

## Guide to applying for financial support for 16-18 year olds

### **This guide is for learners who are:**

- aged 16 or over but under 19 at 31 August 2023 or
- aged 19 to 24 at 31 August 2023 and have an Education, Health and Care Plan (EHCP)
- be aged 19 at 31 August 2023 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')

### **If you received learner support in 2022-2023**

**You only need to complete a new application for financial help if your financial circumstances have changed. If they have not, please complete a self-declaration form which can be found at <https://bacoll.ac.uk/Funding> , section 4.**

### **The 16-19 Vulnerable Bursary**

Learners who are in one or more of the groups below can apply for a bursary of up to £1,200 (if they are participating on a study programme that lasts for 30 weeks or more. Learners on a study programmes of less than 30 weeks study will be able to apply for a pro-rata amount of bursary. The bursary is to support learners with costs associated with attending a course such as travel, kit and uniform. Eligible learners will also receive free meals.

### **The defined groups are learners who are:**

- in care (not privately fostered)
- care leavers or learners in permanent fostering under a Special Guardianship Order
- in receipt of Income Support, or Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.
- Receiving DLA (Disability Living Allowance) or PIP (Personal Independence Payment) in their own right as well as ESA (Employment Support Allowance) or UC (Universal Credit) in their own right.

Learners do not need to live independently of their parents to be eligible for bursary funding - they can claim ESA or UC in their own right while living in the parental home. Parents will not be able to continue to claim Child Benefit if the learner successfully applies for ESA.

In some cases, a young person might be eligible for a bursary because they are in one or more of the defined groups, but their financial needs are already met and/or they have no relevant costs e.g. a learner in local authority care whose educational costs are covered in full by the local authority. In these circumstances we may decide to award a reduced bursary or no bursary at all. Students will only receive the amount they actually need to participate and £1200 will not automatically be awarded. Please speak with the Student Funding and Transport Officer if you have any queries regarding this.

### **To be eligible for the bursary learners must also:**

- be aged 16 or over but under 19 at 31 August 2023 or
- Must be resident in the UK for the 3 years prior to the course start date

A learner receiving support under the Bursary Scheme will not be eligible to receive support via any other bursary scheme operated by the College.

**Learners on Apprenticeship programmes do not qualify for the 16-19 Bursary or Discretionary Learner Support Funds.**

### **How do I apply?**

Please visit [www.bacoll.ac.uk/learningsupportfunds](http://www.bacoll.ac.uk/learningsupportfunds) to apply. You will be required to attach evidence and we cannot accept an application without appropriate evidence.

### **Evidence of eligibility**

- Learners in receipt of qualifying benefits, a letter from DWP that states the benefit the learner is entitled to (they must be entitled to the benefits in their own right). The evidence must confirm that the young person can be in further education or training (some young people in receipt of benefits are not allowed to participate).
- Learners who are in receipt of Universal Credit must supply screen shots of their 3 x recent UC statements. This must be the full statement showing the breakdown of payment including all payments and deductions. Evidence of a tenancy report or child benefit letter/child's birth certificate may also be required.
- Learners who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority. Evidence of household income is also required so that your financial need can be assessed.

If you are unable to attach all evidence to the application, please forward the remainder to [lisa.robson@bacoll.ac.uk](mailto:lisa.robson@bacoll.ac.uk)

### **How do I receive it?**

No cash payments can be made under new government guidance. We can fund items as detailed on the application form. This includes:

- Travel Pass
- Kit/Uniform
- Free Meals
- Stationery
- DBS
- Trips
- Books
- Wi-Fi Dongle (Learners can only apply for this if they do not have access to the internet at home.)

There is also an option on the application form for you to state any other items you feel are essential to you being able to attend your course.

## 16-18 Discretionary Learner Support Fund (DLSF)

DLSF supports learners to help overcome the individual barriers to participation they face, for example help with the cost of transport, meals, books and equipment. These funds are aimed at those most in need and not in receipt of the 16-18 Student Bursary.

