

## Guidelines for 16-19 Bursary fund and Free Meals 2023-2024

The bursary fund provides financial support to overcome specific barriers to education. To be eligible for the bursaries you must meet the funding requirements of the Education and Skills Funding Agency in relation to being 'settled' in the UK and resident for 3 years. This should be confirmed when enrolling if you are not paying for your course. We administer bursary and similar hardship schemes on behalf of government agencies and adopt the applicable guidance in doing so. The College does not designate other funding from general reserves for this purpose.

**Applications are processed on a first come, first served basis and early application is advised as funds are limited. Applications will not be accepted if they are incomplete and/ or do not have the relevant supporting documents. Completed applications should be returned with supporting documents within 4 weeks of your start date. Applications received after this date will not be back-dated.**

**Bursary Fund-** There are two types of bursary:

Enhanced bursary (known as Defined Vulnerable Groups bursary) of up to £1200 per year for 16-18 year olds in the following defined groups: In care or a care-leaver who is in financial need; in receipt of Income support or Universal credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner; Young person in receipt of both Employment Support Allowance/Universal credit and Disability Living Allowance/Personal independence payments.

- Payments will be made fortnightly. These **payments are based on your weekly percentage attendance and if this falls below 90% it will be reduced on a sliding scale, if your attendance falls below 60% payment will be stopped, except in exceptional circumstances at the discretion of the Head of Student Experience.** Payments will be paid by BACS into your bank.
- If you are in receipt of Income support/Universal credit you will be entitled to Free meals. **College meals will be available by tapping your ID card at the payment point on the till in the college eating areas** The amount is £3.50 per day. If you are not eligible for Free meals a reduction may be made to your bursary payments to adjust the cost of this at £3.50 per day for the days you attend the course.
- The college will contribute towards the cost of participation and includes college meals, travel, course equipment, books and materials – funding will be prioritised towards these expenditures. If funding is available and notice has been given at the beginning of the academic year, the college may contribute to the cost of compulsory educational trips. Please ask in the Advice hub G32 for more information.

Discretionary bursary for eligible learners with a household income of less **£25,000**

- Where universal credit is being used as evidence of household income the last 3 months award statements should be provided.
- Students that live in London are expected to apply and use the 16-18 Zip Oyster photocard. In circumstances where you travel more than 3 miles we will consider supporting additional travel costs. The amount will be tailored to your journey. Travel payments will be paid fortnightly, and will be **dependent on your percentage attendance** for the preceding 2 weeks (1 week if after a holiday). Payments will be paid by BACS. These **payments are based on your attendance and if this falls below 90% it will be reduced on a sliding scale, if your attendance falls below 60% payment will be stopped, except in exceptional circumstances at the discretion of the Head of Student Experience.**
- College meals will be available to students in receipt of Discretionary bursary. **They are available by tapping your ID card at the payment point on the till in the college eating areas.** The amount is £3.50 per day. Some students will meet the criteria for Free College meals, whilst others will be funded by the Discretionary fund.
- The college will contribute to the cost of participation such as college meals, travel, course equipment, books and materials – funding will be prioritised towards these expenditures. Where students have to learn remotely due to government guidelines consideration will be given to ensuring students are able to participate. If funding is available and notice has been given at the

beginning of the academic year, the college may contribute to the cost of compulsory educational trips. Please ask in the Advice hub for more information.

- The college may use their discretion to support students if they experience any financial hardship that may create a specific barrier to their education.

#### Free Government meals

If you or your parent/carer is in receipt of one of the following benefits you will be entitled to Free government meals: Income Support, Income based Jobseekers allowance, Income related Employment Support Allowance, Support under part V1 of the Immigration and Asylum Act, the guaranteed element of State Pension credit; Child tax credit (provided you are not entitled to Working Tax credit) and have an annual gross income of no more than £16,190; Universal Credit with net earnings not exceeding the equivalent of £7,400 pa. Meals are available by tapping your Id card in the college eating areas. The amount is £3.50 per day. You may also be entitled if you received Free School Meals but do not meet the Universal Credit criteria.

#### Queries and Appeals

If you have a query relating to your bursary, please contact us to discuss it in the first instance. If we are unable to resolve your problem, you may wish to appeal. Please ask for an appeals form. You must complete this appeal form including the full reason for the appeal and any supporting documentation. This will then be passed to our line manager. Appeals will usually be dealt with in five working days, however in some instances we may need to contact your teacher and this could take more time.

#### Contact Information

Email: [bursary@hruc.ac.uk](mailto:bursary@hruc.ac.uk)

#### Scale for payments based on attendance

90%+ attendance = 100%

80 – 89% attendance = 80%

70-79% attendance = 70%

60-69% attendance = 60%

0 – 59% attendance = no payment

**Please note: Payments are only made for college weeks and not for holidays. Where a payment is due on the Friday prior to the start of a holiday it will be carried forward to the Friday before you return to college. Payments are made subject to your attendance and behaviour in college.**

**Bursary funds are dependent on available funds.  
Payments are made subject to your attendance and behaviour in college.**