

## FE Bursary Support Policy

2023-24

### **Introduction**

1.1 Bursary support funds are provided by the Education and Skills Funding Agency (ESFA) and West Midlands Combined Authority (WMCA) to support those students most in need to meet the costs of accessing and participating in education. This funding is used to support with costs that include but are not limited to travel, childcare, essential equipment/trips, free meals, and where applicable, hardship payments.

The funding is broken down into the following categories

- ❖ Section 2 - 16 – 19 Bursary Fund
- ❖ Section 3 - 16 – 19 Bursary Fund for Young People in Vulnerable Groups
- ❖ Section 4 - 19+ Discretionary Learner Support Fund
- ❖ Section 5 - Advanced Learner Loan Bursary

1.2 The ESFA and DfE publishes guidance which sets out the criteria for financial support for students and University College Birmingham set its criteria for distributing this funding in accordance with the guidelines provided.

1.3 UCB's Bursary Support Policy will ensure equitable access and administration of the funds with guidelines to maximise support for students facing financial hardship as a barrier to learning. The policy is designed to ensure that funding reaches those students who are most in need of financial support and therefore, assessment and awards are made on actual financial need.

### **Eligibility of Individual Funding Schemes (Sections 2 – 5)**

#### **1. 16 – 19 Bursary Fund**

2.1 There are varying levels of support available to students through the 16-19 bursary fund. Please see section 2.3 for a breakdown of the support available and eligibility criteria for each area of support as household income thresholds do differ.

To be eligible to receive any support from the bursary fund students must:

- be aged 16 or over but under 19 on 31/08/23 OR
- be aged 19 or over on 31/08/23 and have an EHCP (Education, Health and Care Plan)
- be aged 19 or over on 31/08/23 and continuing a study programme they began when aged 16 – 18
- meet the residency criteria set by the ESFA funding regulations for post-16 provision
- be enrolled on a publicly funded ESFA/WMCA course subject to inspection by a public body that assures quality provision
- experience financial barriers to undertaking learning, including low household income\* (£27,000 or less for some support, £31,000 or less for Out of County or Uniform support) and be able to evidence this
- be in receipt of, or have parents or guardians who are in receipt of, one or more of the following benefits:



- Universal Credit with an annual gross income of no more than £7,400
- Income-based Jobseekers Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of not more than £16,190, as assessed by His Majesty's Revenue and Customs
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- attending a minimum of 2 days study per week
- Maintain acceptable levels of attendance/engagement and behaviour. This includes consideration of whether attendance has been affected by a disability or illness. Please see 7.2 for a breakdown of attendance policy regarding the bursary.

2.2 The following students are **ineligible** to receive any assistance through the 16-19 Bursary fund:

- Students on Higher Education courses (level 4 and above) except for those participating in access courses
- Young people on Waged Apprenticeships
- Students in Prison or a young offender institution or who have been released on temporary licence (ROTL), for example, on a day release.

UCB will also consider any other sources of financial support received by a young person, parent or guardian when deciding whether to award a bursary.

*\*Income is classified as a working income from wages, income from a pension or income in held in all accounts if not in receipt of a qualifying benefit or working.*

2.3 The following categories are support provided by the 16-19 bursary fund. The eligibility criteria may differ depending on the support category.

### 2.3.1 Travel Support

Students who are eligible for bursary support may be able to access support with their travel to and from College within the West Midlands. This is provided in the form of a travel pass issued by the College. To be eligible for this support students must:

- live a minimum of 1.5 miles away from University College Birmingham – Summer Row Campus – (this is reduced to a 1-mile distance for those who reside in a category 1 area of multiple deprivation)
- live in the West Midlands travel zone. A breakdown of these zones is included in the following links:
  - Bus travel zone - [Our operating area | NX Bus West Midlands](#)
  - Rail travel zone - [Find my rail zones - West Midlands Network \(tfwm.org.uk\)](#)
- have a household income of £27,000 or less per annum
- OR be in receipt of one or more of the benefits listed in section 2.1

Please be aware that students living in zones 1-3 of the West Midlands travel zones will be issued a bus pass. You will only be considered for a train pass if you live in zones 4 or 5.

