

# 19+ Bursary

## Academic Year 2021/22



### Guidance Information

Students aged 19 and over as of 31<sup>st</sup> August 2021 could be eligible to receive financial support from the Milton Keynes College 19+ Bursary Fund.

Bursary Funding is available to students who are studying on a qualifying, funded full or part time course. Students aged 19 and over in receipt of an Advanced Learner Loan should apply for the Advanced Learner Loan Bursary.

### Eligibility Criteria

- You must be enrolled on a qualifying, funded full or part time course.
- Your annual household income must not exceed £30,000 (this includes your own, spouse and co-habiting partner). You will be asked to provide evidence of household income.
- You must be a home fee paying student meaning that you must be a UK national and have resided in the UK for the past 3 years.

### Bursary Categories of Assistance

Funds will cover the total costs of the following categories of assistance:

- Contribution towards food costs if you are attending sessions in the College
- Kit & uniform that are essential to the course (to be returned to College if student leaves or transfers to another course)
- Professional fees that are essential to the course
- Book/trip costs that are essential to the course
- Childcare costs
- Bus travel via an Arriva travel card (card to be returned if you withdraw prior to the end of a course) or contribution towards an agreed cheapest means of transport
- Contribution towards alternative travel costs (based upon exceptional location and/or access requirements)

#### **Notes for Travel Assistance:**

Contributions towards travel costs will be paid via the cheapest form of public transport available for any student. Students must live more than three miles away from their main campus of study (measured as a three-mile radius around the main campus of study). Payments are only available where Milton Keynes College is the closest learning provider offering the chosen course. Travel payments will be capped at £1,200 per year. Petrol costs will be paid at 25p per mile. Arriva travel cards **must** be returned to the College if you withdraw before the end of your course.

#### **Notes for Childcare Assistance:**

If you wish to apply for assistance with childcare costs and are aged 20 or over, please complete and return a Childcare Bursary form. If you are aged 19 or under you should apply directly for 'Care to Learn' funding via [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).

### Evidence Required to Support your Application

- Evidence of all household income
- Evidence of all benefits received

#### **Notes for Evidence of Household Income – Waged:**

Waged evidence of household income must include the three most recent payslips at time of application (to include yourself, spouse, co-habiting partner or parents, if applicable).

*The bursary is a discretionary fund and due to the limited nature of the fund, meeting the criteria **does not** guarantee funding. The bursary is income assessed and operated on a first come first served basis.*

## Notes for Evidence of Benefits received:

Evidence of benefits should be dated no more than three months old at time of application with the exception of Child/Working Tax Credit Award Notice 2021/22. All pages must be submitted. Please note that we cannot accept bank statements as proof of this benefit.

To help assess household income, the following benefit evidence is accepted: Working/Child Tax Credit, Universal Credit (3 recent statements), Housing Benefit letter, Income Support, Employment & Support Allowance, Jobseekers Allowance (income based only), Pension Credit (Guaranteed Element only), DLA/Personal Independence Payment.

*Please note: - If you are in receipt of any state benefit, it is your responsibility to inform the Department for Work and Pensions about any financial support that you receive as learner support payments may affect your eligibility for some state benefits.*

## Administration of the Bursary

- Wherever possible, payments will be made directly to a supplier.
- The College reserves the right to suspend, reduce or stop payments where a student's attendance falls below 90% or where conduct and/or progress does not meet expected standards.
- You should normally receive a final decision about your bursary application within 4 weeks of the College receiving your fully completed application form and after enrolling onto your course. This will be communicated to you by letter or email showing details of your bursary award.
- Incomplete application forms will be held until all requested information is received.
- In exceptional circumstances, awards may be backdated to the start of the term the application is received.
- The amount of funds provided will depend upon individual circumstances and may be subject to change due to the availability of funds.

## Data Protection and Confidentiality

The information that you provide, along with any supporting evidence, will be used for the purpose of processing your application and administering the Bursary fund. As a part of the administration, information may be shared with the Education and Skills Funding Agency and other statutory bodies responsible for providing education funding and support. For further information, please see our Data Privacy Policy.

## Declaration

You will be required to sign a declaration as part of your application to confirm that the information you have provided us with is true and accurate. The declaration is part of an auditable document and if information is found to be fraudulent, action will be taken to recover any funds previously paid, and all future payments will be stopped.

## Bursary Appeals

Appeals regarding bursary awards must be made to the Head of Admissions, Bursary & Data Services within 14 days of receiving notification of the award. Information held regarding the assessment, along with any additional evidence supplied, will be reviewed and an independent assessment will be made within 4 weeks of the appeal being received. Bursary Appeal Forms can be obtained from the College website.

**For further information regarding Bursaries or completing this application, please contact:**

Telephone: 01908 684364

E-mail: [bursary@mkcollege.ac.uk](mailto:bursary@mkcollege.ac.uk)

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