

Policy	Bursary Policy – SS 11
Document owner	Director Business & Finance
Date first implemented	Oct 2012
Date last reviewed	Jun 2022
Date of next review	Jun 2024
Date governor-approved	Na
Associated documents	
Reference documents	<a href="https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year">https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year</a>
Initial reviewing body	Finance
Final approval body	Senior Leadership Team
Published on website	Yes

<b>Purpose</b>	To set out the College policy on bursaries.
<b>Scope</b>	Students funded by English local authorities only.
<b>Equality, Diversity &amp; Inclusivity</b>	<p><i>“[Derwen] College is committed to promoting equality, good relations and to challenging discrimination. This is reflected in all College policies, procedures, processes and practices.”</i></p> <p><i>Derwen College Equal Opportunities Policy</i></p> <p>Derwen College’s ethos is to embrace diversity, to offer equality of opportunity, and to treat every individual fairly and with respect. Equality, diversity and inclusivity are embedded throughout the organisation. This policy should be applied in accordance with this ethos.</p> <p>If you would like a copy of this document in a different format, such as large print, please contact the Human Resources Department who will provide help with alternative formats.</p>

### *Background*

In September

2011, the government introduced the 16-19 Bursary Fund to provide support for college learners from low income backgrounds. It has replaced the Educational Maintenance Allowance (EMA) which had similar objectives. The document is based on advice provided by the Education & Skills Funding Agency (ESFA) and sets out how Derwen College will administer and distribute these funds.

Derwen College recognises that offering support to learners from low income backgrounds requires sensitivity and respect for all those concerned. Information relating to applications will be treated confidentially.

## 1. Eligibility

1.1 Vulnerable bursary (up to £1200 per academic year) for 16–19 year old learners: either the bursary or payment in kind. Available to those in at least one of the following categories.

- Young people in care
- Care leavers
- Those in receipt of income support or Universal Credit in place of Income Support, in their own right
- Young people receiving Employment Support Allowance or Universal Credit **AND** Disability Living Allowance or Personal Independence Payments

Eligibility notification to be given to Derwen College by parents/guardians/carers when the placement is confirmed.

1.2 Discretionary Bursary (discretionary amount per learner) for learners aged 19 or over, Available to those with at least one of the following:

- an Education, Health and Care Plan (ECHP)
- financial disadvantage (low income households)
- programme-related costs (e.g. uniform in departments, particularly customer facing, educational equipment).

1.3 Exceptional cases (discretionary amount up to £50 per case).

Course-related costs (e.g. uniform in departments, particularly customer facing), or educational trips or equipment

Learners that are eligible for any type of bursary will receive payments on the basis of the requirements outlined in section 3.

## 2. Applications & Assessment

Derwen College will make every effort to ensure that all those learners entitled to bursaries receive such support. Financial information gathered at the start of term will be used to judge eligibility in the first instance, and contact made with the learner's parents if no notification has been made.

For discretionary bursaries, a learner's parents may be asked to write to the college to ask for consideration and will be asked to provide evidence of household income e.g. notice of benefit received from the Department of Work and Pensions, to support the letter.

The decision to award a discretionary bursary will be made by the Director of Business and Finance and the Director Care, Health and Wellbeing after gathering the appropriate information from other managers within the College. A meeting will set up to decide who should receive the bursary and in what form [e.g. monetary or payment in kind] by the end of October each year.

Learners will be entitled to appeal against any decision taken by Derwen College. The appeals process is outlined in section 4.

### **3. Bursary Awarded – monetary or payment in kind**

If the learner is awarded a monetary amount, it will be divided into three payments per academic year, and paid only into the learner's personal account held at Derwen College. The amount paid each term will be dependent on whether it is a vulnerable or discretionary bursary. Payments will continue as long as the learner remains on programme during the period of their eligibility (eligibility will be reviewed each academic year).

If a learner is awarded a payment in kind bursary, e.g. uniform, educational equipment or books, it will be for the period of the study programme only and will remain the property of Derwen College. During holiday periods, equipment will remain on the college premises and surrendered at the end of the programme.

**IMPORTANT:** Learners will be expected to meet the following requirements to ensure continued bursary each term:

- Attendance and punctuality for all of their sessions (authorised absence excepted)
- Progression statement

Learners failing to adhere to these requirements may have the bursary suspended /withheld depending on circumstances. An action plan will be drawn up to ensure the learner is able to comply with any reasonable terms laid out. Depending on the circumstances, there will be no guarantee that the whole of withheld payments will be paid to the learner, and the payment may be pro-rata from the date of suspension until the agreed action plan is in place and maintained.

Derwen College maintains the right to vary the amount of payments in line with bursary funds awarded by the ESFA, and will not guarantee payments at any time. Derwen College will endeavour to honour the bursary by liaising with the ESFA for additional funds, but will not make up any shortfall at any time.

### **4. Appeals**

Learners are entitled to appeal against any decision made in relation to their application for a bursary or withholding of payments.

#### *First stage*

Contact the Director of Business and Finance stating the reason for the appeal.

#### *Second stage*

If the student is still not satisfied with the outcome of the first stage appeal, they should contact the Principal with reasons why they disagree. The Principal's decision is final.

### **5. Fraud**

Learners found to make fraudulent claims will be required to refund all payment received, and appropriate action will be taken concerning the learner's placement at Derwen College.