



St Helens College



FACT SHEET

16-19 Bursary Fund

Academic Year 2023/2024

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 Bursary Fund Team on:

St Helens Campuses | financialsupport@sthelens.ac.uk | 01744 73 3766

Knowsley Campuses | financialsupport@knowsleycollege.ac.uk | 0151 477 5850

Please note that the general bursary fund 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 Bursaries offered during the academic year 2023/2024:

- Vulnerable Bursary
- General Bursary (including Travel Bursary)

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) residency criteria for the academic year 2023/2024 and be enrolled as a student on a programme of study funded by the ESFA. 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 Reception or Student Services. On completion of your application form you are required to discuss your requirements with a member of the Student 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.

What type of assistance could you receive?

Priority Group 1

Vulnerable Bursary (Only available for Priority 1 Students)	→	A cash grant paid on set dates each week 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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Priority Groups 1, 2 & 3

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. Please note if you lose your bus pass a charge will apply, further details and prices are available on the College Online Shop.
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 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.

Priority Group 4

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. Please note if you lose your bus pass a charge will apply, further details and prices are available on the College Online Shop.
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.

Priority 1 - Vulnerable Bursary

Who is Eligible?

Students who are aged 16-18 (as of 31st August 2023) 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
Please note that if you enrol on a programme which is less than 30 weeks, or enrol on a part time programme, your cash bursary will be paid pro rata.
- Travel
- Breakfast
- Meal Deal
- Books and equipment
- Uniform
- Trips

Priority 2 - General Bursary (including guaranteed Free Meals)

The College prioritise its General Bursary package according to family income.

Who is Eligible?

Students who are:

- Aged 16-18 (as of 31st August 2023) or
- Aged 19 or over (as of 31st August 2023) and have an Educational Health Care Plan or
- Aged 19 or over (as on 31st August 2023) and continuing 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).

OR

Priority 3 – General Bursary

whose parents/guardians have an annual income level (as assessed by HMRC/DWP) which does not exceed £30,000 per annum.

What type of assistance could you receive?

- Travel
- Breakfast
- Meal Deal
- Books and equipment
- Uniform
- Trips

Priority 4 - Travel Bursary

Who is Eligible?

Students who are:

- Aged 16-18 (as of 31st August 2023) or
- Aged 19 or over (as of 31st August 2023) and have an Educational Health Care Plan or
- Aged 19 or over (as on 31st August 2023) and continuing 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
- Breakfast

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 Bursary Fund Application, please contact Lesley Bryan, Learner Services Manager, on 0151 477 5872 who will advise you of the Complaints procedure.

Qualifying Evidence

Please select only **ONE option**, tick the selected box below and provide the relevant evidence.

<p>1. Are you a young person in care or a care leaver?</p>	<input type="checkbox"/> Yes → <input type="checkbox"/> No ↓	<p>Provide written confirmation of current or previous looked after status from the relevant Local Authority that looks after you. The evidence can be a letter or email that is clearly from the local authority dated within the past 3 months. Plus, copies of your 3 previous months' bank statements. You may also be required to provide further evidence of your financial status.</p>
<p>2. Are you a young person in receipt of Universal Credit or Income Support in your own right because you are financially supporting yourself, or anyone who is dependent on you and living with you such as a child or partner?</p>	<input type="checkbox"/> Yes → <input type="checkbox"/> No ↓	<p>Provide an Income Support letter dated within the last 3 months. If the letter is more than 3 months old, we will accept it, with the accompanying current bank statement, which clearly shows the benefit transaction.</p> <p>OR</p> <p>3 most recent Universal Credit statements, showing the 'take home pay' in the dropdown paragraph under the 'Other support you may be able to get' heading.</p> <p>Plus, ONE of the following documents:</p> <ul style="list-style-type: none"> * A tenancy agreement in your name * A Child Benefit letter * Child's birth certificate * A utility bill in your name.
<p>3. Are you a young person in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right as well as Universal Credit (UC) or Employment and Support Allowance (ESA) in your own right?</p>	<input type="checkbox"/> Yes → <input type="checkbox"/> No ↓	<p>Provide evidence of DLA or PIP claim and 3 most recent Universal Credit statements, showing the 'take home pay' in the dropdown paragraph under the 'Other support you may be able to get' heading.</p> <p>OR</p> <p>Provide evidence of DLA or PIP claim and an ESA letter dated within the last 3 months. If the letter is more than 3 months old, we will accept it, with the accompanying current bank statement, which clearly shows the benefit transaction.</p>
<p>4. Do your parent(s)/guardian(s) receive Tax Credits?</p>	<input type="checkbox"/> Yes → <input type="checkbox"/> No ↓	<p>Provide all pages of your 2023/24 Tax Credit Award Notice, plus any benefits that you are receiving.</p> <p>Please note that we are unable to accept a Provisional Tax Award Notice.</p>

