

Annex B – ESFA funded bursaries terms and conditions

General

1. Applications are usually available to all students until the specific fund closure dates or when funds are exhausted, whichever is sooner. The bursary panel reserves the right to extend the closing date subject to availability of funds.
2. The total amount awarded to a learner in these categories is limited to a maximum of 80% of the income the college receives towards the learner's tuition.

Assessment

3. Financial support is assessed against household income.
 - Students under 19 and living at home and/or supported by parents/guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.
 - Students aged 19+ are normally assessed as independent students and household income is assessed on their own income, together with that of their spouse/partner if applicable. However, if a student has no income, household income will be based on the income of the person(s) on whom the student is dependent.
4. The College operates a household income banding system. Band 1 covers all household income less than £16,190 and band 2 covers all household income between £16,191 and £35,000.
5. Financial support is assessed against household income. Students under 19 and living at home and/or supported by parents/ guardians are assessed against their own and their parents'/guardians' income, except in exceptional circumstances.
6. Receipt of bursary funding does not affect receipt other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit. However, if a student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.
7. As well as the evidence of Income Support or Universal Credit, colleges are required to see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc. for students who live independently.

Payments

8. Awards will be made either by BACS or Internal transfer as indicated on your award letter.
9. Awards made by via BACS will normally be paid into your bank account and will only be paid into another person's account in exceptional circumstances.
10. Awards will normally be paid into your bank account. If you do not have a bank account, you will need to open one. See <https://www.moneyadviceservice.org.uk/en> for information on bank accounts. If you change your bank account you must change this on your online account

as soon as possible, we cannot take responsibility if a payment is made into the wrong account if you have not informed us.

11. Internal transfers will be processed to the relevant College department by the Student Finance Team on your behalf.
12. Awards of meals bursary will be loaded onto your Student ID Badge to use in the College refectory or coffee shop, for use on the days that you are timetabled to be in college. Funds can be accessed using your College ID badge and are only available for a 24 hour period. Any unused funds will be removed.
13. Bursary payments are made dependent upon attendance: we expect you to attend 90% of your timetabled lessons. We also expect you to meet the standards of behaviour that we set out in the Student Charter.
14. Your Personal Tutor, Course Manager or a member of the Student Services Team may take into account any mitigating circumstances that prevent you from meeting our attendance standards.
15. The College does not make bursary fund payments as regular payments for living costs. This is out of scope of the bursary fund and any such payments would be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.
16. If an asylum seeker is eligible for only support in the form of course-related books, equipment or a travel pass will be provided. We are not permitted to give these students cash payments.

Changes in Circumstances

17. You must notify the College of any change in family circumstances which may impact upon your award. The College reserves the right to amend or withdraw awards if it is made aware of a change in circumstance that would result in you no longer being eligible for the award. It also reserves the right to recover all or part of any overpayment made resulting from a change in circumstance.
18. The College reserves the right to request repayment of all or part of any bursary payment a student has received; and/or return of equipment provided if a student withdraws from their course. Students may be asked to return books or equipment at the end of their course.

Childcare Awards

19. Government funded financial support for students aged 20 years and over on eligible funded courses. Students aged between 16 and 19 must apply to Care to Learn for childcare funding. www.gov.uk/care-to-learn
20. We will only provide funding for childcare during timetabled lessons on a term-time only basis.
21. A direct payment to the childcare provider in arrears in the first week of each month.
22. All 3 to 4-year-olds (and some 2-year-olds) in England can get 570 hours of free early education or childcare per year. It's usually taken as 15 hours a week over 38 weeks of the year. Some qualify for 30hrs a week. Students will be required to use this allocation towards their study time at the College, we will pay for any additional childcare needed above the government funding. We cannot duplicate any government support available to the student.

23. The College will only pay for a maximum notice period of up to four weeks in the event that a student withdraws from the College without informing the childcare organisation. Childcare organisations are advised to inform the college of any child absence of one week or over where they are receiving childcare funding for that child.

24. The Childcare Bursary does not pay for deposits or retainers.

25. A copy of the student's award letter will be sent to the childcare provider. The award letter will show how much the student is getting, based on

- the total number of days per week
- the number of weeks in the academic year
- the payment dates