

# 16-18 Bursary

## Academic Year 2019-2020

### Guidance Information

Students aged 16-18 and over as of 31<sup>st</sup> August 2019 could be eligible to receive financial support from the Milton Keynes College 16-18 Bursary Fund.

### Bursary Categories of Assistance

#### Category 1 – Discretionary Bursary

- Up to £5.85 contribution towards meals for every day that you are in College for timetabled learning
- Kit/Uniform (to be returned if you withdraw or transfer prior to the end of a course)
- Bus travel via the Arriva app or the cheapest means of transport. Alternative public transport payment arrangements may be considered for exceptional circumstances.
- Trip fees (course essential only)

#### 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, meals, books and other associated course costs. 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

#### 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 25p per mile.

#### Notes for Childcare Assistance:

If you wish to apply for assistance with childcare, you should apply directly for 'Care to Learn' funding via [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).

### Eligibility Criteria

- You must be enrolled on a qualifying, funded full or part time course.
- Your annual household income must not exceed £30,000. You will be asked to provide evidence of all household income.
- You must be a home fee paying student meaning that you must be a UK/EU/EEA national and have resided in the UK/EU/EEA for at least the past 3 years.
- Evidence Required to Support your Application
- Evidence of all household income
- Evidence of all benefits received

*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:*

Acceptable benefits are – Working Tax Credits, Child Tax Credits, Universal Credits, 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 dated no more than three months old at time of application with the exception of Child/Working Tax credit which needs to show the household income for 2019/2020. 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.*

### 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 via letter together with a payment schedule.
- Incomplete application forms will be held 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's 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 Admissions and 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. A Bursary appeal form 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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