



## 2021/2022 - Guidance for Applicants

### 16-19 Bursary (Discretionary and Vulnerable) and Further Education Free Meals (FEFM) (Including 19+ EHCP holders and 19+ Continuers)

**Please be aware that due to COVID19, Boston College may have to make changes to the bursary in line with ESFA guidance during the 2021/2022 period and this may affect how you receive your award.**

The 16-19 Bursary Fund includes Discretionary Bursary (DB) and Vulnerable Bursary (VB) and is funded by the Education and Skills Funding Agency (ESFA). It can provide financial support to help learners overcome specific barriers to participation, so they can remain in education. In addition, it can also provide support with Further Education Free Meal (FEFM) for certain qualifying learners.

#### 16-19 Discretionary Bursary (DB)

**Please note that this is a discretionary and limited fund and in general meeting the eligibility criteria will not guarantee an award, which depends on your financial need and our available funds. However, if you meet the qualifying criteria for FEFM you will be entitled to the free meal funding element even if no other award is made.**

A new application will need to be submitted for each college year. Any Bursary award and payment is dependent upon you having an attendance level of 90% or over, engaging with any home learning provision and demonstrating appropriate behaviour. If you fail to maintain these requirements your Bursary award and payments may be affected.

You can apply for 16-19 Bursary (DB) if:

- You are over 16 and under 19 on 31 Aug 2021 **or**
- You are over 19 on 31 Aug 2021 **and** have on EHCP
- You are over 19 on 31 Aug 2021 **and** classed as a "19+ Continuer"

and can show evidence of financial need and your family's household income is less than £32,000. If so, you may be able to get support from the 16-19 Discretionary Bursary (DB) to help with your additional college related costs such as travel, books equipment and uniform, visits and food. In addition, receipt of any of the benefits listed below will entitle you to Further Education Free Meals (FEFM). If you received Free School Meals last year or FEFM at college last year you will have "protected" status which entitles you to FEFM at college again for 2021/2022, please indicate as such on the application form.

Benefits:

- Income Support
- Income based Job Seekers Allowance
- Income-related Employment and Support Allowance
- 'Guaranteed' element of State Pension Credit
- Child Tax Credit (maximum gross income £16,190) only
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa after tax and excluding any benefits
- Support under Part VI of Immigration and Asylum Act 1999
- Working Tax Credit Run On **only** (not Working Tax Credit)

## **How to apply for Discretionary Bursary (DB)**

You need to complete an application form available from the Boston College website or from Learner Services at the Rochford Campus or Reception at any other campus. If you are using the application form from the college website, you will need to print it off.

You must:

- Provide evidence of all household income **or** a qualifying benefit
- Make your 3 choices in Section 9 and ensure the form is signed
- Return the completed form and evidence to Learner Services or Reception at your campus

## **What evidence do I need to provide for Discretionary Bursary (DB)?**

You must provide evidence of **all** household income.

If you are claiming Tax Credits or Universal Credits, acceptable evidence is:

- All pages of Full Tax Credit Award notice for 2021/2022 **or**
- All pages of Universal Credit Award notice for the last 3 months (call 0800 328 5644 for assistance)

If you are not claiming Tax Credits or Universal Credits, you will need to provide an appropriate selection from the following to show all household income:

- Most recent P60
- Current wage slips – your most recent 6 weekly slips or 3 monthly slips
- Pension credit letters must be the latest and relate to the period from at least April 2021
- Most recent certified profit and loss accounts for the self-employed

Where possible please send photocopies of evidence with your application. Please note that bank statements will not be accepted as proof of income.

If you are sending original copies of evidence documents and would like them returning to you, please attach a note to that effect.

Please be aware that if your application is incomplete, or your evidence unacceptable for any reason, your application will not be processed until this has been resolved and any payments you may be awarded will be delayed.

## **What help can I get from Discretionary Bursary (DB)?**

Support levels vary depending upon your household income and financial need and our available funds. Please see below for the level of support that you may be awarded based on this:

- **FEFM – Further Education Free Meals**(entitlement by qualifying benefits or “protected” status only)
- **Tier 1 – income less than £16,190 or one of the listed benefits**  
Transport support, books, equipment and uniform, UCAS fee, food credit, trips
- **Tier 2 – income from £16,191 to £25,000**  
Transport support, books, equipment and uniform, UCAS fee
- **Tier 3 – income from £25,001 to £32,000**  
Transport support, books, equipment and uniform

## **Vulnerable Bursary (VB)**

**Please be aware that meeting these eligibility criteria does not guarantee an award, which depends on your financial need.**

If you are under 19 and meet one of the following criteria:

- Are in care/classed as a “Looked After Child” by the local authority
- Have been in care and are now classed as a Care Leaver
- Receive Income Support **or** Universal Credit because you are financially supporting yourself
- Receive Income Support **or** Universal Credit because you are financially supporting yourself and someone who is dependent on you and living with you such as a child or partner
- Receive Employment Support Allowance **or** Universal Credit **and** Disability Living Allowance **or** Personal Independence Payment in your own right

then you will qualify for Vulnerable Bursary (VB) and could receive up to £1,200 over the academic year towards college participation costs. If you apply, one of our Learner Support Officers (LSO) will contact you to discuss your application and how any award will be made to you. Any costs paid in-kind by us (or covered by other funding sources) such as an LCC travel pass, books, equipment and uniform, or food credits and trips will be deducted from the £1,200. Where these costs are not identified you may not receive any payment. However, if college related costs become apparent during the college year you should apply for additional bursary support as soon as possible or speak to an LSO at Learner Services.

