

Sir William Robertson Academy 16 – 19 Bursary Fund 2018/19 - FAQ

1. What is the 16-19 Bursary Fund?

The Government has set aside some money for schools, colleges, training providers and local authorities to allocate to young people who need financial support to stay on in further education or training. This is called the 16-19 Bursary Fund.

It could help you with any education-related costs that may arise during the school year, including essentials like a meal during the day or transport to your school, college or training provider. Or you might need extra help to buy books, clothing or equipment for your course, or pay for educational visits.

2. Who can apply?

To apply for a bursary, you must be at least 16 years' old and under 19 years old at the start of the 2018/19 academic year (in 2018/19 this is the 31st August 2018). You must also be taking part in full-time or part-time further education or training.

3. How much will I get?

There are two types of bursaries:

Vulnerable student bursary – you could receive up to £1,200 if you:

- ✓ are in local authority care or you have recently left local authority care; or
- ✓ are receiving Income Support, or Universal Credit in your own name; or
- ✓ Receive both Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit.

Discretionary bursary – You can apply for a discretionary bursary if you aren't eligible for a vulnerable bursary but you need financial help to stay on in further education or training. Your school, college or training provider will decide whether you will receive a discretionary bursary, how much you could get, and what it should be used for.

4. How do I apply?

Please complete this application form and return with original copies of your supporting documentation to Miss Ball in the finance office.

5. Who else can give me advice?

Please speak to Miss Wilson, Head of Sixth Form in the first instance; your parents/carers, or key adults like a social worker or a local authority careers adviser might also be able to help you with your application.

6. When should I apply?

You should make an application as soon as you have decided where you are going to study. The sooner you apply, the sooner you will start to receive support.

7. I am studying part-time. Can I apply?

Yes; Sir William Robertson Academy can consider applications from full-time and part-time students.

8. How will my bursary be paid?

The Sir William Robertson Academy runs a payment 'in kind' scheme, which means that instead of receiving money, you could get a public transport travel pass, credit for meals or course equipment.

9. Can my school/college tell me what to spend my bursary on?

Yes, your bursary is to help pay for things you really need to support your studies at Sir William Robertson Academy. We can insist that your bursary is spent on travel costs, meals during the day, or equipment for your course.

10. Can my college stop my payments if I don't attend or if I misbehave?

Yes, Sir William Robertson Academy sets conditions on your bursary - these are rules that you will need to stick to, such as attending classes regularly or behaving well. If you don't stick to these conditions, we can stop your payments.

11. If I can't attend college because of illness or an authorised absence will I still receive my bursary?

If you are ill or have been allowed an authorised absence, we will let you know whether this will affect your bursary payments.

12. I got a bursary last year - do I need to apply again this year?

Yes, applications under the Sir William Robertson Academy require students to apply each academic year.

13. Will everyone know that I am getting a bursary?

Sir William Robertson Academy will make sure that you are not singled out in any way and that your application is handled confidentially. If you are worried, speak to Mr Mann, Head of Sixth Form, before making an application.

14. I think that another student may have made a fraudulent claim for a bursary. What should I do?

The academy will need to investigate this. If you have any concerns, you should speak to Mr Mann, Head of Sixth Form, in confidence.

15. I don't think that my college is administering the 16-19 Bursary Fund correctly – how do I complain?

Please speak to the Head of Sixth Form and try to resolve your concerns. If they are unable to help, you can make a formal complaint on any subject, including the 16-19 Bursary Fund, by using the Sir William Robertson Academy's formal complaints procedure.

16. I was eligible for a bursary last academic year but now my college is telling me that I'm too old to apply. Can I apply for a bursary?

To apply for a bursary, you must be over 16 years' old and under 19 years old at the start of the 2018/19 academic year (this year, the academic year starts on 31st August 2018). If your nineteenth birthday was before then, you cannot apply for a bursary. There is financial support available for older students - information on this is available from: <https://www.gov.uk/browse/education/student-finance>.

