



# **Student Financial Support**

**2018/19**

**Weymouth College is recognised as example of good practice**  
(16 to 19 Bursary Fund) **by the Education Funding Agency (EFA).**

For more information on 16 to 19 Bursary Fund 2018 to 2019 please visit:  
**[www.gov.uk/government/publications/16-to-19-bursary-fund-guide](http://www.gov.uk/government/publications/16-to-19-bursary-fund-guide)**

**Weymouth College is committed to the practice of promoting equality and celebrating diversity.** (We will ensure all applicants are treated fairly according to their individual circumstances).



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## Introduction

This guide provides information and answers on Discretionary Financial Support funds which are part funded by the Government and the College. These funds are administered by the College to support students' progress in further education, particularly those who are disadvantaged with course-associated costs such as travel, equipment and lunch. We advise you take the time to read the information in this guide before filling in the application form. This guide details the eligibility criteria and the application process.

### **There are a number of schemes available:**

- 16-18 Guaranteed Bursary
- 16-18 Discretionary Bursary
- 19+ Discretionary Learner Support (including childcare)
- Advanced Learner Loan Bursary Fund
- Free Meals.

## 16-18 Guaranteed Bursary

This scheme is also known as Vulnerable Learners Bursary Fund, it is not income assessed and guarantees a bursary of up to £1,200 for the academic year. Benefits must be in your own name to get a vulnerable bursary. You must also have your own bank account.

### Who is eligible to apply for 16-18 Guaranteed Bursary?

- ✓ You must be aged between 16 and 18 on 31 August 2018
- ✓ You must be enrolled on an EFA-funded programme
- ✓ Those who fall into the following criteria:
  1. Someone who is in care
  2. Care leavers (someone who has been in care but is not any longer)
  3. Those on Income Support/Universal Credit
  4. Those in receipt of both Employment Support Allowance (or Universal Credit) **and** Disability Living Allowance (or Personal Independence Payment).

Please note, you will be required to show evidence of your individual circumstances.

Guaranteed Bursary students **may** receive the following:

- a monthly payment in arrears
- help towards the cost of travel (subject to distance)
- help towards books and equipment
- educational visits
- help towards other course-associated costs
- Asda Vouchers.

## 16-18 Discretionary Bursary

This scheme is income assessed. Eligible students will receive a discretionary bursary if they meet the terms and conditions. This scheme is to assist those who face genuine financial barriers to staying on in education to help with costs such as books, equipment and other course-associated expenses. Those who apply will need to have their parents/guardians' income assessed.

### Who is eligible to apply for 16-18 Discretionary Bursary?

- ✓ You must be aged between 16 and 18 on 31 August 2018
- ✓ Those with a household income of **£26,000** or below
- ✓ You must meet the residency requirements.  
**(You must have lived in the EU for 3 years)**
- ✓ You must be enrolled on an EFA-funded programme.

### **Who is not eligible to apply for 16-18 Discretionary Bursary?**

- 16-18 year olds studying Higher Education qualifications
- Waged apprenticeships.

### **This bursary is provided to help with the following:**

- Help towards the cost of travel (subject to distance) petrol costs are not normally refunded
- Help towards books and equipment , protective clothing
- Educational visits
- Help towards other course-associated costs.

## **19+ Discretionary Learner Support**

19+ students who want to study at Weymouth College will be able to apply for Discretionary Learner Support (DLS). This scheme is income assessed. Eligible students will receive a discretionary bursary if they meet the terms and conditions. This scheme is to assist those who face genuine financial barriers to staying on in education to help with costs such as books, equipment and other course-associated expenses. Those who apply will need to have their household income assessed.

### **Who is eligible to apply for 19+ Discretionary Learner Support?**

- ✓ You must be aged 19+ on 31 August 2018 (students who are receiving a student loan need to apply to the Advanced Learner Loan Bursary scheme)
- ✓ Those with a household income of **£30,000** or below

You will need to provide evidence of residential status if you were not born in the UK or have not lived in the EEA during the whole of the last three years. This can be in the form of your passport or home office documentation.

- ✓ You must be enrolled on SFA-funded programme.

This bursary is provided to help with the following:

- Help towards the cost of travel (subject to distance) petrol costs are not normally refunded
- Help towards books and equipment
- Educational visits
- Help towards other course-associated costs.

