

FACT SHEET
16-19 Learner Support Fund Bursary
Academic Year 2021/22
(Including Free College Bus Pass and Free College Meals)

PLEASE COMPLETE THIS FORM AS YOU WILL BE REQUIRED TO EXCHANGE IT FOR YOUR BUS PASS

General Information

This fact sheet is intended as general guidance only. If you have any queries please do not hesitate to contact a member of the Learner Support Fund Team on:

- 01744 623230 Town Centre Campus, St Helens.
- 01744 623594 STEM Centre, Technology Campus, St Helens.
- 0151 477 5850 Knowsley Campus, Stockbridge Lane, Huyton.
- 0151 481 4655 IAMTech Campus, Princess Drive, Liverpool.

Please note that funding is limited and cannot therefore be guaranteed. College reserves the right, from time to time, to review expenditure against the Fund and as a result may alter or close the support package available to students during the academic year.

All awards are made subject to achievement of the student standards for learning which will be provided to students in the student information pack.

What Support is Available?

There are two types of Bursary offered during the academic year 2021/22:

- Vulnerable Bursary (see page 2);
- General Bursary (see page 3-5).

Who is Eligible?

To be eligible to receive a Bursary you must meet the relevant age criteria for that Bursary, meet the Education Skills Funding Agency (ESFA) and/or the European Social Fund residency criteria for the academic year 2021/22 and be enrolled as a student on a programme of study funded by the ESFA or the European Social Fund. For further details, please refer to our website.

Students undertaking Higher Education programmes or young people on Waged Apprenticeships are not eligible.

How and When to Apply?

Application forms are available for collection from Student/Learner Services. On completion of your application form you are required to discuss your requirements with a member of the Learner Support Fund Team who will check that your form has been completed correctly and that all required information has been provided.

We would encourage all students to apply to the Fund at the earliest opportunity in order to ensure that support opportunities are maximised.

Vulnerable Bursary

Priority 1

Who is Eligible?

Students who are aged 16-18 (as of 31st August 2021) and are:

- In Care, including unaccompanied asylum-seeking young people;
- Care Leavers;
- In receipt of Income Support or Universal Credit because you are financially supporting yourself and anyone dependent on you, and living with you, such as a child or a partner;
- In receipt of Employment Support Allowance or Universal Credit equivalent in your own right, AND Disability Living Allowance or Personal Independence Payments in your own right.

The amount of support will be determined by a Financial Needs Assessment, which may result in a limited award or no award being granted. Please provide copies of your bank statements for the previous 3 months.

What type of assistance could you receive?

Cash Bursary	→	A cash grant paid on set dates each month up to the maximum value of £1,200 per year. You will receive a payment schedule with your approval letter. The amount of the cash grant to be paid will be determined by a Financial Needs Assessment, which may result in a limited award or no award being granted.
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Please note that if you enrol on a programme which is less than 36 weeks, or enrol on a part time programme, your cash bursary will be paid pro rata.

Travel	→	For those students receiving travel assistance this will normally be provided by an Arriva bus pass which will be issued for the duration of the academic year. If you are unable to travel using an Arriva pass, you <u>may</u> receive assistance towards the cost of alternative travel.
Breakfast	→	This allows eligible students to purchase a free breakfast in the College's catering outlets for each day that they are timetabled to attend College.

Meal Deal	→	This allows eligible students up to £3.50 per day to purchase a meal in the College's catering outlets, for each day that they are timetabled to attend College.
Books and Equipment	→	Yes, if you are on a designated programme. This would normally be issued to you by your department but where appropriate you may receive a cash payment to purchase books and equipment.
Uniform	→	Yes, if you are on a designated programme.
Trips (including travel to HE interviews [3 max])	→	Yes, if the trip is an essential part of your programme.

General Bursary

The College prioritise its General Bursary package according to family income

Priority 2

Who is Eligible?

