



**ASKHAM BRYAN
COLLEGE**



**Further Education
Financial Support
2024-25**

Guidance for Further Education Financial Support 2024-25

Askham Bryan College recognises that there are costs associated with accessing education and we will do our utmost to help students within the funds that the College has available from the Government.

All students applying for financial assistance must be studying a Further Education course for the academic year September 2024 to June 2025, it can be an Entry Level 1, 2, or 3 or a Level 1, 2, or 3 qualifications.

Residential Bursary

The residential bursary fund is aimed to support learners on land-based programmes of study that require a residential element. All full time Further Education students can apply for the residential grant provided that they:

- Live more than 15 miles from the College and there is not a College nearer to their home address doing the same study programme

OR

- The journey to College takes more than 2 hours on public transport.

AND

- **The household income is less than £32,000.**

The student must have a confirmed place on a Level 2 or Level 3 Further Education course at the College and have resided in England for more than 3 years. There are a limited number of residential awards so they are awarded on a first come basis.

An application form must be completed online via our college website declaring the household income and evidence must be provided to support this application.

The grant will not cover all the accommodation costs, the residue may be paid in 8 instalments over the academic year. It is up to the individual student and their family which type of accommodation they choose to live in but it must be on the College campus and have half board catering.

Residential Bursary Awards are made according to Household income, awards are based on a sliding scale: -

Gross Household Income	Award
Up to £21,000	£3,804.00
£21,001 to £25,704	£2,536.00
£25,705 up to £31,999	£1,267.00
Over £32,000	No award

Evidence to support the residential bursary application for the tax year **April 2023 - March 2024** must include the following:

- A copy of a Tax Credit Notice Award (TCAN) for 2023-24 **all** the pages must be included, showing household income and figures for child tax credit and/or working tax credits.
- P60 for April 2024 to evidence salary or a copy of **three wage slips for February 2024, March 2024 and April 2024.**
- If the household is in receipt of Universal Credit we require 3 **full** recent monthly statements confirming the amount received, and the other elements which make up your payments.
- Confirmation of ALL benefits the household is in receipt of, we require a recent (within 3 months) benefit entitlement/ award letter, the letter has to state the amount you receive.
- Certified accounts if self-employed or a copy of your tax return for April 2024.
- Evidence to confirm a household member is attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2024-25, which will reduce household income by 50%.

No residential grant will be awarded without the household income evidence. To ensure the financial support is in place for the start of the academic year the closing date for the Residential Bursary applications is **31st July 2024.**

If you have provided the required evidence, your application will be examined and processed according to the college criteria. You will normally be informed in writing of the result of your application within 28 days.

Discretionary Bursaries

The Discretionary Bursary offers financial support to students who are on a full or part time **further education** study programme; the bursary is aimed at assisting learners to overcome specific barriers to participation so they can remain in education.

There are two types of bursaries:

- **A Vulnerable Learner Bursary** which is for young people in one of the defined vulnerable groups.
- **Discretionary Bursary** which is awarded to meet individual needs and assist with course related costs such as books, equipment and trips.

Vulnerable Learner Bursary

This is for students who are aged between 16-19 and in one of the defined vulnerable groups: -

- **Young person who is currently in care /or Looked after child** – this is children that are looked after by the Local Authority on a voluntary basis (Section 20 of the Children Act 1989) or under a Care Order (Section 31 of the Children Act 1989)
- **Care leaver** – this is defined as: -
A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks) which began after the age of 14 and ended after the age of 16 **or**
A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks) which began after the age of 14 and ended after the age of 18.
- **Young person who is in receipt of Income Support / or Universal Credit in their own right** – This shows that the young person is financially supporting themselves and anyone else who is dependent on them.
- **Disabled young people who receive both Disability Living Allowance (DLA) or Personal Independent Payment (PIP) and Employment Support Allowance (ESA) -**

These young people can receive **up to £1200** per academic year depending on their financial circumstances and what their individual needs are in order to participate in education. Students will be asked to provide information about what is required, they will not automatically be awarded £1200.

If a student is awarded a bursary and travels to college using a college transport pass, the cost of that pass will automatically be deducted from their bursary award, to cover the cost of the pass.

If a student is eligible for direct payments they are conditional on the student meeting the agreed standards of attendance and behaviour which will be monitored by Student Services.

Evidence required

You will need to provide one or more of the below, depending on your individual circumstances to qualify for the Vulnerable Learner Bursary.

- Written confirmation from the Local Authority of students current looked after or leaving care status (confirming the student meets the criteria as above) the Social Worker will also have to list what the young person's course related costs are within the letter.

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- A recent letter confirming that the young person is in receipt of Income Support stating the amount they have been awarded.
 - Copies of 3 recent monthly Universal Credit Statements, it has to be a copy of the full statement showing the breakdown of the entitlement.
 - A recent letter to confirm that the young person is in receipt of both DLA / PIP **and** ESA the letter has to also state the amount awarded.

Discretionary Bursary

Students can apply for the discretionary bursary to help them overcome financial barriers; the bursary can assist students with course related costs such as personal protective equipment, transport, educational visits and food whilst at the College.

Priority will be given to those students on the lowest household income and an assessment of financial need will be made.

In order to receive an award a student must complete an application form for the Discretionary Bursary and provide the supporting evidence required. Awards are subject to household income, and the students course related costs

- Students will be assessed on the annual gross household income, including income from the student's parents or the student's spouse as appropriate. **It must be below £32,000.**
- Where a student lives with a partner, the income of both the student and the student's partner will be used.
- It is really important that you provide **all** of the pages of any of the documents requested, names and address' must be clearly visible.