To be eligible to receive financial support in the 2023 to 2024 academic year the learner must:

- be aged 16 or over but under 19 at 31 August 2023 or
- be aged 19 to 24 at 31 August 2023 and have an Education, Health and Care Plan (EHCP)
- be aged 19 at 31 August 2023 and continuing on a study programme they began aged 16 to 18 ('19+ continuers')
- Must be resident in the UK for the 3 years prior to the course start date
- a 16 to 19 traineeship programme

**Eligibility is determined by a household income assessment. See below for further information:**

Support Type	Household income eligibility
Free Meals - £4.80 p/day	Household income under £16,190 (based on tax year ending April 2023 or current income. If in receipt of UC earnings must not exceed £7,400 per annum)
Free Meals - £2.90 p/day Travel Kit and uniform Stationery DBS Trips Books Support for University/Open Days	Household income under £35,000 (based on tax year ending April 2023 or current income)
Wi-Fi Dongle	Household income under £25,000 (based on tax year ending April 2023 or current income). Do not already have internet access at home

**Please be advised, giving false or incomplete evidence or information that leads to an incorrect or overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This may result in a referral to the police with the possibility of prosecution.**

Here's a further explanation of these funds:

### Free Meals

Free Meals is now assessed on 2 income thresholds. If your household income is under £16,190 and the household is **NOT in receipt of Working tax Credit**, you will receive £4.80 each timetabled day. **If you are in receipt of Universal Credit, your earnings must not exceed £7400**. This gives you an allowance of £1.80 to be used at breakfast/early morning and £3 to be used at lunch time. It can be accessed at both campuses from the eateries and campus shop.

Those whose household income is between £16,190 and £35,000 will receive an allowance of £2.90 per timetabled day to be used at lunch time. It can be accessed at both campuses from the eateries and campus shop.

### Travel Support

We operate a travel scheme in conjunction with Arriva and Weardale Travel. Learners must be undertaking a full or part time further education course (excludes full cost courses and HE courses). Eligible learners can travel free on any Arriva North East or Weardale Travel bus required to get to and from campus and work placement, Monday to Friday, 0630 to 2200, during term time only. You must live at least 1.5 miles away from campus to qualify.

Arriva operate with a smart card bus pass which will allow you free travel to and from your campus.

Learners who are required to travel on a Weardale Service will be issued with a bespoke bus pass.

This will be issued to you if your funding application is successful. You will need to collect this from the Student Funding and Transport Assistant on your first day in college.

If you withdraw from your course you must return your smart card bus pass card to the Student Funding and Transport Officer. Failure to do so will result in an invoice being issued to you. Should you lose your Arriva smart card or Weardale Bus Pass, there will be a £15 charge to replace this.

For those learners who are unable to travel independently because of a medical condition or Special Educational Needs and Disability (SEND), we would advise parents/carers to contact Durham County Hall to request information regarding their travel award scheme.

**For learners who travel via bus but live in an area where Arriva busses do not operate** (Such as Weardale), you will be required to purchase your own bus tickets and a refund will be issued to you on a monthly basis. You will need to retain all of your bus tickets and complete a travel refund claim form. These are available from the Student Funding and Transport Assistant. You can also e mail [finance@bacoll.ac.uk](mailto:finance@bacoll.ac.uk) to request a copy of this.

**Learners using their own transport** can apply for mileage costs but only where Arriva does not provide a service bus which can be reasonably accessed. Mileage is paid at 26p per mile.

All travel claims are subject to attendance checks and must be accompanied with receipts/tickets, where the claim is for use of public transport. Reimbursements are made monthly in arrears, direct into your bank account.

### Uniform and kit costs

Learners should complete their kit/uniform order forms (as issued by the curriculum area) and submit these with their application for financial support. Alternatively, when you receive your outcome letter from your application, you will be requested to provide the sizing of items you require. We will order items on your behalf. The amount awarded is dependent on the course requirements. Please note you may need to purchase items before you start the course and the amount of grant awarded is not guaranteed to pay these costs in full. Reimbursements will only be made subject to proof of purchase. Not all learners will be eligible for this support. All funded items remain the property of Bishop

Auckland College/SWDT. If you withdraw from your course you must return the items to avoid being invoiced for the cost.

### Stationery

If you require stationery, a basic stationery kit can be provided to you, please ensure you select this on your application form. This will be a one-off kit and will include the essentials required to attend your course.

### DBS

Should your course require you to have a DBS, this will be paid for you.

### Trips

From time to time the college arrange educational visits. If your household income is under the £35,000 threshold, your travel and accommodation will be funded under the Learner Support Funds. You will also receive a meal allowance of £4.80 per day. All funding including that for trips is based on a first come, first served basis.

### Books

If you require any additional books to ensure you complete your course/aid you with the completion of your course, these can be provided to you. Please e mail [finance@bacoll.ac.uk](mailto:finance@bacoll.ac.uk) with the request and include your tutor in the e mail so it can be confirmed with them that this book is essential to you.