Students who are:

- Aged 16-18 (as of 31st August 2021) or
- Aged 19 or over (as of 31st August 2021) and have an Educational Health Care Plan or
- Aged 19 or over (as on 31st August 2021) and continuing on a study programme that they began aged 16-18

AND in receipt of, or whose parents/guardians are in receipt of, one or more of the following benefits:

- Income Based Job Seekers Allowance;
- Income Related Employment and Support Allowance;
- Income Support;
- Guaranteed Element of State Pension Credit;
- Child Tax Credit with an annual income level (as assessed by HMRC) which does not exceed £16,190 per annum and not in receipt of Working Tax Credit;
- Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum.
- Support under Part VI of the Immigration and Asylum Act 1999;
- Working Tax Credit run on (paid for 4 weeks only after you stop qualifying for Working Tax).

What type of assistance could you receive?

Travel	→	For those students receiving travel assistance this will normally be provided by an Arriva bus pass which will be issued for the duration of the academic year. If you are unable to travel using an Arriva pass, you <u>may</u> receive assistance towards the cost of alternative travel.
Breakfast	→	This allows eligible students to purchase a free breakfast in the College's catering outlets for each day that they are timetabled to attend College.

Meal Deal	→	This allows eligible students up to £3.50 per day to purchase a meal in the College's catering outlets, for each day that they are timetabled to attend College.
Books and Equipment	→	Yes, if you are on a designated programme. This would normally be issued to you by your department but where appropriate you may receive a cash payment to purchase books and equipment.
Uniform	→	Yes, if you are on a designated programme.
Trips (including travel to HE interviews [3 max])	→	Yes, if the trip is an essential part of your programme.

General Bursary

The College prioritise its General Bursary package according to family income

Priority 3

Who is Eligible?

Students who are:

- Aged 16-18 (as of 31st August 2021) or
- Aged 19 or over (as of 31st August 2021) and have an Educational Health Care Plan or
- Aged 19 or over (as on 31st August 2021) and continuing on a study programme that they began aged 16-18

AND whose parents/guardians have an annual income level (as assessed by HMRC/DWP) which does not exceed £25,000 per annum.

What type of assistance could you receive?

Travel	→	For those students receiving travel assistance this will normally be provided by an Arriva bus pass which will be issued for the duration of the academic year. If you are unable to travel using an Arriva pass, you <u>may</u> receive assistance towards the cost of alternative travel.
Breakfast	→	This allows eligible students to purchase a free breakfast in the College's catering outlets for each day that they are timetabled to attend College.
Meal Deal	→	This allows eligible students up to £3.50 per day to purchase a meal in the College's catering outlets, for each day that they are timetabled to attend College.
Books and Equipment	→	Yes, if you are on a designated programme. This would normally be issued to you by your department but where appropriate you may receive a cash payment to purchase books and equipment.

Uniform	→	Yes, if you are on a designated programme.
Trips (including travel to HE interviews [3 max])	→	Yes, if the trip is an essential part of your programme.

General Bursary

The College prioritise its General Bursary package according to family income

Priority 4

Who is Eligible?

Students who are:

- Aged 16-18 (as of 31st August 2021) or
- Aged 19 or over (as of 31st August 2021) and have an Educational Health Care Plan or
- Aged 19 or over (as on 31st August 2021) and continuing on a study programme that they began aged 16-18

AND whose parents/guardians have an annual income level (as assessed by HMRC/DWP) which does not exceed £54,000 per annum.

What type of assistance could you receive?

Travel	→	For those students receiving travel assistance this will normally be an provided by an Arriva bus pass, which will be issued for the duration of the academic year. If you are unable to travel using an Arriva pass, you <u>may</u> receive assistance towards the cost of alternative travel.
Breakfast	→	This allows eligible students to purchase a free breakfast in the College's catering outlets for each day that they are timetabled to attend College.

Free Bus Pass :

For students with a household income which exceeds £54,000 p.a. please complete the form to access your Free Bus Pass, which will be funded by the College.

Complaints

The College has a complaints procedure for the receipt of any formal complaint.

Should you wish to make a complaint regarding a 16-19 Learner Support Fund Bursary Application, please contact Angela Dysart, Customer Relations Team Leader (St Helens), on 01744 623227, or Lesley Bryan, Learner Services Manager (Knowsley), on 0151 477 5850 in Learner Services who will advise you of the Complaints procedure.

Evidence Required to Apply for Financial Support	
Parent/Guardian Signature	
Job Seekers Allowance (Income Based)	
Employment Support Allowance (Income Related)	
Income Support	
Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from three of your most recent assessment periods)	
Child Tax Credit (provided you are not entitled to Working Tax Credit and have an annual income of no more than £16,190)	
Full Tax Award Notice for 2021/22 (all pages)	
The Guarantee Element of State Pension Credit	
Support under part VI of the Immigration and Asylum Act 1999	
Working Tax Credit (4 week run on period only)	
P60/Wage Slips (previous three months)	
Bank Account Details (if applicable)	
Written confirmation of the young person's current or previous looked-after status from the Local Authority which looks after them or provides their leaving care services	

Financial Evidence

- **Please provide a copy of your Job Centre Plus letter, confirming that you are currently receiving Income Support/Job Seekers Allowance (Income Based) or Employment Support Allowance (Income Related). If the Job Centre letter is dated more than 3 months previous, we will accept it, with the accompanying current bank statement, which clearly shows the benefit transaction.**
- **Full Tax Credit Award Notice for 2021/22 (all pages).**
- **Universal Credit (last 3 assessment period FULL statements) – Statements must include the dropdown paragraph under the 'Other support you may be able to get' heading i.e. showing your 'take home pay.'**
- **If you qualify for a Free Meal under the Universal Credit criteria, you are only required to provide your most recent Universal Credit statement.**
- **Vulnerable Bursary Payments will commence once your application has been approved, attendance confirmed, and you have provided your bank account details.**



St Helens College



APPLICATION FORM: Academic Year 2021/22

16-19 Learner Support Fund Bursary funded by the Fund
Free College Meals funded by the Fund
Free College Bus Pass funded by the College

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**. Answer all the questions in the order that they appear, following any instructions accordingly. Make sure you sign and date the application form.

You will need to provide PHOTOCOPIES of evidence where you see this symbol 

Section 1: Your Personal Details

Your title (tick one box only) Mr Mrs Miss Ms Other

Your first names Your surname

Your gender: Male Female Age on 31/08/2021 Date of birth (DD/MM/YY)

How long have you lived in the UK/EU without any restrictions on your stay? (years)

Are you an Asylum Seeker? Yes (Refer to Kieron Potter) No

First line of your Home Address

Post Code

Email Address

Your telephone number

Your mobile number

Section 2: Course Details (To be completed by your Personal/Course Tutor)

Course Title

Name of Tutor Campus

Have you received any assistance from any other sources, i.e. Trusts or Charities? Yes No






If Yes, please give details including amounts awarded

Section 3: Which Bursary?

VULNERABLE BURSARY - PRIORITY 1









Are you a Vulnerable Young Person and qualify under any of the following priority groups?

Please tick if any of these apply to you:

-  Are you in receipt of Income Support? Please provide evidence of this (dated within the 3 months) from DWP. **Now go to Section 4.**
-  Are you in receipt of Universal Credit? Please make an appointment to see Kieron Potter. **Now go to Section 4.**
-  Are you in Care?
(Including unaccompanied looked-after
Asylum-seeking children) Please provide confirmation of your current status from the Local Authority that looks after you plus three months of your most recent bank statements. You may also be required to provide further evidence of your financial status. **Now go to Section 4.**
-  Are you a 'Care Leaver'? Please provide confirmation of your previous Looked-After status from the Local Authority which provides your leaving care service plus three months of your most recent bank statements. You may also be required to provide further evidence of your financial status. **Now go to Section 4.**
-  **Are you in receipt of Employment Support Allowance/Universal Credit equivalent AND also receiving one of the benefits below?**
- Disability Living Allowance (DLA) or
Personal Independence Payments (PIP) Please provide evidence of this from DWP (dated within the last 3 months). **Now go to Section 4.**

