

16-18 BURSARY AND FREE MEALS

Young people studying on a full time programme will be eligible to receive financial support from Sunderland College as follows:

TRANSPORT & ESSENTIAL KIT COSTS

Any student where the household income is less than £25,000 who lives more than ½ mile away from their campus of study, will receive travel support. Most students will either receive a Go North East Key Card or £30 per month for a Stagecoach VIP Megarider pass. Essential kit costs will also be paid for students eligible in this category.

Any student where the household income is more than £25,000 who lives more than 5 miles away from their main campus of study, will receive travel support. For most students this will be a Go North East Key Card.

or

GUARANTEED BURSARY

A bursary worth £1,200 a year will be available to assist with travel and other costs, in the following circumstances where the young person is:

- Living in Care or a Care Leaver
- Claiming Income Support or Universal Credit in their own right
- Claiming Employment and Support Allowance together with Personal Independence Payment or Disability Living Allowance in their own right

and

FREE MEALS

Free meals will be issued to eligible students worth £2.41 per day for any student whose parent(s)/guardian(s) or themselves are in receipt of any of the following benefits:

- Income Support
- Jobseekers Allowance (Income Based)
- Employment and Support Allowance (Income Related)
- Pension Credit (Minimum Guarantee)
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit only, provided they have an annual income, as assessed by the Inland Revenue that does not exceed £16,190. (Claimants in receipt of Working Tax Credit together with Child Tax Credit are not eligible for meal support)

In addition, students eligible for free meals can also access a free breakfast at main College campuses, up to a value of £1 a day.

FINANCIAL SUPPORT FOR 19+

Support is available to adult students who are studying on a course of further education who are in receipt of a means tested benefit or with a household income of less than £16,190. If your course is funded through an Advanced Learner Loan then your application cannot be processed until your Tuition Fee Loan status is 'Approved'.

Support for Asylum Seekers will be made in the form of vouchers and students should be attending their nearest education institute for their study.

Support towards travel costs is available for those who live more than ½ mile from their campus of study. Students may also receive support towards any essential kit/books & equipment. Students aged 19-20 who are studying full time who are financially dependent on parents may also qualify for a grant.

GUIDANCE NOTES

ELIGIBILITY

You must be classed as a home student i.e. a permanent UK/EEA resident in order to receive financial support.

16-18 bursary is available to students aged 16 or over and under 19 at 31st August 2017. In addition students aged 19 or over at 31st August 2017 who are in receipt of an Education Health Care Plan or who are continuing on a study programme they began aged 16-18 are also eligible through this scheme.

19+ financial support is available to further education students aged 19 or over on 31st August 2017, who are not normally supported by another agency. If you are in receipt of a state benefit then please be aware that awards may be limited so they do not impact on your eligibility to benefit. If your course is funded through an Advanced Learner Loan then your application cannot be processed until your Tuition Fee Loan status is 'Approved' on the online portal.

Applicants must be below the relevant income threshold, with the exception of 16-18 students travelling more than 5 miles to their campus of study. We would still ask for evidence of household income to establish if any other support is available.

In cases of severe financial hardship or a significant change of circumstances then please contact the Welfare Team on **0191 511 6000** for more information.

CHANGE OF DETAILS

Please inform the Welfare Team of any change of details such as name/address/bank account or withdrawal from the course. This will ensure payments are not delayed unnecessarily.

EVIDENCE IN SUPPORT OF APPLICATION

Application forms must be fully completed and include all required evidence:

- Evidence of students own bank account
- Evidence of Child Benefit from Parent(s)/Guardian(s) for those aged 16-18
- Evidence of relevant benefit or proof of household income

Evidence of relevant benefits should be no more than 2 months old with the exception of Child Tax Credit/Working Tax Credit where a full copy of the Award Notice for 2017 – 2018 needs to be provided. Evidence should be supplied as photocopies as original documentation cannot be returned.

If you are applying for the guaranteed bursary then you need to provide documentary evidence of your circumstances such as a letter from your Social Worker or proof of your entitlement to a relevant benefit.

ADMINISTRATION OF THE FUND

Early application is recommended. For 16-18 students, completed applications received before 25th August 2017 will either receive their first monthly payment on 21st September 2017 or will have their travel ticket assigned to their Key Card by this date.

Applications will be assessed from 1st July 2017 until 1st July 2018. Applicants will receive written/emailed correspondence confirming the outcome of their application together with either a payment schedule or terms and conditions of the Key Card scheme. Payments will normally be made by monthly BACS into the student's own bank account.

Incomplete applications cannot be processed and will be followed up with the applicant. Late applicants may receive reduced awards subject to funds available. All awards made will be subject to confirmation of enrolment.

If a student is dissatisfied with the outcome of their application, they have the option to appeal which will be outlined in their notification letter.

ATTENDANCE REQUIREMENTS

All monthly payments will be subject to the student achieving a minimum of 90% attendance, together with satisfactory progress and conduct at College. Payments will be withheld if the student's attendance falls below 90%.

GUIDANCE ON COMPLETING THE APPLICATION

If you require any assistance in completing the application then please contact **0191 511 6000** or call into any Student Services/Reception area of the College.