

# 16-18 BURSARY + FREE MEALS

## ACADEMIC YEAR 2016-2017

### ELIGIBILITY INFORMATION

Young people will be eligible to receive financial support from Sunderland College as outlined below in the following categories.

**1** Travel costs will be paid up to a maximum of £60 a month/£16 per week, via the cheapest form of transport, for any student where the annual household income is less than £25,000. Students must live more than ½ mile away from their main campus of study to be eligible. Students eligible for Travel Support through the 16-18 Bursary can either receive payments **or** use a free bus which may be in operation. Essential kit costs will also be paid for students eligible in this category.

or

**2** 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

**3** 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)
- Universal Credit (during the initial roll out of benefit)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

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

**PAYMENTS WILL BE MADE ON A MONTHLY BASIS SUBJECT TO SATISFACTORY ATTENDANCE, PROGRESS AND CONDUCT AT COLLEGE. STUDENTS ARE EXPECTED TO ACHIEVE EXCELLENT ATTENDANCE ON THEIR FULL PROGRAMME OF STUDY IN ORDER THAT PAYMENT CAN BE MADE.**

## GUIDANCE NOTES

### ELIGIBILITY

You must be classed as a home student i.e. a permanent UK/EEA resident in order to receive financial support from the fund. Bursary funding is only available to students enrolling on to a full time college programme who are 16-18 at the start of their course. It is important to apply before 31st October to ensure that the award is backdated to the start of the course.

Travel costs will only be paid where the student has to travel more than half a mile to their campus of study. All travel costs will be paid via the cheapest form of travel up to a maximum of £60 a month/£16 per week. There are various discounted student travel passes available through Stagecoach Buses and Go North East Buses. Further information is available via [www.nexus.org.uk](http://www.nexus.org.uk). Students eligible for Travel support through the 16-18 Bursary can either receive payments or use a free bus which may be in operation.

If you are applying for support under box 2 overleaf then you only need to complete Part A of the application. You will need to provide documentary evidence of your circumstances such as a letter from your Care Worker or proof of your entitlement to a relevant benefit.

Students must have their own bank account.

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

### CHANGE OF DETAILS

Any change of details must be notified immediately to The Welfare Team such as change of address/bank account or withdrawal from course.

### EVIDENCE IN SUPPORT OF APPLICATION

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

- Evidence of bank details from Young Person
- Evidence of child benefit/(s) from Parent(s)/Guardian(s)
- Evidence of relevant benefit or proof of household income

Evidence of relevant benefit 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 2016-17 needs to be provided. Evidence should be supplied as photocopies as original documentation cannot be returned.

### ADMINISTRATION OF THE FUND

Completed applications received before 26th August 2016 will receive their first monthly payment on 21st September 2016 with subsequent payments made on the 21st of each month. Incomplete applications cannot be processed and will be followed up with the applicant. Applications will be assessed from 1st July 2016 until 1st July 2017. Applicants will receive written correspondence confirming the outcome of their application together with a payment schedule where appropriate. Payments will normally be made by Monthly BACS into the young person's bank account.

### BACK-DATED PAYMENTS

Applications received before 31st October will have payments calculated from the start of the course. Applications received after this date will only be assessed from the date received and no backdated payments can be awarded.

### GUIDANCE ON COMPLETING THE APPLICATION

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