A young boy with light brown hair is looking down at several colorful toy cars on a wooden table. The cars include a green one, a blue one, a red one, and a yellow one. In the background, a red double-decker bus toy is visible. The background is blurred, showing what appears to be a classroom or play area with other children and toys.

## 20+ Childcare

This fund is part of the Discretionary Learner Support and Adult Learner Loan and is available to assist you with the costs of childcare while studying at college. Please note the childcare provider must be OFSTED registered - informal childcare cannot be funded, e.g. provided by family members. Available term-time only and only when the student is timetabled into college. Meals should be provided by the student and cannot be claimed via the various bursary schemes.

## Under 20 years Childcare

If you are under 20 years of age you could get help with your childcare payments through the Care to Learn scheme. **Contact 0800 121 8989** or visit **[www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)**

# Advanced Learner Loan Bursary Fund

Those aged 19 years and above who want to study at Weymouth College on a level 3 or 4 course will be able to apply for Advanced Learner Loan Bursary. This fund is to assist disadvantaged students with course-associated costs, such as childcare, residential support and exceptional learning support, e.g. support for teaching assistant and necessary adjustments under the Equality Act.

## Who is eligible to apply for Advanced Learner Loan Bursary Fund?

- ✓ You must be aged 19 or over on the first day of your course on or after 31 August 2017
- ✓ Be enrolled on an eligible course at Level 3 or Level 4
- ✓ Have had a loan approved by the Student Loans Company
- ✓ Those with a household income of **£30,000** or below
- ✓ You must meet the residency requirements.
- ✓ You must be enrolled on an SFA-funded programme.

## This bursary is provided to help with the following:

- Help towards the cost of travel (subject to distance) petrol costs are not normally refunded
- Help towards books and equipment
- Educational visits
- Childcare
- Residential support
- Exceptional learning support
- Course-associated costs such as transport, books and equipment.



# Free Meals

This scheme is targeted at disadvantaged students. For the purposes of eligibility for free meals, 'disadvantage' is defined by a student being in receipt of, or having parents who are in receipt of, one or more of the identified benefits (see the eligibility criteria below).

## Who is eligible to apply for Free Meals?

- ✓ You must be aged between 16 and 18 on 31 August 2018
- ✓ Students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:-
  - Income Support
  - Income-based Jobseekers Allowance
  - Income-related Employment and Support Allowance (ESA)
  - Support under part VI of the Immigration and Asylum Act 1999
  - The guarantee element of State Pension Credit
  - Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed HMRC
  - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for WTC
  - Universal Credit
- ✓ You must meet the residency requirements
- ✓ You must be enrolled on an EFA-funded programme
- ✓ Those aged between 19 and 25 on 31 August 2018 who have an Educational Health Care plan (EHC Plan) in place

Eligible students will receive a free meal for each day they are required to be in college as per timetable (lunch box meal may be provided for off-campus activities where appropriate). Students must meet the terms and conditions, including the minimum attendance requirements.



# FAQ & Further Information

## Attendance

You are expected to attend 100%, failure to achieve a minimum of 90% attendance may lead to financial support being reduced, suspended or stopped. Behaviour will also be taken into account and reviewed along with attendance on a regular basis.

## Course Fees

Course Fees cannot be applied for, you must pay in full. If you are undertaking a level 3 or 4 course the Adult Learner loan must be applied for.

Students must apply to their nearest college of residency. You may not be able to access Weymouth College bursary funds if a college nearer to home offers the same course you are applying for, unless there are extenuating circumstances. Please speak to a member of the Student Services Team.

## When can I apply for financial support?

You can apply from September 2018. We would encourage all prospective and returning students who meet the eligibility criteria to apply as soon as possible after enrolment.

## What support will I receive from the various Funds?

The amount and type of support you receive from the various funds will be specific to your needs and what claim you have submitted. Financial assistance will be available to help with course associated expenses such as travel, books, equipment and childcare costs. If you have already purchased equipment, a receipt is required however, please note maximum awards apply, please enquire prior to purchasing **any** items as funds are limited. All funding - including payments/bus pass/equipment etc. - will be made at the College's discretion

**For Example:-** Work boots - Maximum £20.00 and Overalls - Maximum £20.00

For tools relating to construction and building course, awards will vary depending on the level enrolled, please discuss with your tutor.

Please note: Any funding awarded will need to be repaid if you withdraw from your course without completing. However, decisions regarding this will be based on individuals' circumstances. By applying to the funds, you are accepting this condition.