### 2.3.2 Out of County Travel

For those students who travel to us from outside of the West Midlands we can provide Out of County support. This will be provided through either a termly train pass where possible or through monthly support payments which will support a percentage of the cost of the travel. To be eligible students must:

- live outside of the West Midlands travel zone area
- have a household income of £31,000 or less per annum
- OR be in receipt of one or more of the benefits listed in section 2.1

### 2.3.3 Other Travel Needs

For students whose travel needs are not met by the above funding provision we can investigate alternative support arrangements. Eligible students would be any student who cannot access public transportation for a reason they can evidence e.g., medical condition. Applications for this level of support will be looked at on a case-by-case basis.

### 2.3.4 Uniform and Equipment Support

Students who are eligible for bursary support and on a course with College of Food or Creative Services may be entitled to support with costs for Uniform and Equipment. To be entitled to this support students must:

- be enrolled on a course within the department of College of Food or Creative Services
- have a household income of £31,000 or less per annum
- OR be in receipt of one or more of the benefits listed in section 2.1

If eligible, these students can be supported with the costs of essential uniform and equipment necessary for their course. All orders for uniform and equipment funded by the bursary must be made or approved by the College. We will provide funding for essential uniform and equipment costs only up to a total of £350.00. We cannot fund replacements or extra uniform unless under exceptional circumstances.

Bursary students in their final year of study, who require assistance with clothing for job interviews may be eligible for funding to support this. Eligible students will need a referral from their tutor and proof of an interview. Once provided students may be eligible to be reimbursed for up to £50.00 to aid with the cost of an outfit for the interview process. This payment will only be eligible on receipt of proof of purchase from the student along with proof of an interview.

### 2.3.5 Meal Support

Students who are eligible for bursary support may be entitled to meal support whilst at college.

This support falls into two categories

#### **Free Meals in Further Education**

Students are entitled to free college meals if they live in a household that is in receipt of one of the benefits listed below, and are aged

- i. 16-18
- ii. 19 on the second year of a level 3 programme; or
- iii. 19-25 with a valid EHCP at the beginning of the academic year

- Income Support
- Income based Jobseekers Allowance
- Income related Employment Support Allowance
- Support under part IV of the immigration an Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by His Majesty’s Revenue and Customs.
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

The government provide free meals funding for days learners attend study or activity that is part of their course. (i.e., work experience) at £2.41 per day. The college has elected to top this funding up utilising discretionary bursary funds to £3.50 per day, for the days they are timetabled to attend College (except holidays) for all learners eligible for free meals. Meals will be supplied through the college’s catering outlets with funds being loaded onto Student ID cards. Alternative arrangements will only be made for students who are studying off site (collaborative provision) or in exceptional cases.

#### **Other Meal Support**

For those students who are eligible for the 16 - 19 bursary funding but not eligible for Free Meals, the College may also provide funding for meals. The college will provide £3.50 per day for the days these students are timetabled for the days they are timetabled to attend College (except holidays) for all learners eligible for free meals. Meals will be supplied through the college’s catering outlets with funds being loaded onto Student ID cards. Alternative arrangements will only be made for students who are studying off site (collaborative provision) or in exceptional cases.

#### **2.3.6 Other Support Available**

Further support may be provided to students who are eligible for the 16-19 bursary. This includes support with:

- Essential trips – students can apply for support with trip costs that are essential to their course
- IT Access – students can apply to loan a laptop from the student services team for the academic year
- Exceptional Circumstances – students who have financial support needs above and beyond what is offered above can make an exceptional support request. All requests must be made through the financial support team and the decisions on funding will be decided on a case-by-case basis

### **3. 16 – 19 Bursary Fund for Young People in Vulnerable Groups**

#### **3.2 Eligibility**



Students who meet the criteria, and who have a financial need, can apply for a bursary for vulnerable groups. Students who are eligible to receive this funding are students who are:

- in care
- care leavers
- receiving Income Support or Universal Credit in their own right because they are financially supporting themselves or financially supporting themselves and someone else who is dependent on them and living with them such as a child or partner
- receiving Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance or Universal Credit in their own right

### **3.3 Support available**

Eligible students must be able to demonstrate individual needs and, if awarded, may be eligible for up to £1,200 per academic year paid in fortnightly instalments of up to £70.00 \*. We can also provide support with:

- Essential uniform and equipment costs
- Travel support
- Trips that are a compulsory part of the course
- Meal support
- IT Access in the form of a loan laptop
- Exceptional Circumstances – students who have financial support needs above and beyond what is offered above can make an exceptional support request. All requests must be made through the financial support team and the decisions on funding will be decided on a case-by-case basis

*\*The amount awarded will consider individual need, if a student is in 2 days a week, they will receive £60.00: 3 days £65.00 and 4 days and up £70.00.*

## **4. 19+ Discretionary Learner Support Fund**

### **4.1 Eligibility**

There are varying levels of support available to students through the 19+ bursary fund.

To be eligible for any level of support from the WMCA/AEB Discretionary Learner Support Fund the student must:

- be aged 19+ years or over on the 01/09/2023
- satisfy the residency criteria outlined in the ESFA's Funding Rules 2023-24
- be studying on a programme funded by the ESFA / WMCA up to and including a first full level 3 (if you are aged 19 or over and in receipt of an Advanced Learning Loan you will instead be considered for support through the Advanced Learning Loan Bursary)
- have a household income of under £31,000 per annum for up to one dependent child (this is increased by £1,000 for each subsequent child they are responsible for, up to a maximum of four children). We can offer support with
- OR be in receipt of one or more of the following benefits:
  - Universal Credit with an annual gross income of no more than £7,400

- Income-based Jobseekers Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of not more than £16,190, as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

## 4.2 Support Available

There are differing types of support depending on need for individual students.

### 4.2.1 Travel Support

Students who are eligible for support from the 19+ LSF may be able to access support with their travel to and from College within the West Midlands. This is provided in the form of a travel pass issued by the College. To be eligible for this support students must:

- live a minimum of 2 miles away from University College Birmingham – Summer Row Campus
- live in the West Midlands travel zone. A breakdown of these zones are included in the following links:
  - Bus travel zone - [Our operating area | NX Bus West Midlands](#)
  - Rail travel zone - [Find my rail zones - West Midlands Network \(tfwm.org.uk\)](#)

### 4.2.2 Out of County Travel

For those students who travel to us from outside of the West Midlands we can provide Out of County support. This will be provided through either a termly train pass where possible or through monthly support payments which will support a percentage of the cost of the travel.

### 4.2.3 Childcare

Students who are eligible for support from the 19+ LSF may also be able to access support with childcare costs.

We can provide funding for childcare to support up to two children at a maximum of £100 per child per week. The childcare provider must be registered with Ofsted and it is the responsibility of the student to ensure that free government childcare funding is fully utilised prior to applying for support from the college. Students will be responsible for checking they have taken into consideration the new government childcare funded hours which will be coming into effect in April 2024. This may lead to a readjustment of funding needed for certain students.

Childcare through Care to Learn (C2L) is available for students aged 19 or under at the start date of the course by direct application to [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).

### 4.2.4 Uniform and Equipment Support

Students who are eligible for support from the 19+ LSF and on a course with College of Food or Creative Services are eligible for support with costs for essential Uniform and Equipment necessary for their course. All orders for uniform and equipment funded by the bursary must be made or

approved by the College. We will provide funding for essential uniform and equipment costs only. We cannot fund replacements or extra uniform unless under exceptional circumstances.

Bursary students in their final year of study, who require assistance with clothing for job interviews may be eligible for funding to support this. Eligible students will need a referral from their tutor and proof of an interview. Once provided students may be eligible to be reimbursed for up to £50.00 to aid with the cost of an outfit for the interview process. This payment will only be eligible on receipt of proof of purchase from the student along with proof of an interview.

#### **4.2.5 Other Support Available**

Further support may be provided to students who are eligible for the 19+ LSF funding. This includes support with:

- Essential trips – students can apply for support with trip costs that are essential to their course
- IT Access – students can apply to loan a laptop from the student services team for the academic year
- Exceptional Circumstances – students who have financial support needs above and beyond what is offered above can make an exceptional support request. All requests must be made through the financial support team and the decisions on funding will be decided on a case-by-case basis

### **5. Advanced Learner Loan Bursary**

To be eligible for any level of support from the Advanced Learner Loan Bursary the student must:

- have been granted an Advanced Learner Loan
- be aged 19 years or older at the start of their course and satisfy the residency criteria outline in the ESFA's funding rules
- have a household income of under £31,000 per annum for up to one dependent child (this is increased by £1,000 for each subsequent child they are responsible for, up to a maximum of four children). We can offer support with
- OR be in receipt of one or more of the following benefits:
  - Universal Credit with an annual gross income of no more than £7,400
  - Income-based Jobseekers Allowance (ESA)
  - Support under Part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of State Pension Credit
  - Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of not more than £16,190, as assessed by His Majesty's Revenue and Customs
  - Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Students eligible for support from the Advanced Learner Loan Bursary will be able to access the same types of support laid out in section 4.2.



## **6. Responsibilities and Obligations**

6.1 Student Services will provide and assess applications fairly, subject to policy and guidelines, arranging distribution of bursary awards, including any emergency funds.

6.2 Student Services will provide students with an award notice if deemed eligible for funding, outlining the support they are eligible for and details of how to access this funding.

6.3. All students are required to complete a bursary application and provide appropriate evidence of household and personal income eligibility at the time of application with a signed declaration.

6.4. If students received an award of funding last year (22-23 academic year) from the 16 – 19 discretionary bursary fund, and household income has not changed, the student may submit a signed declaration form declaring their situation has not changed and evidence will then not need to be resubmitted. A sample of these students will be contacted in January to upload household income evidence to ensure funds are being fairly distributed.

6.5. All awards are subject to periodic review and students may be asked to provide evidence as to the use of funds awarded to support continued eligibility to funds.

6.6 All students have an obligation to update Student Services if household income or circumstances change during the academic year which may affect their eligibility for funding.

## **7. Supporting Principles**

7.1 Budget for the discretionary and advanced learner loan funding is finite; students who are eligible for support are not automatically entitled to it except for the 16-19 Vulnerable Bursary.

7.2 In the event of limited availability of funding priority will be given to those in most financial need. This includes students who are eligible for the vulnerable bursary along with any student's whose household income is below £21,000.00

7.3 Awards will be conditional on the learner meeting standards set by the College in terms of their attendance, progress, behaviour and conduct. The expected attendance standard is 90%. This will be checked on a monthly basis. If attendance falls below the expected standard during 2 consecutive months, the student will be called to a meeting with student services before any further support is given.

7.4 Equipment given to students on loan remains the property of the College. Students will be asked to return this at the end of their course.

7.5 Students who withdraw from the College may be asked to either return their bus pass/ equipment/ uniform, or to reimburse the College. Any student who withdraws before the first week of December will be required to return the kit purchased for them by College, or reimburse for the amount paid for the kit. Students will sign a form agreeing to this before uniform support is given – any student aged 16 – 18 will need this form signed by their parent or guardian as well.

7.6 Students have the right to appeal a decision on a funding award. To appeal the learner or member of staff must complete an appeal form. All appeals will be looked at by a senior member of the finance team.

***\*This policy is correct at the time of publication. It may be subject to change. \****