# BURSARIES PROTOCOL

**Name of Institution** will administer the Bursary Fund awarded within the Education Funding Agency’s 16-19 Bursary Fund Guidelines. We aim to have clear and transparent processes including an appeals procedure. All recording along with evidence of eligibility will in addition follow **Institution’s** procedures/guidelines.

Two types of bursary will be available to young people aged 16-19 who commence their training in the year 2014/15:

## Vulnerable Bursary

This category includes young people in care, care leavers, young people in receipt of Income Support/Universal Credit and disabled young people in receipt of both Disability Living Allowance/Personal Independence Payments and Employment Support Allowance who will be eligible to receive a bursary of £1,200 per year or pro-rata in the case of short courses. Evidence to support the application will be needed such as a letter setting out the benefit to which the young person is entitled or written confirmation of current/previous ‘Looked After’ status from the relevant Local Authority or their Leaving Care Review Document.

## Discretionary Bursary

This may be awarded on an identified needs basis and at the discretion of **Institution** to cover costs such as books/equipment, transport, meals, accommodation, exam re-sit fees and other miscellaneous items associated with being in learning and will meet the following Institution’s assessment criteria:

* Applicants must be under 19 on 31 August 2014
* Evidence of Household Income below £25,000 must accompany the application prior to assessment. As each application is individually assessed there may be some flexibility for example consideration would be given to the number of dependants in a household.
* Based on the information received and if financial hardship is identified, the student will be awarded: £x per day towards meals (breakfast £x and lunch £x), this may, depending on eligibility criteria, include the ‘Free Meals’ element of support which has a separate list of criteria detailed on the Bursary Fund Application Form 2014/15.

Re-imbursement of travel costs upon submission of evidence e.g. Travel Tickets/Weekly Pass

In addition, if other barriers are identified, students assessed as being eligible for the discretionary element, can also request financial assistance. This could be for clothing, equipment etc.

In both cases the young person will complete an application form and will provide the required evidence as listed on the Bursary Fund Application Form 2014/15. The application will take no longer than 3-5 working days to process (upon receipt of the required evidence). If the application is unsuccessful, the young person will be made aware of the outcome in writing within 10 working days.

Receipt of the bursary will be conditional on the young person meeting agreed standards of attendance and behaviour.

**Institution**’**s** Complaints Procedure is in place to cover:

* Queries/disagreements over applications for both the Vulnerable and Discretionary Bursary funds.
* Queries/disagreements over agreed standards of attendance and behaviour.