GENERAL BURSARY - PRIORITY 2


Students in receipt of, or whose parents/guardians are in receipt of one or more of the following benefits: (please tick)

	Student	Parent/Guardian
 Income Based Job Seekers Allowance	<input type="checkbox"/>	<input type="checkbox"/>
 Income Related Employment and Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>
 Income Support	<input type="checkbox"/>	<input type="checkbox"/>
 Guaranteed Element of State Pension Credit	<input type="checkbox"/>	<input type="checkbox"/>
 Child Tax Credit only and income not exceeding £16,190 p.a.	<input type="checkbox"/>	<input type="checkbox"/>
 Universal Credit with net earnings not exceeding the equivalent of £7,400 p.a.	<input type="checkbox"/>	<input type="checkbox"/>
 Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>	<input type="checkbox"/>
 Working Tax Credit (see Bursary factsheet) 4 week run on period only	<input type="checkbox"/>	<input type="checkbox"/>

Please send appropriate evidence of this (dated within the last 3 months) from HMRC or DWP confirming your entitlement. For Universal Credit please provide your 3 most recent monthly Universal Credit Award Statements.


GENERAL BURSARY - PRIORITY 3

If you or your parents/guardians do not qualify for a Priority 1 or 2 Bursary do your parents/guardians have an income level (as assessed by HMRC/DWP) of £25,000 p.a. or less?

- Yes - Please send your **FULL** Tax Credits Award Notice for 2021/22 with this application or provide 3 of your most recent Universal Credit monthly Award Statements. 

GENERAL BURSARY - PRIORITY 4

If you or your parents/guardians do not qualify for a Priority 1, 2 or 3 Bursary, do your parents/guardians have an income level (as assessed by HMRC/DWP) of £54,000 p.a. or less?

- Yes – Please send your **FULL** Tax Credits Award Notice for 2021/22 with this application or other proof of taxable income, e.g. P60's for April 2021 
- No – Please complete the form and exchange it for your free College Funded Bus Pass.

Section 4: About your Family

Please give details of your parent(s)/guardian(s) **THAT YOU LIVE WITH ONLY:**

First Name

Surname

Relationship to you

Section 5: Travel Assistance

If your application is successful, you may be entitled to assistance with the cost of a College bus pass. Please note that we will take into account any travel assistance you receive from your Local Authority (i.e. Council) when determining how much travel assistance the Bursary will provide.

Do you receive travel assistance through your Local Authority?

Yes

No

(please provide details)

Unless you tell us otherwise we will assume that you are able to use an Arriva bus pass and this will be issued to you at the beginning of your course.

If you are unable to use an Arriva bus pass please tell a member of the Learner Support Fund the reason why and we will consider providing assistance towards a different mode of transport to and from College.

Section 6: Supporting Statement

Please provide any further information to support your application to the Fund.

Section 7: Student & Parent Undertaking

- Please note that all information provided is solely for the purpose of determining eligibility to this fund and will be kept in the strictest confidence.
- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary will be paid on condition of standards of attendance and behaviour, as explained in the Induction Pack.
- I will attend regularly and complete the course for which my Bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments; all payments are based on the information I have provided and that meeting the criteria for a Bursary does not automatically mean that funding will be given.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as books, equipment, travel costs, meals, additional costs, i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my institution, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction.
- The information I have provided on this form is correct and I agree to observe the rules and regulations of the College. I agree to St Helens College processing personal data contained in this form, or other data which the College may obtain from me or other people, for any purposes connected with any studies or my health and safety whilst on the premises or for any other legitimate reason.

• HOW WE USE YOUR PERSONAL INFORMATION:

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations. For the purposes of the relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed, after it is no longer required for these purposes. Your information may be shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with the data protection legislation. The English European Social Fund (ESFA) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, are available at: www.gov.uk/government/publications/esfa-privacy-notice

I confirm I have read the 'Bursary Fund Fact Sheet', which was given to me with this application, and the above statement. By typing your name in the spaces provided you are deemed to have signed this document.

Student Signature:

Parent/Guardian Signature:

Date:

(if applicable)