<p>5. Do your parent(s)/guardian(s) receive pension credit payments with the guaranteed element, which is the only source of household income?</p>	<input type="checkbox"/> Yes → No ↓	Provide your annual pension statement for 2023/24.
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<p>6. Do your parent(s) receive Universal Credit?</p>	<input type="checkbox"/> Yes → No ↓	Provide 3 most recent Universal Credit statements, showing the 'take home pay' in the dropdown paragraph under the 'Other support you may be able to get' heading.
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<p>7. Do your parent(s)/guardian(s) receive any of the following?</p> <ul style="list-style-type: none"> • Income Support • Jobseekers Allowance • Employment Support Allowance 	<input type="checkbox"/> Yes → No ↓	Provide an award letter dated within the last 3 months. If the letter is more than 3 months old, we will accept it, with the accompanying current bank statement, which clearly shows the benefit transaction.
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<p>8. Do your parent(s)/guardian(s) have an annual income level (as assessed by HMRC/DWP) which does not exceed £30,000 per annum before tax.</p>	<input type="checkbox"/> Yes → No ↓	Provide A P60 for tax year 2022/23 for all parents/guardians in the household. If either parent/guardian is self-employed - a statement of accounts for the 2022/23 tax year from your accountant will be required. The statement must be on letter head, have a wet signature, and state your earnings before tax.
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<p>9. Do your parent(s)/guardian(s) have an annual income level (as assessed by HMRC/DWP) which is £30,000 but does not exceed £54,000 per annum before tax.</p>	<input type="checkbox"/> Yes → No ↓ <u>Not eligible</u>	Provide a P60 for tax year 2022/23 for all parents/guardians in the household. If either parent/guardian is self-employed - a statement of accounts for the 2022/23 tax year from your accountant will be required. The statement must be on letter head, have a wet signature, and state your earnings before tax.
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If you have any queries, please do not hesitate to contact a member of the Bursary Fund Team on:

St Helens Campuses | financialsupport@sthelens.ac.uk | 01744 73 3766

Knowsley Campuses | financialsupport@knowsleycollege.ac.uk | 0151 477 5850



St Helens College



APPLICATION FORM: Academic Year 2023/2024

16-19 Bursary Fund

Including 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.

Photocopied documents must be provided with your Bursary Fund Application. Please note that we will not be responsible for the loss of original documents if you choose to submit these.

Section 1: Your Personal Details

First name(s)

Surname

Age on 31/08/2023 Date of birth (DD/MM/YY)

Are you an Asylum Seeker? Yes No

First line of home address:

Post Code:

Email Address:

Home Telephone:

Mobile Telephone:

Section 2: Which Bursary?

Priority 1 - VULNERABLE BURSARY

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?	<input type="checkbox"/>	Please provide evidence of this (dated within the 3 months) from DWP. Now go to Section 3.
Are you in receipt of Universal Credit, in your own right because you financially supporting yourself?	<input type="checkbox"/>	Please provide your 3 most recent monthly Universal Credit statements. Now go to Section 3.
Are you in Care? (Including unaccompanied looked-after Asylum-seeking children)	<input type="checkbox"/>	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 3.
Are you a 'Care Leaver'?	<input type="checkbox"/>	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 3.

Are you in receipt of Universal Credit or Employment Support Allowance AND also receiving one of the benefits below?

Disability Living Allowance (DLA) or Personal Independence Payments (PIP)	<input type="checkbox"/>	Please provide evidence of this from DWP (dated within the last 3 months). Now go to Section 3.
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Priority 2 - GENERAL BURSARY

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

- Income Based Job Seekers Allowance
- Income Related Employment and Support Allowance
- Income Support
- Guaranteed Element of State Pension Credit
- Child Tax Credit only and income not exceeding £16,190 p.a.
- Universal Credit with net earnings not exceeding the equivalent of £7,400 p.a.
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit (see Bursary factsheet)
- 4 weeks run on period only

Student

Parent/Guardian

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
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<input type="checkbox"/>
<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.

OR

Priority 3 – General Bursary

If you or your parents/guardians have an income level (as assessed by HMRC/DWP) of £30,000 p.a. or less?

<input type="checkbox"/>	Yes - Please send your FULL Tax Credits Award Notice for 2023/2024 with this application or provide 3 of your most recent Universal Credit monthly Award Statements.
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Priority 4 - Travel Bursary

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 2023/2024 with this application or other proof of taxable income, e.g., P60's for the tax year 2022/2023

Free College Funded Bus Pass

No – Please complete the form and exchange it for your free College Funded Bus Pass.

Section 3: About your Family

Please give details of your parent(s)/guardian(s) that you live with:

First Name

Surname

Relationship to you

Section 4: 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 Bursary Fund staff the reason why and we will consider providing assistance towards a different mode of transport to and from college.

Section 5: Course Details and Timetable (To be completed by your Course Tutor)

Course Title

Start Date

End Date

Please enter the start and finish times in the timetable below to confirm when the student is due to attend classes on your course. Please also include any compulsory work placement sessions by indicating 'P' on the Placement Days.

DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					

Does the Student need to undertake a compulsory work placement?

Yes

No

If yes please provide the name, address and start/end dates:

Name:

Address:

Start date:

End date:

Tutor Name:

Tutor Signature:

Date:

Telephone Ext No:

Section 6: 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 confirm that I do not receive help with course related costs from other funds.
- 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) to inform Students about the Individualised Student Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

The ILR collects data about Students and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well-being purposes, including research.

We retain your ILR Student data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-Student-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact Students to carry out research and evaluation to inform the effectiveness of training.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form [https://form.education.gov.uk/service/Contact the Department for Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to: Data Protection Officer, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at:

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

I confirm I have read the 'Bursary Fund Fact Sheet', which was given to me with this application, and the above statement.

Student Signature

Parent/Guardian Signature: (if applicable)

Date: