

Reepham College: 16 – 19 Bursary and Discretionary Fund Policy 2016 - 2017

The purpose of this policy is:

1. to ensure that the funds received annually from the EFA (Education Funding Agency) are targeted towards students that have the greatest need;
2. to ensure that any remaining funds are distributed fairly to students whose household income may limit their educational chances;
3. to ensure financial sustainability through the flexible devolvement of EFA funds received, thereby preventing an overspend in any annual cycle of funding;
4. to ensure that any personal financial details remain secure and confidential;
5. to minimise the risk of fraudulent claims.

Bursary Fund

16 – 19 Bursary applications

Eligibility: to receive a bursary the student must be aged under 19 on 31 August in the academic year in which they start their programme of study and must satisfy EFA residency criteria.

Evidence requirement: Household income, using Tax Credits forms, a P60, or 3 to 6 months' worth of bank statements (as evidence of self-employment income) must be provided to the college office along with the completed application form.

Level One:

A Young Person in Care; A Care Leaver; a young person in receipt of Income Support; a disabled young person in receipt of employment and support allowance who is also in receipt of disability living allowance.

Level Two:

Students whose household income is less than £16,190.00 per year (being the 2015/16 earnings threshold for free school meals).

Payments:

Level One: £1200 per year payable.

Level Two: Calculated annually according to the availability of funds divided by the number of eligible applicants by the September closing date.

Applications Deadline Date: 30 September 2016

In Year applications Date: 15th Monthly (subject to funds being available)

Discretionary Fund

Reepham College will operate a discretionary payment system for specific educational purposes such as: books & equipment; examinations re-sit fees; University application (UCAS) fees; educational visits. In most cases, no money will be given directly to students; payments or purchases will be made on their behalf.

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Eligibility will be determined via formal application and will provide for students whose identifiable financial need does not fall into Levels 1 or 2 above. Each claim will be assessed separately and funds may be awarded on either a match funded or full cost basis.

Application Process and Payments

All Bursary Fund applications are to be made to the College Office by the 30th September 2016, along with the required evidence.

Reepham College will then process the information and will advise students, in writing, of the outcome.

All bursary payments will be subject to the conditions laid down in the 16 – 19 Bursary Guidelines, including attendance, behaviour, completion of coursework and completion of courses enrolled upon.

Once entitlement is approved a letter of confirmation will be issued.

Security of personal information

All applications will be made through the Finance Office. All personal information, including bank details and household earnings, will be stored securely and will remain strictly confidential.

Internal Appeals Process

Students have a right to appeal against a decision if they have evidence that the school has made a mistake and that they have behaved in accordance with the terms of the 16–19 Bursary Fund. Appeals should be made to Mr M Farrar (Principal) in the first instance. If a further appeal is to be requested then this will be heard by a Governor's sub-committee of 2 members including: a school governor and a neutral member of staff.

Fraud

Parent/Carer and student must confirm that all information provided is true and must notify Reepham College should any circumstances change. The bursary will be provided on the basis that certain conditions set by the College will be adhered to. Parents and students will be required to jointly sign applications so that they understand that money may be claimed back and eligibility withdrawn should they knowingly provide information which is discovered to be false.

This policy was updated in June 2016 and will be reviewed annually.