

# 16-18 Bursary Guidance



Academic Year 2023-24

## Guidance Information

Students aged 16 and over but under 19 as of 31 August 2023 could be eligible to receive financial support from the Milton Keynes College 16-18 Bursary Fund

## Bursary Categories of Assistance

### Category 1 – Discretionary Bursary

- Contribution towards food if you are attending sessions in the college
- Kit/Uniform, course essential (to be returned if you withdraw or transfer prior to the end of a course)
- Bus travel via an Arriva travel card (card to be returned if you withdraw prior to the end of the course) or contribution towards an agreed cheapest means of transport. Alternative travel costs will be based on exceptional location and /or access requirements.
- Trip fees/book costs (course essential only)

#### To qualify for bursary:

- You must be enrolled on a qualifying, funded full or part time course.
- Annual household income must not exceed £35,000. You will be asked to provide evidence of all household income.
- You must be a home fee paying student

### Category 2 – Bursary for Vulnerable Learners

- A bursary of **up to £1,200\*** a year will be available to assist with the costs of travel, course essential books and other associated course costs.

- Contribution towards food if you are attending sessions in the college

*\*Please note that this full amount may not be awarded automatically though the students may be eligible because they are in one or more defined Vulnerable groups as below, the award will be assessed based on actual financial need and would only receive the amount they actually need to participate on the study programme.*

**Students will be eligible if enrolled and assessed as being in one of the four defined vulnerable groups:**

- In care (not private fostering)
- Care leavers
- In receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- In receipt of Disability Living Allowance or Personal Independence Payments in their own right, as well as Employment and Support Allowance or Universal Credit in their own right.

*Note: Evidence of eligibility – For students in receipt of Universal Credit or Income Support, along with the award notice colleges are also required to see a document such as tenancy agreement in student's name, a child benefit receipt, children's birth certificates, utility bills etc.*

## Evidence required to support your application

- Evidence of **all** household income
- Evidence of all benefits received
- For those in care, supporting letter from local authority regarding care status

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 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 and/or parents).

### **Notes for evidence of benefits:**

We can assess applications using the following evidence – Tax Credit Award Notice 2023/24, Universal Credit (3 recent statements), Income Support, Employment & Support Allowance, Jobseekers Allowance (Income Based Only), Pension Credit (Guaranteed Element only), DLA/Personal Independence Payment and Housing Benefit.

Evidence of benefits should be the latest award notice received at time of application with the exception of Tax Credit Award Notice 2023/24. **ALL** pages must be submitted.

*Please note: - If you or your parents/carers 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.*

### **Notes for travel assistance:**

Travel costs will be paid via the cheapest form of public transport available. 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. Payments will be capped at £1,200 per year. Petrol will be paid at a rate of 30p per mile.

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

If you wish to apply for assistance with childcare, you should apply directly for 'Care to Learn' (C2L) funding via [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn). The C2L scheme is for those under 20 at the start of their course.

### **Administration of 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 via letter or email with details of your bursary award.
- In exceptional circumstances, awards may be backdated to the start of term that the application is received.
- Incomplete application forms will be held as pending until all requested information 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 a part of your application to state that the information that 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 Exams, Interim Head of Admissions & Bursary, 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 found on the College website.

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

Telephone: 01908 684364

Email: [bursary@mkcollege.ac.uk](mailto:bursary@mkcollege.ac.uk)

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