

**WALSALL COLLEGE BURSARY (16-18)
GUIDANCE NOTES FOR APPLICANTS 2018/19**

What is Walsall College (16-18) Bursary Fund?

The Bursary is used to help Walsall College students who may be experiencing financial hardship to complete their course. It is able to help with the essential costs of attending College, such as transport and equipment, where no other financial support is available. We must take into account the availability of any other financial support when making decisions about awarding public funds. Whilst we recognise that some students face financial pressures, the funding you are applying for comes from a Government fund and is public money. It is not a right. The College has a duty to ensure that the funds are awarded fairly to students most in need.

Funds are cash limited and funding cannot be guaranteed. Early application is essential All awards are made subject to attendance of at least 90%, good progress and behaviour

Am I eligible for the Bursary? To

be eligible you must:

- be 16 or over and under 19 on 31st August 2018
- be enrolled to a full time course or traineeship
- have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status (British Citizens normally have 'home student' status)
- have been 'ordinarily resident in the UK, EU or EEA continuously for the last 3 years before the start of your course, with 'settled status' which means having indefinite leave to enter or remain (ILE/ILR)
- live in a household where the total gross household income is £24,000 or less

Who is not eligible to apply?

- Students on Higher Education Courses
- Students on Worked Based Learning/Waged Apprenticeships
- Students aged 19 or over on 31 August 2018 (Separate Bursary Funds are available)

How do I apply?

- Check that you meet the eligibility criteria
- Apply online through the Online Bursary Applications System by visiting <https://walsall.paymystudent.com/portal>

Incomplete forms, or forms submitted without the required evidence, will not be accepted

What happens next?

Fully completed forms, with all the supporting evidence and bank details attached, will usually be processed within 10 working days. You will be sent an **award notification letter** informing you of your award from the Bursary Fund and how this will be provided. Please keep this for future reference.

No awards will be made to you until you are fully enrolled to your course.

If your application is not successful you will be notified by letter. You will then need to decide if you are able to enrol to your course without financial support from the Fund.

Please contact the Student Support Team, quoting your receipt number, if you do not receive a letter within 2 weeks of handing in your application form.

Can I appeal against the College's decision?

You have the right to appeal if your application is refused or your award is withheld. You must submit your appeal, in writing, within 10 working days of the date of your refusal letter. Additional information will be required to support your appeal.

BURSARY CATEGORIES & AWARDS

The 16-18 Bursary Fund has two different elements:

The Guaranteed Bursary - for students who have been defined as “vulnerable students”

The Discretionary Bursary - for students who are not defined as “vulnerable students”

You can only apply to one of the Funds, please see below for details of each Fund.

All awards for both Funds are made subject to attendance of at least 90%, good progress and behaviour and may be reduced or withheld if standards are not met.

The Guaranteed Bursary

You can only apply for a Guaranteed Bursary, of up to £1200, if you are in one of the groups that have been defined by the Government as being a ‘vulnerable group of students’ and meet the eligibility criteria. This includes young people who are living apart from their parents and are:- looked after (in care) or have recently left care (Care Order in force)

- in receipt of Income Support (or Universal Credit) in their own right

- disabled and in receipt of **both** Employment & Support Allowance (Universal Credit) **and** Disability Living Allowance (Personal Independence Payments) in their own right (not parents) You will need to provide up to date evidence to confirm receipt of your Benefit, or a recent letter from Social Services confirming your care status.

Funds will be allocated to provide a bus pass, equipment costs and weekly payments – paid every 4 weeks in arrears directly into your bank account. You will be issued with guidance notes to explain the procedure in case of authorised absences. You will need to provide your bank account details.

The Discretionary Bursary

You can apply for this Bursary if you are **not** identified as a ‘vulnerable’ student as long as you meet the eligibility criteria. Your award will depend on your personal circumstances, such as where you live, the course you are studying, household income (maximum £24,000) and when you apply. You may be awarded one or more of the following categories:

Category	Criteria															
Bus pass	Home address 1.5 miles or more from College or attending a placement, essential to your course, on a regular basis which is more than 1.5 miles from your home address. Evidence is required from your Course Tutor of attendance and placement address. If you live in the West Midlands and are under 18 on 1 September 2018, you must apply for a Centro 16-18 Photo ID Card (cost £10 - it is essential that you apply for the ID card as you will not be able to collect your bus pass without it). Application forms are available from the Student Finance Desk from 1 September. OR , if you are not eligible for the Centro ID card or have applied for an Arriva bus pass, you will need to provide 2 passports style photographs for each terms bus pass.															
Equipment	A payment towards the cost of equipment, depending on your course. Paid after the October half term holiday, subject to at least 90% attendance.															
Bursary Payment to help with College costs, such as stationery, books, lunches etc.	3 payments (1 each term after the half term holiday) subject to satisfactory attendance and the following household income limits:-															
	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Under £16,000</td> <td style="width: 16.5%;">Payment 1: £80</td> <td style="width: 16.5%;">Payment 2: £100</td> <td style="width: 16.5%;">Payment 3: £120</td> </tr> <tr> <td></td> <td colspan="3" style="text-align: center;">(Total £300)</td> </tr> <tr> <td>£16001 - £24,000</td> <td>Payment 1: £50</td> <td>Payment 2: £70</td> <td>Payment 3: £80</td> </tr> <tr> <td></td> <td colspan="3" style="text-align: center;">(Total £200)</td> </tr> </table>	Under £16,000	Payment 1: £80	Payment 2: £100	Payment 3: £120		(Total £300)			£16001 - £24,000	Payment 1: £50	Payment 2: £70	Payment 3: £80		(Total £200)	
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Equipment and Bursary Payments are paid directly into your bank account. You will need to provide your bank account details.

Further information and advice is available from the Admissions and Finance in the Customer Advice and Support Centre. Please contact us if you have any questions or need help to complete this form. Telephone 01922 657005 Email; admissionsandfinance@walsallcollege.ac.uk
Further information about Student Support can be found at www.gov.uk