Evidence required includes: -

- A copy of a Tax Credit Award Notice (TCAN) for 2023/24 **all** the pages must be included, showing household income and figures for child tax credit and/or working tax credits. If you are uploading photos of these documents the full page must be visible.
- P60 for April 2024 to evidence salary or a copy of three wage slips for February 2024, March 2024 and April 2024.
- If the household is in receipt of Universal Credit we require 3 full recent monthly statements confirming the amount received, and breakdown of the entitlement. A screen shot of the monthly payment is not satisfactory.
- Confirmation of all the benefits the household is in receipt of, a recent (within 3 months) benefit entitlement/ award letter must be provided for each benefit and the amount you receive.
- Certified accounts if self-employed or a copy of your tax return for April 2024.
- Evidence of a household member attending university, including a confirmation letter from the University or a letter from Student Finance England for the academic year 2024-25, which will reduce household income by 50%.
- **NO BURSARY APPLICATION WILL BE ASSESSED WITHOUT THE CORRECT EVIDENCE.**

All awards are dependent on the student's course related costs. Applicants should provide details of the costs they have identified in their application. Please note in particular that applications must be submitted prior to enrolment if you are wanting assistance towards college transport costs. If a student is awarded a bursary and travels to college using a college transport pass, the cost of that pass will automatically be deducted from their bursary award, to cover the cost of the pass.

Food cards and personal protective equipment can be purchased by the College out of the monies awarded, alongside any IT equipment e.g. a tablet or laptop. Refunds can be given for equipment bought in advance once the student has enrolled on the course, however you must be able to provide receipts to support a claim.

Money can also be put aside for educational visits - please speak to Student Services in advance of any trip to discuss this.

Any monies awarded will be paid into the student's own bank account by BACs in three termly instalments.

Students who find themselves facing hardship during the academic year can appeal for further assistance, if they are able to provide evidence to support the appeal and there are funds available.

19+ Advanced Learner Loans

Tuition Fees

Students who are 19+ and have tuition fees to pay can apply for an Advanced Learner Loan to help pay the fees charged. Most learners aged 19+ studying an eligible qualification will qualify for an Advanced Learner Loan.

The amount you get depends on the course you are studying, you can get the maximum amount to cover your fees or pay part or all the fees yourself. You can apply online, visit www.gov.uk/advancedlearnerloan for further information.

Advanced Learner Loan Bursary

Students who qualify for an Advanced Learner Loan to cover their course fees may also be eligible for a bursary through the college to support them with other course related costs. In order to qualify students must meet the eligibility criteria, have a household income of below £32,000 and be able to provide a copy of their Advanced Learner Loan confirmation letter. Students must complete the Discretionary Bursary application and provide the evidence of household income as stated in the application.

Childcare Funding

Care to Learn (for students aged between 16-20)

If you are under 20 at the start of your course and you are the main carer for your child and in receipt of Child benefit you may be eligible for funding towards your childcare.

For more information and to apply for Care to Learn visit www.gov.uk/care-to-learn

College Childcare Grant (for students aged 20+)

If you are over 20 years of age at the beginning of your full time Further Education course, you may be eligible for a grant to assist you with your childcare costs. Household income has to be below £30,000. You must complete the Childcare Funding application form and provide the supporting documentation required.

The College can fund up to 85% of childcare costs. This payment will be made directly to the Childcare provider who must be Ofsted registered. The certificate of registration must be sent as evidence with the application form. To request an application please contact bursaries@askham-bryan.ac.uk

Free College Meals

This entitlement is for learners who are in full time **Further Education** at Askham Bryan College and its centres. Students must be aged between 16 and 18 years on 31st August 2024. If a student turns 19 during the academic year they will remain eligible for free meals until the end of the academic year.

Students aged 19 and between 25 years old who are subject to a Learning Difficulty Assessment (LDA) or have an Education Health Care Plan (EHCP) will also be entitled to free meals whilst at the College, **providing they meet the household income eligibility criteria** and can provide evidence to support this.

Eligibility Criteria

If the household is in receipt of any of the benefits listed below and the income is below **£16,190**, the student may be eligible for free meals. You must complete a bursary application form and provide evidence in order for your free meal entitlement to be approved.

Evidence Required:

- Jobseekers Allowance income based
- ESA – income related Employment Support Allowance
- Income Support
- Guaranteed element of State Pension Credit
- Child Tax Credits (you cannot be in receipt of Working tax credits)
- Universal Credit (you must provide 3 recent statements, earnings must be under £7,400 pa to qualify)
- A recent letter from the Local Authority confirming entitlement.

Important note

For **ALL** grants and bursaries, the evidence provided to support the application must be for the year **1st April 2023 – 31st March 2024**. If the incorrect year is sent the application will **NOT** be assessed until the correct year is sent.

Applications must be received by **31st August 2024** to ensure that support is in place for the start of the academic year. Applications received after this will be assessed if funds remain.

How to Apply for Financial Support

Applications can be completed on-line via the link on our Askham Bryan College website. If you are unable to complete the online application please contact:

Email: bursaries@askham-bryan.ac.uk

Phone: 01904 772271

The College will not be able to make any payments or purchase any equipment for you until you have enrolled and are attending your programme of study. This means that you have to wait several weeks for your equipment or first payment. If you need help urgently, please make an appointment to speak to the Student Finance Officer via Student Services or email bursaries@askham-bryan.ac.uk with your details.

If you have any queries please contact [Student Services on 01904 772201](#)