

# THE SIXTH FORM COLLEGE, COLCHESTER BURSARY OVERVIEW 2022/23

## Information for Enrolment

The College has received Government criteria and funding to support students for 2022/23 year. In order to meet Government criteria, this support is provided in a variety of schemes which are operated as follows:

### **a. Student Support – Discretionary Bursary Award and Contribution to Food Costs Scheme linked to levels of household income.**

On behalf of the Government, the College will be operating an Award Scheme for full time students whose parents receive the qualifying state benefits as listed below. Due to government instructions we can no longer make flat-rate payments. All payments must be linked to specific educational need.

Eligible students can receive support for transport costs (Bus or Train Season Ticket), the Learning Resource Deposit and a Food Allowance to be used in the college refectories.

Consideration will also be given to other costs including material packs, essential course trips, books and revision packs.

Awards are only ever a contribution to course-related compulsory costs and will not necessarily cover all your additional financial needs. Funds are limited, it may be necessary to refuse an award at any point during the academic year.

## Evidence

This information will be treated confidentially, but for the legal performance of our duties will be held for six years and may be provided to Government Agencies, as well as for audit purposes. Evidence will need to be current [normally in respect of the most recent tax year] and will usually confirm that the student or the family is in receipt of a Means Tested State Benefit as listed below:

- a) Income Support
- b) Income-based Jobseekers Allowance
- c) Income-related Employment and Support Allowance (ESA)
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) The guarantee element of State Pension Credit
- f) Child Tax Credit (provided they have an annual gross income of no more than £20,000, as assessed by HMRC)
- g) Working Tax Credit (provided they have an annual gross income of no more than £20,000, as assessed by HMRC)
- h) Universal Credit with net earnings not exceeding £10,000 pa

Please be aware that it is the applicant's responsibility to provide evidence of household income and participation in these schemes cannot be considered without the relevant documentation.

## How to apply:

An application form is available on the College web site or the College Finance Office. Please return the completed form together with supporting evidence; returning students should submit their form by 31st August 2022 and new students by 30th September 2022 to:

The Finance Office. Room 204E  
The Sixth Form College, Colchester  
North Hill  
Colchester CO1  
1SN

**The application form lasts for one academic year only.**

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## **b. Student Support for Students Experiencing Financial Hardship but not qualifying for the above.**

The Government expects this funding to be used to support full time students in financial hardship and where there is no alternative scheme to provide support. The funding has been provided to respond to hardship needs, particularly those which arise through sudden changes in circumstances. Normally the assessment of both the educational need and the degree of hardship is carried out by a Senior Tutor in conjunction with the Assistant Principal (Pastoral). The assessment will be based upon financial hardship as demonstrated by an assessment of household circumstances, including an income assessment, together with identification of a specific financial need related to the student's education at College and which, if not addressed, would result in a student being unable to take part fully in the College learning experience.

If a student wishes to apply for financial help they will be expected to see her/his Senior Tutor. The student will need to explain the situation and, in the event, that the Senior Tutor feels that help should be offered the student will be given a loan from College funds. Loans can be made to cover College specific needs, for example travel, to purchase books or other academically related resources or to allow a student to take part in College activities. A repayment plan must be agreed at the time the loan is authorised, with all outstanding amounts cleared by the end of the academic year. If the student can subsequently provide evidence of financial hardship then the loan may be converted to a non-repayable Discretionary Award.

### **Evidence**

The Evidence requirements for a Discretionary Award are similar to those for a Bursary Award in (a) above, but may include more detailed information from a parent or guardian regarding changes in circumstances.

### **Notes**

Students must notify College of any change in their circumstances, they will not be expected to repay an award but will be expected to repay a loan. Any award will be subject to a student's continued attendance at College and compliance with all College academic and pastoral expectations.

## **c. "Higher" Bursary Award**

Students in care, care leavers, young people in receipt of Income Support (or Universal Credit) and disabled young people in receipt of Personal Independence Payments (or Disability Living Allowance) and Employment and Support Allowance (or Universal Credit) in their own right will be eligible to receive a mandatory higher bursary of £1,200 per year, which will be paid in instalments during the academic year.

Please complete the Higher Level Bursary Award application form and attach the relevant documentation.

## **d. Childcare Support**

Students who have dependent children may be eligible for financial support towards the costs of childcare and travel. Application forms and guidance notes are available on:

[www.direct.gov.uk/caretolearn](http://www.direct.gov.uk/caretolearn)

## **Appeals and Complaints Procedures**

Should a student or parent/guardian wish to appeal against a decision regarding student support, the matter will be referred to the Assistant Principal (Pastoral) and ultimately to the Principal.