

# THE SIXTH FORM COLLEGE, COLCHESTER

## FINANCIAL INFORMATION 2017/18

### Information for Enrolment

The College has received Government criteria and funding to support students for 2017/18 year. In order to meet Government criteria, this support is provided in a variety of schemes which are operated as follows:

#### a. **Student Support – 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 household income does not exceed £16,190 per annum. These students will have to apply to the College and provide evidence that they are in receipt of state benefits as listed below. It is envisaged that at least 2 award payments will be made during the academic year, subject to students remaining in College and maintaining satisfactory attendance and depending upon funds available. The Bursary award can also be used to settle the Learning Resource Deposit/ILT/insurance payment of £50.

Students in receipt of the College bursary award will also be entitled to participate in the Contribution to Food Costs scheme operated by the College on behalf of the Government.

#### **Evidence**

This information will be treated confidentially, but 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 Means Tested State Benefit. Examples of acceptable evidence could consist of:

- a letter confirming entitlement to a named benefit, with details of the calculation of that benefit; this may include Income Support, Housing Benefit, Council Tax Reduction, Working Families Tax Credit or Child Tax credit up to a taxable income of no more than £16,190, as shown on Form TC602 – Tax Credit Award Notification.
- a letter from the Department of Social Security (DSS) detailing the required information;
- a DSS letter for Jobseekers' Allowance – the second page shows that the benefit is income based;
- Detailed information provided by a parent or guardian.

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 can be obtained from your Senior Tutor or the College Finance Office. Please return the completed form together with supporting evidence during August 2017 or by early September 2017 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.**

**All Bursary payments are made by cheque payable to the student and will be issued via the Personal Tutor.**

## Information for Enrolment - continued

### b. Student Support for Students Experiencing Financial Hardship – Discretionary Award Funding

The Government expects that this funding will 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. If the student can subsequently provide evidence of financial hardship then the loan can 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 normally be expected to repay an award, but their entitlement to further payments may be affected. 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 and disabled young people in receipt of Employment Support Allowance (the latter two 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. The term 'looked after' was introduced by the Children Act 1989 and refers to children who are subject to care orders and those who are voluntarily accommodated. Wherever possible, the local authority will work in partnership with parents. Many children and young people who become 'looked after' retain strong links with their families and many eventually return home.

Please complete the Bursary Award application form and attach the relevant documentation as evidence for the higher Award

### 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)

### e. Financial Contributions

At Enrolment, the College makes a single request to cover a number of payments, which help support effective learning and student activities within the College. Full details are issued at Enrolment and current levels of charge are:

Learning Resource Deposit/Information Learning Technology/Insurance:	£50 (£25 Refundable)
College Fund:	£10 (if attending a 1 year course)
	£15 (if attending a 2 year course)

### f. Lockers

Lockers are allocated on a first come first served basis at the time of Enrolment. Please note that students with appointments on 30 August WILL NOT be disadvantaged. A charge of £5 is made for the locker, £2 of which is refunded on return of the key at the end of the year.

### 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.