### **How do I apply?**

You apply directly to Weymouth College. Application forms are available from our website or you can collect a copy from the main campus. You are advised to hand in applications as soon as possible.

***If you require assistance to complete your application form, please contact a member of the Student Services Team.***

### **Do I need to submit evidence with the application form?**

**Yes, those applying for financial help and free meals must provide evidence of your family's household income. Examples include;**

- **A letter from the Department of Work and Pensions showing receipt of all benefits**
- **P60 Self Employment - previous year's gross income Annual Tax Summary or SA302**
- **Tax Credit Award Notice**
- **Evidence of your family's annual household income**
- **3 months worth of payslips or bank account statements**  
(all dated within 3 months of application date)

You will need to provide evidence of residential status if you were not born in the UK or have not lived in the EEA during the whole of the last three years. This can be in the form of your passport or home office documentation.

Application forms will only be accepted when fully completed and accompanied with all relevant documentation.

### **How do I renew my travel pass?**

Call into Student Services (see opening times, page 12) with your existing bus pass **prior** to its expiry date, your attendance will be checked; the level of attendance will determine the length of pass issued. Low % attendance = no pass issued.

1 week, 1 month, 3 month

### **What if I lose my travel pass?**

Travel passes are pre bought from the Transport Company; it is your responsibility to keep this safe. If you lose it, you will be required to purchase a renewal at your own cost up to the expiry date of the "lost" pass. No refunds will be given if you fail to renew your bus pass in good time.

## What Happens Next?

Once your application has been assessed, you will receive an award notification via college email, which will explain if your application is successful or unsuccessful and how your award will be paid.

### **How and when will I receive my payment?**

Eligible students may receive payments directly into their bank account (you will need to have your own bank account). Other payments may be made in kind, for example in the form of travel passes.

### **Changes in Circumstances**

You are required to inform the Student Finance Team of any changes in circumstances that may affect the outcome and eligibility for funding. Further evidence may be required to reassess your application for a higher level of assistance. Failure to inform us of changes in circumstance may make you liable for the cost of any funding already received.

### **Informing the Department for Work & Pensions (DWP)**

You are required to inform the Department for Work and Pensions (DWP) of any 19+ Discretionary Learner Support (DLS) support you are receiving as this may impact on your benefit eligibility.

### **How do we know the College will be fair?**

The College has an established appeals process for financial support. The College also has a compliment and complaints procedure and we welcome students' feedback. In addition, the above funds are audited and monitored in various ways including thorough internal audit and by the funding agencies.

The College will take the required arrangements to ensure that the management and systems of financial control are such, that the funds are used for the purposes for which it is intended and to comply with the terms and conditions attached to it.

### **What should I do if I am not happy with the outcome of my application?**

You can appeal against the decision that has been made in relation to your application by writing to:

**Student Finance Appeal Group, Student Services, Weymouth College,  
Cranford Avenue, Weymouth, Dorset, DT4 7LQ**

## Data Protection

All gathered data will be kept according to the Data Protection Act 1998. The Student Services Department follows college policy in matters of data protection. The data requested for financial support is covered by the Data Protection Act. Personal data will be used solely for the purpose for which it was provided. Some of the information gathered for financial support is required by the Education Funding Agency (EFA) or the Skills Funding Agency (SFA). Information supplied will be anonymised and aggregated before it is sent to the EFA/SFA. Data will not be passed to any other third party without your consent, except where the College is legally required to do so. If you have any concerns regarding how your personal data is stored or used and would like more information, please talk to a member of the Student Services Team.

## How to contact us

Should you require any further help or information, please do not hesitate to contact the Student Services Team on **01305 764807** or email: **collegebursaries@weymouth.ac.uk**

Alternatively, please call in to Student Services. Opening times during term time are Monday-Friday 10am to 12pm.

To apply for student financial support download the application form from our website **www.weymouth.ac.uk**

To submit your application form you can email it to: **collegebursaries@weymouth.ac.uk** or post it to **Student Finance, Student Services, Weymouth College, Cranford Avenue, Weymouth, Dorset, DT4 7LQ**













**Weymouth College  
Cranford Avenue  
Weymouth  
Dorset  
DT4 7LQ**

**Email: [collegebursaries@weymouth.ac.uk](mailto:collegebursaries@weymouth.ac.uk)  
Tel: 01305 764807  
[www.weymouth.ac.uk](http://www.weymouth.ac.uk)**



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