

FINANCIAL SUPPORT 2016/17 **16-18 BURSARY FUND**

Loughborough College offer two 16-18 Bursary Funds; Enhanced Bursary and Discretionary 16-18 Bursary Fund. You will not need to indicate which one you are applying for as this will be evident from your application form

ENHANCED BURSARY – WHAT IS IT?

Designed to help vulnerable students (as per the Education Funding Agency Priority group), aged 16-18 as at 31st August 2016, meet some of the costs incurred as a result of studying

DISCRETIONARY 16-18 BURSARY FUND – WHAT IS IT?

Designed to help students, aged 16-18 (as at 31st August 2016), whose family income is less than £30,000 to meet some of the costs incurred as a result of studying.

For assistance with travel applications will be considered with a household income of £45,000 or under.

1. AM I ELIGIBLE?

To be eligible for financial assistance from the Bursary Fund you must be in one or more of the following categories:

- Priority groups as defined by the Education Funding Agency.
These groups are:
 - Young people in care
 - Young people leaving care
 - Young people in receipt of Income Support or Universal Credit in their own right
 - Young people in receipt of Disability Living Allowance or Personal Independence Payments AND Employment Support Allowance or Universal Credit
- Be a home student aged under 19 as at 31st August 2016
- Be attending a full or part time course funded by the Education Funding Agency
- Hold a European Union passport and have been resident in an EU country for the whole of the last three years
- Be an asylum seeker aged 16-18 on an Education Funding Agency funded course and living in England
- In receipt of, or a dependant of someone in receipt of an annual income of less than £30,000 per year before tax – For assistance with travel only all students are eligible to apply with a household income of £45,000 or less

2. HOW DO I APPLY?

- Ensure you are eligible - **see section 1 'AM I ELIGIBLE?'**
- Complete and submit the application form
- Ensure ALL sections are completed in FULL and submitted with ALL relevant evidence
- Incomplete applications will either be returned or any missing information will be requested
- Failure to provide the correct documentation will cause a delay in the processing of your application
- Photocopies of evidence are acceptable. Original documents will be returned as soon as possible
- Ensure you have signed the form

If you have any queries with regard to the Bursary Fund and application form, please contact the Bursary Fund Team in one of the following ways:

- **Contact us:** studentfinance@loucoll.ac.uk
- **Call us:** **01509 215831**
- **Visit us:** **at Reception**

DISCLAIMER: Whilst every effort is made to ensure the information contained in this leaflet is correct, the college accepts no liability for any errors or omissions

You will not receive funding if:

- If you apply AFTER the application deadline of 16th September 2016 (subject to availability of funds)
- You have outstanding debts to the college
- Your household income is above £30,000 per year before tax (less than £45,000 for help with travel)
- You already receive financial assistance through alternative funds, i.e. New Deal, Charitable Trusts, etc.
- You are studying on a Work-Based Learning Scheme (Waged-Apprenticeship)
- You are in prison or a young offender's institution or have been released on temporary licence (ROTL), for example on day release

The College reserves the right to withdraw Bursary Fund allocations if:

- Your attendance falls below 95%
- Your behaviour is unsatisfactory
- You withdraw or are withdrawn from your course(s)

3. VERY IMPORTANT INFORMATION

- **APPLICATION DEADLINE: 16th SEPTEMBER 2016**
- The budget for the Bursary Fund is fixed. Learners who may be eligible for support are not automatically entitled to it
- Funds are aimed at those most in need of financial assistance
- Funds are limited so you should apply as soon as possible
- Funding cannot be guaranteed in cases of over-demand
- All bursary amounts awarded are at the discretion of the College
- Funds are only available to assist with costs relating to your course or attendance at college
- Due to the limited funds available, Travel, Stationery, Food and Additional Course Costs will be given priority
- You must supply all necessary evidence with your application. Your application will not be assessed without it. Failure to submit the correct evidence will delay your application being processed
- If you enrol on your course and your application for financial assistance is unsuccessful, you will be responsible for paying your course fees in full
- If you are successful and then withdraw or are withdrawn from your course(s), you will be required to repay all or some of the money awarded and also any outstanding fees to Loughborough College
- If you receive an award that will pay only part of your fees, you will be responsible for paying the remaining balance
- You must attend 95% of your classes (including additional Learning Support and Tutorials) and complete your course to receive funding. If you do not, you will have to pay the full cost of your course. Attendance checks will be carried out throughout the year. The Bursary Fund reserves the right to withdraw funding at any time and will not be held responsible for any outstanding fees
- If you are applying for help with college fees for a part-time course, you must submit your application form to the Bursary Fund Team and obtain an award notification letter before enrolling on the course
- Funding is available per academic year. If you are on a two year course you will need to make a new application each year
- You must inform the Bursary Fund Team in writing, of any change to your personal or family circumstances
- You may be committing a criminal offence if you omit to disclose any information that may affect your application
- Awards from the Bursary Fund are made on a loan basis. If you successfully complete your course, the loan may be converted to a non-repayable grant
- If you leave your course early, the College will ask you to return any money or equipment that have been given to you from the Bursary Fund

4. ONCE I HAVE APPLIED,WHAT HAPPENS NEXT?

There is a limited amount of funding available and it is the College's priority to use these funds to help as many students as possible. Fully completed forms submitted with all supporting evidence, will normally be processed within 20 days of receipt, but at peak times this may take longer. You may be contacted to discuss your particular needs. It is important that you provide evidence of all household income. **If any evidence is missing no assessment will be made therefore causing a delay to your application**

SUCCESSFUL APPLICATIONS

If your application is successful, you will receive an award notification letter which will indicate how your award will be paid. Wherever possible, payments are made via internal transfers within the college

UNSUCCESSFUL APPLICATIONS

No guarantee can be given that you will be successful in your application for financial assistance. If you are unsuccessful you will be notified in writing. You will then be responsible for all the costs associated with your chosen course(s)

APPEALS

You have the right to appeal if:

- Your application is unsuccessful
- Your assistance is stopped or withdrawn due to poor attendance
- You believe your application has not been assessed correctly
- You do not receive an award or you are not happy with the level of support allocated to you

Your appeal must be made in writing within 10 working days from the date of the decision and sent to:

**Appeals
Learner Support Fund
Loughborough College
Radmoor Road
Loughborough
Leicestershire LE11 3BT**

All appeals will be reviewed by a panel. A hearing will take place within 10 working days of receiving the appeals letter from you. The panel will send a decision in writing within 5 working days of the hearing. The decision of the Appeals Panel is final

5. EQUAL OPPORTUNITIES STATEMENT

The Bursary Fund Panel will:

- Take positive action to ensure that all full and part time home students can apply for financial support, thus widening participation and providing learning opportunities for under-represented groups
- Ensure that no applicant to the Bursary Fund receives less favourable treatment which cannot be justified in relation to individual financial / personal circumstances
- Ensure that all Bursary Fund literature, marketing and publicity material are free from stereotypes, discriminatory assumptions, images and language
- Monitor and review the effectiveness of the support on a regular basis

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6. CONFIDENTIALITY

Applications are only seen by staff involved in the delivery of the Bursary Fund. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made

7. DATA PROTECTION

Loughborough College is a data controller in accordance with the Data Protection Act of 1998. Learner Finance and Welfare Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support. The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer