

# **Application for Student Financial Support 2021/22**

## **Guidance Notes**

**Please read the guidance below before completing the application.**

### **Who can we help?**

This form can be used by students aged 16-18 years old on 31<sup>st</sup> August 2021 to apply for financial help. From the funds available, the college aims to make awards to students based on need to help them with things such as a bus pass, a free meal or essential course materials.

This also applies to 19+ students who have an EHCP (Educational Health Care Plan) or 19+ students who are continuing on a course they started before they turned 19 and students studying an Access to HE course using an Advanced Learner Loan.

The 16-19 Financial Support schemes at John Leggott College exist to help students continue with and complete courses where they might otherwise be prohibited from doing so on financial grounds.

The funding and guidance received is issued by the Education Funding Agency (EFA).

## **\*\*Free School Meal**

To qualify for a free school meal you or a parent must be in receipt of one of the following benefits:

- Income Support
- Income based Jobseekers Allowance
- Income related Employment & Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you are 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)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

\*Students in this category may also fall into tier 1 or 2

## **Discretionary Bursary – TIER 1**

The discretionary bursary may be accessed by any student with a household income of less than £16,190 per annum depending on the funding availability. The college sets out the eligibility criteria for this as shown below. Priority is given to those students from families with the lowest household income.

- Household Income less than £16,190

Students will be issued with £30 campus charge, £100 as well as:

- A daily meal voucher
- A bus pass - You must live over 3 miles from college to be eligible
- Access to a college laptop or tablet for the duration of the academic year

Paid in two instalments, the £100 will be paid directly into the student's bank, £50 no earlier than the 22 October 2021 and then £50 no earlier than the 6 January 2022. This money should be used to pay for items such as approved trips, print credits, stationery etc. It is the student's responsibility to budget and manage this money.

***\*PLEASE NOTE: You must live over 3 miles from college to be eligible for any bus pass regardless of tier***

***\*\*Students in this category may also fall under 'free school meal'. Please see above***

### **Discretionary Bursary – TIER 2**

The discretionary bursary may be accessed by any student with a household income of less than £25,000 per annum depending on the funding availability. The college sets out the eligibility criteria for this as shown below. Priority is given to those students from families with the lowest household income.

- Household Income between £16,191 and £25,000

Students will be given £60 and the campus charge and either:

- A bus pass - You must live over 3 miles from college to be eligible

**OR**

- A daily meal voucher

The £60 will be paid directly into the student's bank no earlier than the 21 October 2021. This money should be used to pay for items such as trips, print credits, stationery etc. It is the student's responsibility to budget and manage this money.

***\*PLEASE NOTE: You must live over 3 miles from college to be eligible for any bus pass regardless of tier***

*\*Students in this category may also fall under 'free school meal'. Please see above*

### **National Guaranteed Bursary**

Up to £1200 per year paid in weekly instalments over the college year. Students are expected to use this money to assist them in their studies and could cover things such as a bus pass or a school meal.

The fund is for students who are:

- In the care of the Local Authority or foster parents
- Care leavers who are 16, 17 or 18
- Receive Income Support in their own name
- Receive Universal Credit in their own name
- Disabled and in receipt of both Employment Support Allowance and Disability Living Allowance in their own name
- Disabled and in receipt of both Employment Support Allowance and Personal Independence Payment in their own name

No additional awards are made alongside the weekly payments (i.e. no free meal on top of this) unless student qualifies for FSM in their own right.

All awards may be subject to change.

## **Application process**

1. The application form must be completed fully and returned to Student Services by 31 July 2021 with all the necessary supporting documents attached. **If documentation is not provided the application will not be considered and the application will be returned to you.**
2. The application will be assessed and student notified of the outcome. Students whose application is successful will receive their award from the start of term in September 2021.
3. Any applications received after 5 September 2021 may not be assessed until 1 October 2021.
4. For any application received after 1 October 2021 there will be no option for reimbursements to be made (unless the late application is due to a change in family circumstances).
5. A new application must be made before the start of each academic year. Awards made in September 2021 do not roll on to a student's 2<sup>nd</sup> year of study.
6. No further applications or requests will be considered after 31 May 2022.

## **Conditions**

All awards are made to students on the conditions that they adhere to the Student Contract of Success which they will sign at enrolment and that their attendance is above 93%. Attendance will be monitored on a weekly basis and financial awards may be withdrawn if attendance is below 93% - individual circumstances will be considered before any decision to withdraw support is made.