

# KGV BURSARY FUND 2016/17

## Guidance Notes

### 1. BACKGROUND

This fund is designed to help young people facing financial hardship stay in full-time education. King George V College has been given an allocation to administer and, apart from mandatory payments to some of the most vulnerable groups of students, the distribution of the Bursary Fund is wholly at the discretion of the College.

The 16-19 Bursary Fund is designed to be paid to students who are aged under 19 on 31 August 2016. Students who are aged 19 or over as at this date should, however, still use the KGV Bursary Fund application form and will be subject to the same terms and conditions of the KGV Bursary Fund as those aged under 19.

Free meals are also available to disadvantaged students who are aged between 16 and 18. Details regarding eligibility and the application process are included within this guidance.

### 2. THE KGV BURSARY FUND

The KGV Bursary Fund has 3 elements, these are:

- A. *Guaranteed Bursary***
- B. *Mainstream Bursary***
- C. *Transport Bursary***

The eligibility criteria for each of these elements are detailed below.

#### **A. *Guaranteed Bursary***

A Bursary of **£1,200 per year** will be paid to the following groups of students:

- Young people in care
- Care Leavers
- Young people in receipt of Income Support
- Disabled young people in receipt of Employment Support *and* Disability Living Allowance

#### **B. *Mainstream Bursary***

A Bursary of **£400 per year** will be paid to students who:

- Live in a household where total income was below £21,000 for the tax year 2015-16.
- Live in households in receipt of state benefits for the tax year 2015-16.

Students who will be eligible to receive a Guaranteed Bursary will not be entitled to receive a Mainstream Bursary as well.

### **C. Transport Bursary**

If you qualify for the Bursary 2016-17, we will automatically allocate you either a College coach pass or Arriva bus pass as applicable, free of charge.

### **3. PAYMENT FREQUENCY**

All Bursary payments will be paid half-termly in advance.

Due to the volume of applications we are anticipating at the start of the year, we will not be able to make the payment for the first half-term at the start of September. It is likely that we will make several payments during September in order to ensure that those who have applied early (and completed their application form correctly) are not kept waiting.

The first half termly payment will be £100 for Mainstream Bursary students and £300 for Guaranteed Bursary students. Half termly payments thereafter will be £60 for Mainstream Bursary students and £180 for Guaranteed Bursary students.

Assuming attendance and punctuality criteria are met, further payment dates will be as follows:

Term 1: Half term 2 - payments made week commencing 7 November 2016

Term 2: Half term 1 - payments made week commencing 9 January 2017  
Half term 2 - payments made week commencing 27 February 2017

Term 3: Half term 1 - payments made week commencing 24 April 2017  
Half term 2 - payments made week commencing 12 June 2017

### **4. PAYMENT METHOD**

All payments will be made by automatic bank transfer ('BACS'). All students who successfully apply for a bursary must have a bank account.

**No payments will be made by cheque or into another person's bank account.**

### **5. FREE SCHOOL MEALS: ELIGIBILITY**

Students must be aged between 16 and 18 on 31 August 2016 to be eligible for a free meal in the 2016-17 academic year. Students who turn 19 during their study programme will remain eligible for a free meal until the end of the academic year in which they turn 19 or to the end of their study programme, whichever is sooner.

Students aged between 19 and 25 who are subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) and ESF students aged between 16 and 18 on 31 August 2016 are also entitled to a free meal while attending their provision if they meet the eligibility criteria.

Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance

- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

## 6. RESIDENCY CRITERIA

In order to be entitled for a Bursary award or a Free School Meal the student must satisfy one of the residency criteria listed below. Please choose which category describes your circumstances and complete section A6 of the Bursary Fund Application Form.

Category	Criteria
<b>A</b>	I am a British Citizen and have lived in the UK for at least three years prior to the start of my learning programme.
<b>B</b>	I have 'settled status'* and have been ordinarily resident in the UK for at least three years prior to the start of my learning programme. <i>*'Settled Status' means having either indefinite leave to enter or remain or having the right of abode in the UK.</i>
<b>C</b>	I am a national of an EU Country or child of an EU National and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to the start of my learning programme.
<b>D</b>	I am the child of an EEA migrant worker or the child of a Swiss national or the child of a Turkish Migrant Worker and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to the start of my learning programme.
<b>E</b>	I am the child of a refugee who has been granted Humanitarian protection, or have temporary EU protection.
<b>F</b>	do not meet any of the above criteria.

## 7. ATTENDANCE CRITERIA

Each payment of **all** bursaries is subject to at least **95% attendance and punctuality** being achieved in **all** timetabled lessons during the previous half-term.

If your attendance and punctuality falls below 95% in the preceding half-term, payment of the Guaranteed and/or Mainstream Bursary will be withheld. Payments will only be released if you attain at least 95% attendance and punctuality in the first three weeks of the half-term for which payment has been withheld.

You are advised to check your attendance via ProPortal on a regular basis and to contact your Progress Coach if there are any errors.

## 8. APPLICATION PROCESS

We have issued application forms to all prospective first year students and to students who have indicated that they will be starting a second year at KGV.

You are advised to complete the application form as accurately as possible, and to provide documentary evidence of income/benefits as indicated on the application form to ensure that the assessment of your application is not delayed.

In order to receive a bursary for the full academic year, you will need to submit your application by **Friday 23 September 2016**. Payments cannot be back-dated.

Applications received after the above date will be considered but payment cannot be guaranteed. The bursary is a limited fund and is allocated on a first come, first served basis.

Please note; you do not need to re-apply for the Bursary in each half-term. Provided you meet the attendance and punctuality criteria, payments will be made automatically into your bank account.

**You do not have to wait until the start of term to submit your application form;** in fact, we would prefer you to submit it to us as soon as possible. We can then check and assess your claim, but will not make any payments until after you enrol at KGV.

## 9. FURTHER HELP AND GUIDANCE

If you require further help or advice from the College, please e-mail us at [bursary@kgv.ac.uk](mailto:bursary@kgv.ac.uk) and we will respond to your enquiry as soon as possible.

The Finance Team will also be available on Enrolment Day (Thursday 25 August 2016) if you need any advice or assistance with your bursary application.