### **How to apply for Vulnerable Bursary (VB)**

You need to complete an application form or contact Learner Services to speak to an LSO. Forms are available at [www.boston.ac.uk](http://www.boston.ac.uk), from Learner Services at the Rochford Campus or Receptions at any other campus. If you are using the form from the college website, you will need to print it off.

### **How support is awarded (DB and VB)**

**LCC travel pass** – Bursary covers the cost of the LCC Travel Pass which is paid directly to LCC on your behalf. If you have paid LCC you will need to claim a refund from them directly if awarded.

**Not eligible for LCC travel pass only** – Bursary to make appropriate payments for ad hoc travel i.e., smartcard, Flexi voucher, ticket refunds paid to your bank account, rail season tickets via LSO etc – you must provide evidence from LCC showing that no travel pass is available and live more than 3 miles from college.

**Other travel method** – for journeys over 3 miles each way, Bursary will pay a travel contribution to learner bank account each week.

**Books, equipment and uniform costs** - Bursary will refund to your bank account in line with the value of your award when you send proof of purchase to us. If this is not possible please contact Learner Services to speak to an LSO to discuss alternatives.

If you are studying within the Visual Arts and Media department, we will make credit available in the college Art Shop for course materials.

**UCAS application fees and university visit costs** may be paid as a contribution

**Further Education Free Meals (FEFM)** - If you qualify for and would like to claim FEFM please tick the appropriate box on the application form and provide qualifying evidence **or**, if you have previously been in receipt of FSM or FEFM, indicate this on the form in section 5. The FEFM allowance is £3 per day and will be added to the Cashless Catering System (CCS) for you.

**Discretionary food award** - Tier 1 learners who do not qualify for FEFM may be awarded food support from the Discretionary 16-19 Bursary at a rate of £3 per day which will be added to the Cashless Catering System (CCS) for you.

**All food** - We will **only** make a payment to your bank account each week if you study at home, SNMC or Spalding and this will be based on your timetabled days. In all other cases credit will be added to CCS.

**Cashless Catering System (CCS)** – if you have been awarded food on the CCS then this will be uploaded automatically each day. Any unused credit is cleared at the end of the day and a new amount issued for the following day, as such there is no carry forward of any unused bursary or FEFM food credit. You can access your credit to buy food from the various food outlets around campus using a finger scanner or the Fusion App. To use the finger scanner, you will need to have a scan taken of your finger and will need signed parental permission for this if you are under 18. Permission forms are available from Learner Services. Alternatively, you may prefer to use the Fusion app, details of this can be found on your Boston College VITAL page once you have enrolled.

### **Other information regarding 16-19 Bursary (Discretionary and Vulnerable)**

**Can I make an appeal regarding my award decision?** If you would like to make an appeal regarding your award you can do so by writing to the Assistant Principal-Learner Experience, Boston College, Skirbeck Road, Boston, or email [info@boston.ac.uk](mailto:info@boston.ac.uk)

**Flexibility.** These guidelines may be applied flexibly to support the needs of individual learners and their circumstances, even if they fall outside the above-mentioned application income and benefit criteria.

**Application timescale.** We may take up to 15 working days to process your application.

**Award notice.** We will let you know about any Bursary award via your personal email address. Where held, and permission given in Section 9, we will also send a copy of the award email to your parent/carer email address. Once enrolled any further Bursary information will then be sent to your college email account only.

**Further qualifying criteria.** To qualify learners must meet residency criteria shown in ESFA funding regulations and should be participating in provision that is subject to inspection by a public body that assures quality (e.g., Ofsted).

That provision must also be either:

- funded by the ESFA directly or via a local authority
- funded or co-financed by the European Social Fund
- otherwise publicly funded and lead to a qualification (up to and including level 3) accredited by Ofqual or on the ESFA list of qualifications approved for funding 14-19
- a 16-19 traineeship programme

Non employed 16-19 students on a Prince's Trust Team programme are eligible for 16-19 Bursary.

**19+ Continuer.** This only applies to L3 UPS learners who are moving to the 2<sup>nd</sup> year of their L3 course and who turned 19 during the 1<sup>st</sup> year of their L3 course.

**Apprenticeships.** Students on waged apprenticeship programmes, or any waged learning or training, are not eligible for the 16-19 bursary fund.

**Any questions?** If you have any further questions, please contact: Learner Services Info Desk – 01205 313218. Full ESFA guidance is available on request.