



Beaumont College

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Bursary Fund Policy and Procedure 2022-2023

Beaumont College has clear criteria under which it administers and distributes the 16-19 Bursary Fund received from the Education and Skills Funding Agency (ESFA). This policy illustrates the eligibility criteria and application process. The College is committed to ensuring the Fund is used to support financially disadvantaged young people taking up or continuing in their education or training post-16 and achieving their learning (aims). The contact at the College for any Bursary support/enquiries is the Business Support Team.

Discretionary Bursary

The Bursary Fund is a limited fund determined by the ESFA. As set by Beaumont College, students will be eligible to discretionary funds dependent upon household income and the student's needs. The College will provide an income assessed bursary for students who meet the criteria below:

- Have a household income below £30,000 (as assessed by Her Majesty's Revenue & Customs)
- The household income may come from benefits or earned income
- Students aged 19 or over are eligible to receive a discretionary bursary if they have an Education, Health and Care Plan (EHCP) and have a household income below £30,000
- Be enrolled on an ESFA funded course.

Payment

The Discretionary Bursary is primarily for the purchase of items that will enhance the individual student's learning experience, e.g., IT equipment, outdoor clothing, transport costs, trips.

Subject to meeting the condition requirements where possible Beaumont College will purchase items on behalf of the student. If this is not appropriate, then payment will be made in full by





cheque/BACS in the name of the young person or parent/carer. Where the bursary award is unspent or no proof of purchase is provided reimbursement will be required.

The College will retain 5% of the Bursary Fund to administer the fund.

Qualifying Condition Requirements

Eligible young people must meet the eligibility criteria and will need to complete a qualifying learning period of six weeks before they are able to apply to receive a Bursary payment. However, any eligible young person can make an application ahead of the six week qualifying period and in a case of extreme hardship, consideration will also be given for payment in advance of the six weeks' period.

Application

Applications for a Bursary must be made using the correct Application Form and should be submitted in full by 30th September 2022. Applications made after this date will be considered as long as sufficient funds are available. However, once the Bursary Fund has been used, it will not be possible to consider further applications.

Consideration must be given to assisting any young person to make an application where they are unable to do so due to a level of learning difficulty and/or disability.

Consideration must also be given to assisting any young person in making an application where they are not able to provide supporting evidence due to difficulties with engagement or support from their parent/carer(s).

Process

All applications for a Bursary will be assessed by a Bursary Application Panel, consisting of Beaumont College:

- Business Manager
- Admissions and Funding Officer
- Assistant Principal

The Panel will review the application, supporting evidence and any other personal circumstantial evidence and young people will be notified of the outcome.





Appeals

If any young person or their parent/carer(s) are not satisfied with the outcome of their application, they should write to the Principal outlining their reasons why. The Principal will convene a Bursary Appeals Panel, consisting of:

- Principal
- Governor

The Panel will consider and respond to appeals within ten working days of receipt. If the appeal is upheld or partly upheld it will be referred back to the Bursary Application Panel with recommendations. If the appeal is not upheld the appealing party will be signposted to the College's Complaint Procedure.

Confidentiality

Applications and supporting evidence will be confidential to the Bursary Application Panel and in the event of an appeal, the Bursary Appeals Panel. The applications and supporting evidence will remain confidential during processing, payment and storage. If it is necessary to obtain additional information to reach a decision, the young person and/or their parent/ carer(s) will be told the reasons why this is necessary prior to sharing any information further.

Change of Student's Financial Circumstances

Any young person in receipt of a Bursary has a duty to inform the College should their financial circumstances change, or those of their /carer(s) change (e.g. increase in household income that would affect the young person's entitlement to Free School Meals). This does not automatically mean any future Bursary payments will be stopped.

Student Transferring

Where a young person in receipt of a Bursary transfers out of the College to another education/training provider in-year, the College will liaise with the student and that provider to ascertain if the equipment is required, if not it will be returned to College.

Student Withdrawing

Where a young person has received a Bursary withdraws from the College, and does not transfer to another education/training provider they can be asked to leave any equipment bought through the bursary fund.





Supporting Documents

In addition to this policy being openly shared with all young people and their parent/ carer(s), the following documents will be used in the Bursary process:

- Application Form
- Bursary Policy 2022-2023
- <https://www.gov.uk/1619-bursary-fund>

Further Information

- Further national information on the Bursary Fund can be found:
- The Department for Education website
- <https://www.gov.uk/1619-bursary-fund>





Free Meals in Further Education

The College will administer the allocation for free meals in further education in line with the statutory guidance to those that are eligible. Students are eligible for free college meals if a student/parent, are in receipt of one of the following benefits:

- Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum.
- Income Support
- Income-based Jobseeker's 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
- Working Tax Credit run-on - paid for the four weeks after someone stops qualifying for Working Tax Credit
- Child Tax Credit (provided 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 – HMRC)

Payment

If a student is entitled to Free Meals, a free meal or food allowance of £2.41 each day (including placement and trips) will be awarded.

Process

Students who are eligible for free meals in further education can apply using the Free Meals application form.