17. Can I get any other financial support to attend college?

Your local authority may provide free or subsidised public transport to get you to school or college. You can find out what is available in your area at: <https://www.gov.uk/subsidised-college-transport-16-19>

The Government also provides other financial support for certain specific groups of young people in further education and training. You can get more information from: <https://www.gov.uk/browse/education/find-course>

Vulnerable bursaries

18. Can I apply for a vulnerable student bursary?

You can apply for a vulnerable bursary if you:

- ✓ are in local authority care or you have recently left local authority care; or
- ✓ are receiving Income Support, or Universal Credit in your own name; or
- ✓ Receive either Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit.

* More information on Universal Credit is available from: <http://www.dwp.gov.uk/policy/welfare-reform/universal-credit/>

* Personal Independence Payments (sometimes called PIP) is a new benefit that will, over the next few years, replace Disability Living Allowance. If you are receiving PIP and Employment Support Allowance in your own name, you can apply for a vulnerable bursary. More information on PIP is available from: <https://www.gov.uk/PIP>

19. Am I guaranteed the full £1,200?

No, not necessarily. You should receive £1,200 if you are studying for a minimum of 30 weeks on a full-time course. But, if your course is for less than 30 weeks, or even if your course lasts for 30 weeks but you only study for a few hours a week, you'll probably receive less than £1,200. If you do not have any education-related costs, for example if you are a residential student who doesn't need to travel to college, and you have all of your meals and equipment provided, your school, college or training provider could decide that you will receive less than £1,200 or even not receive a bursary at all.

20. Do I need to prove to my college that I am entitled to a vulnerable bursary?

Yes, we will need to see evidence that proves you are eligible for a vulnerable bursary. This could be a letter from your local authority confirming you're in care or have been in care; or a letter from the Department of Work and Pensions confirming the types of benefits you're receiving.

21. Do I need to be receiving the benefits in my own name?

Yes, you must be receiving the specified benefits yourself to be eligible for a vulnerable bursary. If not, you are not entitled to a vulnerable bursary, but you might still be able to apply for a discretionary bursary.

22. I am receiving Disability Living Allowance/Personal Independence Payments. Can I apply for a vulnerable bursary?

Only if you also receive Employment Support Allowance as well - to qualify for a vulnerable bursary you must receive both benefits. If you don't receive both benefits, you can apply for a discretionary bursary.

23. There have recently been changes to Employment Support Allowance. Does this mean that I am no longer entitled to a vulnerable bursary?

No; as long as you continue to receive both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments you can still apply for a vulnerable bursary. If you don't receive both benefits, you aren't eligible for a vulnerable bursary (unless of course you qualify by being in one of the other vulnerable groups). However, you can apply for a discretionary bursary.

24. I am looking after a disabled relative. As a young carer am I entitled to a vulnerable bursary?

As a young carer you're not entitled to a vulnerable bursary, but you can still apply for a discretionary bursary.

25. I am a young parent. Am I entitled to a vulnerable bursary?

Not unless you are living away from your parents and receiving Income Support or Universal Credit in your own name. If this is the case, you can apply for a discretionary bursary. You might also get help with childcare costs through the Government's Care to Learn scheme. More information about Care to Learn is available at: <https://www.gov.uk/care-to-learn>

Discretionary bursaries

26. Can I apply for a discretionary bursary?

To apply for a bursary, you must be over 16 years old and under 19 years old at the start of the 2018/19 academic year (this year, the academic year starts on 31st August 2018) and in full-time or part-time further education or training.

27. Who will decide whether or not I get a discretionary bursary?

The decision will be made 16-19 Bursary Panel at Sir William Robertson Academy, which has its own eligibility criteria. Due to the limited amount of funding, our criteria is set to make sure it gets to the students who most need financial assistance to help them successfully complete their studies at the academy. The eligibility criteria set by Sir William Robertson Academy are shown on the form below.

28. How much will I get?

The panel will decide who receives a discretionary bursary, how much they will receive and what it should be spent on.

29. If I apply for a discretionary bursary will my college investigate my family's finances?

If you apply for a discretionary bursary, we will ask for some evidence of your family's income, such as a letter from the Department of Work and Pensions confirming your family's benefits, a P60, a Tax Credit Award Notice, or evidence of your family's annual income if they are self-employed.

30. Can I get help to pay for 'one-off' things like educational trips or a train ticket to attend a university interview?

Depending on available funding we may be able to offer 'one-off' discretionary payments as well as longer-term discretionary bursaries.