



## **Bursary Policy 2018-17**

This policy is available on-line at: [www.tynecoast.ac.uk](http://www.tynecoast.ac.uk)

- We will consider any request for this policy to be made available in an alternative format or language. Please note that the College may charge for this. Please contact: Student Services
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.
- All our policies are subject to equality impact assessments\*. We are always keen to hear from anyone who wishes to contribute to these impact assessments. Please contact: Student Services

\*Equality Impact Assessments are carried out to see whether the policy has, or is likely to have, a negative impact on grounds of: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

<b>Approved by:</b>	<b>Version:</b>	<b>Issue Date:</b>	<b>Review Date:</b>	<b>Contact Person:</b>
<b>Board</b>	<b>v.8</b>	<b>July 2018</b>	<b>July 2019</b>	<b>Assistant Principal – Tyne Metropolitan College</b>

**Equal Opportunities:**

**Impact Assessed**

**POLICY NUMBER 1**

# Bursary Policy

## 1 Policy Statement

This Policy covers College bursary funding which is designed to help support learners who face the greatest barriers to continuing in education or training post-16. The Policy outlines the College's statutory responsibilities with regards to the administration and distribution of the fund as well as student eligibility.

## 2 Scope

- 2.1 Applicants must satisfy the residency criteria in the ESFA funding guidance document for 2018-19.
- 2.2 They must also be participating in provision that is subject to inspection by a public body that assures quality (OFSTED).
- 2.3 Provision must be funded by the ESFA or publicly funded and lead to a qualification that is accredited by OFQUAL or is pursuant to Section 98 of the Learning and Skills Act 2000.
- 2.4 Young people on Higher Education Courses and waged apprenticeships (including sponsored marine courses) are **not** eligible to apply for ESFA funded bursaries.

## 3 Legislation

- 3.1 Education Act 2002 section 14
- 3.2 Equality Act 2010 section 149 (1)

## 4 Responsibilities

The Assistant Principal TyneMet and Head of Finance has responsibility for the implementation of the Policy.

## 5 Actions to Implement Policy

- 5.1 Learners aged under 19 in care, care leavers, those in receipt of Income Support/Universal Credit and disabled young people in receipt of Employment and Support Allowance who are also in receipt of Disability Living Allowance/Personal Independence Payments will be eligible to receive a bursary of £1,200 a year. A letter setting out the benefit to which the learner is entitled or written confirmation of their current or previous looked after status from the local authority will be required as evidence for the £1,200 payment.
- 5.2 All applications to college bursaries are subject to a means test. Evidence will be required which confirms the household income for example a P60, child/working tax credit award notification or evidence of a relevant benefit.

- 5.3 Learners under the age of 19 and/or their families that are in receipt of income support, income-based Jobseekers allowance, income-related Employment and Support Allowance, Universal Credit, support under part VI of the Immigration and Asylum Act 1999, the guarantee element of State Pension Credit, child tax credit (provided they are not entitled to working Tax Credit and have an annual gross income of no more than £16,910) or Working Tax credit run-on or Universal Credit with net earnings not exceeding the equivalent of £7,400 pa, will be entitled to Free School Meals whilst studying at College. Eligible students will be awarded £2.45 per full timetabled day. The College will ensure that for the amount awarded students can receive a variety of food options that promotes healthy choices.
- 5.4 Students aged 19 to 24 who have an EHC plan are entitled to a free meal if they meet the eligibility criteria
- 5.5 Students that are continuing on a study programme which began when they were 16-19 (19+ continuers) will also be eligible for Free School Meals
- 5.6 Learners eligible for support from the bursary must live more than one mile away from their chosen site of study in order to be eligible for free travel vouchers (NB Students in North Tyneside who reside a distance greater than 3 miles from campus will be required to apply to North Tyneside Council travel scheme first).
- 5.7 Applications will be assessed on a first come first served basis and all awards are subject to availability of funds.
- 5.8 Awards must be utilised within 30 days of notification otherwise they may be subject to redistribution to subsequent eligible students.
- 5.9 All bursary awards are subject to satisfactory attendance, achievement and conduct as decided by teaching staff and/or tutors/pastoral support.
- 5.10 If learners are eligible for other forms of government welfare help such as the 15 hours Early Years Education funding then this will be taken into account during the assessment and deducted from any college bursary award.
- 5.10 Students/Parents dissatisfied with the award made or the refusal of a regular payment based on attendance, achievement and conduct can make a formal appeal in writing to the Bursary administrator. Appeals will be considered by an independent panel consisting of at least two additional members of staff one of which must be either a Principal or Assistant Principal.
- 5.11 Students studying on the Marine Pre-cadetship course aged under 19 will be able to apply to the bursary for help towards Halls of Residence fees. Their home/parental address must be more than one hour per single journey from the college in order to be eligible for residential support from the bursary.

## **6 Monitoring & Evaluation**

- 6.1 The Assistant Principal TyneMet and Head of Finance will monitor and evaluate the Policy in conjunction with the Chief Finance Officer.

- 6.2 The College will implement administration procedures that record bursary applications and awards (including the number, value, purpose, whether awarded or not, and a brief justification).
- 6.3 An annual MI return where required must be completed by the Assistant Principal Student Support and returned to the ESFA within the given deadlines.
- 6.4 The College must complete the required fields on the ILR relevant to the monitoring and evaluation of bursary payments.

## **7 Related Policies**

College Charter  
Student Behaviour Policy