### Wi-Fi Dongle

If you require a Wi-Fi dongle for use of internet at home for college course research, these can be provided to you. There is a max 20GB per month allowance and this will not be refreshed until the following month if you reach this limit early. This must **ONLY** be used for college related purposes usage will be monitored. Learners can only apply for this if they do not have access to the internet at home.

### Support for university open days/interviews

Support to cover the main travel costs for learners who are attending a higher education open day or interview. Travel support for up to three trips may be covered. Learners may apply in advance or retrospectively and the visit must take place during the 2023/23 academic year. Evidence of the date of the open day/interview will be required.

### How do I apply for Funding?

You will need to complete an application form for financial assistance via [www.bacoll.ac.uk/learnersupportfunds](http://www.bacoll.ac.uk/learnersupportfunds). You must provide evidence of the current total income received into your **household**. This includes the income of your parents/spouse/partner. Please provide a copy of the Tax Credit Award Notice (TCAN) 2023-2024 if your parents are in receipt of Tax Credits. We cannot accept 'Provisional' TCANs. If the household is not in receipt of tax credits please supply a copy of your/parents current household benefits letter (dated in the last month) or copies of their 21/22 P60s. Please supply photocopies only as we are unable to return evidence. If your parents

receive Universal Credit please provide screen shots of the last 3 UC statements. This must be the full statement including the breakdown of payments and deductions.

## Childcare Support

### Care to Learn (C-2-L)

If you are a young parent, C-2-L can help pay for your childcare and any additional travel costs whilst you are studying. You must:

- have started your course or study programme before you turn 20
- be the parent or main carer and be in receipt of Child Benefit for the child(ren)
- be living and studying in England and be either a British citizen or a national of a European Economic Area (EEA) country
- using an Ofsted registered childcare provider (this can be a childminder, nursery or pre-school)

You can apply on line at the Care to Learn website - [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn) or contact their helpline on 0800 121 8989.

Should the C2L allowance (£195 per week) not cover the full amount of funding required, the remaining will be funded via learner support funds.

### Emergency/hardship support

Any learner with exceptional hardship or domestic emergency needs can request financial support to enable them to remain on course. This is normally a one-off support payment or very short-term support. It cannot be used as a substitute for state benefits or living costs.

## Terms and Conditions of Funding

### Attendance

Financial support from the national schemes or funds from Bishop Auckland College/SWDT are subject to learners attending college in line with their full timetable. Where learners fall below this, we reserve the right to revoke all funding. We will invoice parent/carers for reasonable recovery of the value of funded items. **Authorised absences** are **not** positive attendance.

### Withdrawals

If you withdraw from your course you will not receive further financial support. You may also have to repay any financial support you have been awarded. You must return your kit/uniform /Travel Pass/Books/Wi-Fi Dongle and Campus I.D. card. Failure to do so will result in an invoice being issued for the total cost of these items.

### Appeals

If you believe your funding application has not been assessed correctly, you do not receive a grant or you are not happy with the level of support allocated, you can appeal. Your appeal should be made in writing and addressed to:

**Appeals, Finance Manager, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, DL14 6JZ.**

You can only appeal once regarding a specific situation - if your appeal is declined, you are unable to re-appeal for the same reason again, unless you can provide new additional information to support your case. The appeal decision is final. If you are unhappy with the decision you can make use of the College's formal complaints procedure.

**Further Discretionary Learner Support (DLSF) conditions:**

- If you are on a two-year course (Commenced in 2022-2023 academic year) you are not required to submit a whole new application for 2023-2024. You will need to complete a Learner Support Self Declaration form to confirm that your household income has not changed. If your household situation and income has changed, you will be required to submit a new application.
- You will not receive funding if you have outstanding debts to the College or your household income is above the rates stated.

**All guidance and eligibility criteria mentioned in this booklet are correct at the time of print, but the College reserves the right to amend any of this information during the academic year following government changes to eligibility criteria.**

**The Finance Department**

The Finance staff are here to ensure you receive the best advice and support with your application for financial support. If you need help, or would like to speak on an individual basis, please do not hesitate to contact the Finance Department to arrange a meeting/discussion. The office is available throughout the summer holidays.

You can contact the Finance Department by telephone on:

**01388 443113**

**01388 443115**

**01388 743166**

**01388 443037**

or by e-mail at [finance@bacoll.ac.uk](mailto:finance@bacoll.ac.uk) or by post at the following address:

Finance Department  
DLSF  
Bishop Auckland College  
Woodhouse Lane  
Bishop Auckland  
Co Durham  
DL14 6JZ