

Students who are aged 19+ studying on an FE program and have an Education, Health and Care Plan (EHCP) are eligible to apply for the **16-18 Bursary and Free Meals in college** where they meet the additional criteria

## **16-18 Bursary**

**Please Note:** this fund is limited and therefore **NO GUARANTEE** of funding can be made.

You are eligible to apply if one of the following statements applies to you

- You are in receipt of, or have parents who are in receipt of, one or more of the following **eligible benefits**:
  - Income Support
  - Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum (after tax and not including any benefits you get)
  - Income-based Jobseekers Allowance
  - Income-related Employment and Support Allowance (ESA)
  - Support under part VI of the Immigration and Asylum Act 1999
  - The guarantee element of State Pension Credit
  - Child Tax Credit (but not entitled to Working tax Credit and yearly income does not exceed £16,190 as assessed by HMRC)
  - Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for WTC)

**OR**

You have a household income of less than £40,000 per annum

**You will be required to provide current evidence of receipt of benefits / household income**

Household income will be calculated using the following information –

- Tax Credits – Working Tax and Child Tax Credit – all pages of 2023/2024 Tax Credit Award Notice will be required
- Earnings / Wage – either 3 most recent pay slips, P60, end of year business accounts or taken from 2023/2024 Tax Credit Award Notice if preferred
- Income Support or Job Seekers Allowance
- Employment Support Allowance (Incapacity Benefit)
- Universal Credit
- Child Benefit

Personal Independence Payment (Disability Living Allowance) and the Disability Element of any Child Tax Credits will NOT be taken into account as part of household income – **please make us aware if this is part of any payment you receive as it is not always evident.**

**If you are eligible you will receive**

- a contribution to travel expenses if you are **not eligible** to apply for the Greater Manchester 'Our Pass' or free travel via the local authority
- £4.50 per day towards the cost of food at college pre-loaded each day onto your college ID card to be spent on site
- Minimum 75% contribution to **compulsory course costs** eg compulsory uniform, equipment and **essential** trips

**You can apply for all types of Bursary via the Online Application Portal which will be available in the Student Support area of the college website from Thursday 24<sup>th</sup> August 2023.**

**Terms and Conditions of Payment for all Bursaries**

You are **NOT eligible** for funding if –

- you are studying on a waged Apprenticeship or Higher Education course
- you have been released on temporary license from prison or young offender institution
- you are receiving support through Additional Learning Support for the same purpose.

Bursary funds will only be awarded provided the student –

- meets the application criteria and has provided all relevant information / documents requested
- applies before the closing date for applications (if applicable)

Receipt of fortnightly payments will be based on –

- at least 90% overall attendance
- attendance at compulsory Maths and English classes (GCSE &/or Functional Skills) and work experience placements
- satisfactory behaviour, attitude and commitment including being up to date with work

Payments are made directly into Student Bank Accounts so it is advisable to ensure you have an account open **before** you apply – bank account name **must** match the name in which you are enrolled at college.

Applications will be available via the Online Application Portal in the Student Support area on the college website from **Thursday 24<sup>th</sup> August 2023**

Applications will be processed in the order that they are received, fully completed with all necessary evidence (subject to availability of funds)

## Evidence Requirements for Bursary and Free Meals Applications

Please ensure you have read the guidelines and eligibility criteria for the funding you intend to apply for.

For **Vulnerable Young Persons Bursary (16-18)** – you need to provide proof of **either** your LAC or Care Leaver Status, proof that you are in receipt of ESA and DLA/PIP in your own name **or** proof that you are in receipt of Income Support / Universal Credit in your own name because you are living independently or because you are caring for a child. Further evidence may also be required to determine your independent status eg proof of tenancy, utility bill or child benefit letter.

For **16-19 Bursary and Free Meals** – you need to **either** provide evidence of receipt of the relevant benefit eg Income Support **or** provide proof of total household income showing an annual income of less than £40,000.

An allowance of £1,000 is made for every additional child under the age of 18 eg if you have 3 children under 18 including the student then your income threshold will need to be under £43,000 per annum.

Personal Independence Payment (Disability Living Allowance) and the Disability Element of any Child Tax Credits will NOT be taken into account as part of household income – **please make us aware if this is part of any payment you receive as it is not always evident.**

For **Adult DLSF and Advanced Learner Loan Bursary** – you will need to provide proof of total household income with an annual income of less than £40,000. If you are under the age of 21 this will include any parental income as you are still classed as dependant, over the age of 21 this is only income in your own name.

An allowance of £1,000 is made for every additional child under the age of 18 eg if you have 3 children under 18 then your income threshold will need to be under £43,000 per annum.

Personal Independence Payment (Disability Living Allowance) and the Disability Element of any Child Tax Credits will NOT be taken into account as part of household income – **please make us aware if this is part of any payment you receive as it is not always evident.**

### Universal Credit

If you are providing evidence of Universal Credit then we require the full statements for your 3 most recent monthly payments.

To download the full statements, you will need to:

- Log in to your Universal Credit statement as normal
- Go to the payments page, where you will see a list of all the payments you have received.
- Click onto your most recent payment, which will download the full statement
- Download or take screen shots of the full statements – including any deductions and the final total at the bottom.
- Repeat for the next 2 months payments It is essential that the whole statement is provided in order for us to use it as evidence.

If you have not been receiving Universal Credit for 3 months, please provide us with statements for 1 or 2 months, as applicable, as well as the list of payments received to date (this is the list on your payments page).

### **Child and Working Tax Credit**

We require the full Tax Credit Award Notice for 2023 - 2024.

We can accept the renewal notice in certain cases, if it includes your payments for 2023/24.

If your tax credit award notice includes your income (employed or self-employed) this is the only evidence of your employment we require. If it does not include your employment, you will need to provide further evidence.

### **Evidence of Employment/Self Employment**

This can be submitted in the form of 3 months of payslips or a P60 if you are employed.

If you are self-employed we need to see your tax return for April 2022-April 2023.

If you receive tax credits or Universal Credit and your employment is shown on this document, there is no need to provide further evidence.

Please note if you only produce payslips/P60 or a tax return, you may be asked for further evidence of household income in the form of 3 months bank statements in order to verify that there is no other additional income.

### **Job Seekers Allowance/Employment Support Allowance**

We require letters dated within 3 months, of the date you submit your bursary form, that show you are in receipt of the benefit and how much you are receiving per week/fortnight/ month. The letter must show the type of JSA / ESA you are receiving eg Income Related or Income Based.

If your letter is older than 3 months then you can provide additional proof of payment eg. A recent bank statement to show that you are still in receipt of payment.

### **Income Support, Carers Allowance, Pension Credit and State Pension**

We require letters dated within 3 months, of the date you submit your bursary form, that show you are in receipt of the benefit and how much you are receiving per week/fortnight/ month.

If your letter is older than 3 months then you can provide additional proof of payment eg. A recent bank statement to show that you are still in receipt of payment.

### **NASS Support**

If you are in receipt of NASS we will need to see your Aspen card or evidence of this support.