs, your personal circumstances will be kept confidential, in accordance with the Data Protection Act. As per the General Data Protection Regulations Policy (GDPR), the Learner Services department will manage any breaches in accordance with the rules set out by the Information Commissioner's Office (ICO) and guidance incorporated into Calderdale College's GDPR policy (2018).

The Skills Funding Agency (SFA) and its agents may use the information contained in this application alongside your Individual Learning Record (ILR) data for the evaluation and development and audit purposes of the Learner Support Funds.

From June 2018 Calderdale College will be using an external third party system called Pay My Student to process applications and payments. Please see the statement below with regards to how The Commercial Applications Company Limited (CACL) use your data through Pay My Student:

We have addressed GDPR data protection requirements that are applicable to data processors and will continue to be vigilant, to ensure we handle any developing requirements.

Our network and systems are built to be PCI DSS (https://www.pcisecuritystandards.org/security_standards) compliant and as such are scanned quarterly for vulnerabilities. PCI DSS is a setup of compliance rules defined by Visa and MasterCard amongst others to try to prevent fraud and other nefarious and criminal activities. We pride ourselves on having achieved this level of security and compliance and it means that your data is held in a very secure environment and is protected by some of the industry's best security appliances.

We will promptly inform you if any of your data is lost, processed unlawfully, destroyed or becomes damaged, corrupted or unusable. This is subject to us being either made aware of a system breach or our regular log checking reveals such activity or other means of notification.

For full details on Calderdale College's Data Protection policy and the CACL policy statement in full please access either: <http://www.calderdale.ac.uk/content/view/study-at-calderdale/financial-support> or the financial support page on Learner Services Moodle.

Please read, complete & sign the following page.

Where did you hear about the fund?

Progress coach

Learner Services

Tutor Other (please state)

Declaration and Signature

- I have read and understood the 16-18 Enhanced Learner Support Fund Guidance notes 2018-2019 with this form, and I agree with the statement on Data Protection on page 8 of this form.
- I declare that the information I have given is correct to the best of my knowledge.
- I agree to notify Learner Services, in writing, within 1 week of any change in my financial or personal situation (e.g. change of address, change of bank details).
- I understand that if I give false information, I may be prosecuted.
- I understand that it is my responsibility to inform the DWP or any Government body about any awards I receive through LSF & that any awards I receive may affect my eligibility for benefits.
- I understand that all financial awards may be subject to change or withdrawal in accordance with any changes to funding rules by the Skills Funding Agency. If this occurs we will inform you of any change to the amount we can fund or withdrawal of financial support in writing.
- I am not being funded by another organisation or person.

- I consent to my data being processed and stored as advised in the Data protection statements on this form

Yes

No

- If not I only consent to data being stored and processed within Calderdale College's system and not the external Pay My Student system.

Yes

No *

*Please note: If you do not consent to this information being held in either of these ways we may be unable to process your application in a timely manner, or at all, in accordance with the Skills Funding Agency's audit evidence rules. *Please speak to a Student Adviser if you need further information*

Signature of applicant:

Date

Signature of parent/guardian

There is an overall closing date of **Friday 28th June 2019**, after which no applications can be accepted for this academic year.

Please hand this completed form to Advice & Guidance or send to the following freepost address:

Calderdale College, Learner Support Fund, Freepost HX2004, Francis Street, Halifax, HX1 3BR