

**WALSALL COLLEGE BURSARY (19+)
GUIDANCE NOTES FOR APPLICANTS 2018/19**

What is the Walsall College 19+ Bursary Fund?

The 19+ Bursary Fund is used to help Walsall College Students who may be experiencing financial difficulty to complete their course. It is able to help with the essential costs of attending College, such as exam fees, transport and equipment, where no other form of 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 and 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% and good progress.

Am I eligible for the Bursary?

To be eligible you must:

- be 19 or over on 31 August 2018
- be enrolled to a course of 6 hours or more per week that is approved for funding by the Skills Funding Agency – we will check this before making any awards
- have ‘home’ students 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)
- not exceed the following income threshold limits:

Joint income if living with spouse/partner OR single applicant living independently	Single applicants living with parents or guardians
Up to £30,000	Up to £10,000

Who is not eligible to apply?

- Students on Higher Education Courses
- Students on Work Based Learning/Waged Apprenticeships
- Students aged 19 and over at the start of their course studying at level 3 or above. (Students can apply to the Advanced Learner Loan for their fees)
- Students aged under 19 on 31 August 2018 (students can apply to the 16-18 Bursary Fund)
- Students aged 24 and over studying a level 3 or above

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/>

Please speak to a member of the Student Support Team if you need help to fund childcare – if you are awarded childcare funding the only other category of help available to you is a bus pass.

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

What happens next?

Fully completed applications will normally be processed within 10 working days. You will receive an **award notification letter** which will tell you what you have been awarded from the Bursary Fund and how this will be provided. **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 notification letter. Additional information will be required to support your appeal.

BURSARY CATEGORIES

Tuition - The amount of funding available for tuition fees is extremely limited. All applications for tuition will be considered on an individual basis to determine if there are exceptional circumstances before an award can be made. Please provide information on the Additional Information section of the form so that a decision can be made. Please note that you may be required to pay all, or part of your fees.

Exams - All students have to pay the first £50 towards their exam fees. We do not fund Accreditation Fees or Professional Membership Fees.

Bus Pass - You must live 1.5 miles or more away from the College Campus you are attending **OR** attending a regular placement that is essential to, and an integral part of, your course which is more than 1.5 miles from your home. You must provide 2 identical passport sized photographs each term when collecting your bus pass. Bus passes must be collected as soon as you receive your award letter, and during the first two weeks of each new term. Bus passes not collected promptly will be cancelled.

Equipment - Depending on the course you are attending. Awards will be paid after 6 weeks attendance (usually after October half term) subject to satisfactory attendance. Students enrolled to part-time courses of 6 hours or more per week will receive 50% of the full time student award.

Bursary Grant* - For students enrolled to Level 2 or Level 3 courses. A maximum of £600 paid in 3 instalments to support you with the costs of studying. Your income must be below £3,000 and you must **not be in receipt of benefit**. Students who have to give up benefits because they are studying a full time course can also apply. You will need to provide evidence of your income and/or that your benefit is being withdrawn. Payments will be made after the half term holidays but will depend on when you apply and satisfactory attendance.

* **Please note that if you apply for the Bursary Grant the only other category of help available to you is a bus pass.**

All awards are made subject to satisfactory attendance and good progress.

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 the form. Telephone: 01922 657000 Email: admissionsandfinance@walsallcollege.ac.uk

Further information about Student Support can be found at www.gov.uk

Independent financial advice is available at www.moneyadviceservice.org.uk

Your Local Authority may also have funds available to help with the costs of adult education.