**Guidelines for applying for Bursary/Free College Meals (“FCM”) 2020-2021**

**For Years 12 and 13**

Applications are processed on a first come, first served basis and early application is advised. Funding is limited and, therefore, when the allocation from the ESFA is used up, the College will be unable to give any further assistance.

Year 13 students **MUST RE-APPLY** for Bursary funding.

Applications will not be accepted if they are incomplete and/ or do not have the relevant supporting documents. Completed applications should be returned with supporting documents within 6 weeks of your start date. Applications received after this date will not be back-dated.

The Bursary Fund may contribute towards the cost of educational access for those who are eligible. If funding allows and need has been evidenced, this may include free college meals, travel expenses deemed necessary by the college, course equipment, books, materials, some examination costs, if recommended by the subject department, and UCAS application fees. If funding is available and notice has been given at the beginning of the academic year, the College may make some contribution to the cost of educational trips essential to complete examination courses. The college reserves the right to make Bursary allocations in kind.

Original documentary evidence is required to be scanned and sent to [bursary@sfx.ac.uk](mailto:bursary@sfx.ac.uk) with the completed Application form. The evidence will be printed off. All evidence is locked away securely and kept confidential – see Data Privacy Notice at the end of these Guidelines. Bank details and birth certificates for those students found not to be eligible will be shredded. **All emails must have the student name and number in the text.**

**Bursary Fund -** There are two types of bursary:

i) **Enhanced Bursary** (known as Defined Vulnerable Groups bursary) of up to £1,200 per year for 16-18 year olds in the following defined groups: In care or a care-leaver who is in financial need; in receipt of Income support or Universal credit because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or a partner; young person in receipt of both Employment Support Allowance/Universal credit and Disability Living Allowance/Personal independence payments. Students at SFX are unlikely to fall into this last category.

**The Enhanced Bursary does not form part of the calculation for benefits.**

Please fill in the Enhanced Bursary Application form and send it with the required documentary evidence (see below) to [bursary@sfx.ac.uk](mailto:bursary@sfx.ac.uk)

Students in care or care leavers should provide an up-to-date letter of confirmation from social services

* Students living independently should provide their Income Support/Universal Credit award notice. Students in receipt of Universal Credit will also need to provide their tenancy agreement document, a child benefit receipt, children’s birth certificates, utility bills etc. as appropriate.

ii) **Discretionary Bursary** for eligible learners with a household income of £19,000 or less.

* Free College Meals will be available to students in receipt of Discretionary Bursary. Some students will meet the criteria for FCM, whilst others will be funded by the Discretionary Bursary fund.
* To be eligible for FCM, your parent/s need to have a monthly income/earnings of £616.67 or less according to their most recent Universal Credit statement, your eligibility has to be approved by the Department for Work and Pensions eligibility checking service, or you have to have provided a letter from your secondary school confirming you have been in receipt of Free School Meals at any time since March 2018. If a student isn’t eligible in any of these ways, a manual assessment of their parent/s’ annual household income will be done.
* Where Universal Credit is being used as evidence of household income, the last 3 months’ award statements should be provided. Where a Tax Credits document is being used, please provide the complete Final Tax Credits Award Notice for 06/04/2019 to 05/04/2020. Please submit all the P60s for 06/04/2019 to 05/04/2020 for all your parent/s’ jobs or SA302/P800Ts for 06/04/2018 to 05/04/2019 – confirmation of earnings from HMRC - if your parent is self-employed.
* If a student has been approved for FCM and a Discretionary Bursary and has only submitted a Universal Credit Statement for their parent/guardian, they will be asked to provide their own full birth certificate or a parent/guardian’s child benefit letter showing the student’s name together with that of the adult on the Application form before they can receive Bursary payments.
* The College may use its discretion to support students if they experience any financial hardship that may create a specific barrier to their education. If you or your parent/carer is in receipt of one of the following benefits you should be entitled to Free College Meals : Income Support, Income based Jobseekers allowance, Income related Employment Support Allowance, Support under part V1 of the Immigration and Asylum Act, the guaranteed element of State Pension credit; Child tax credit (provided you are not entitled to Working Tax credit) and have an annual gross income of no more than £16,190; Universal Credit with net earnings not exceeding the equivalent of £7,400 pa. You may also be entitled if you received Free School Meals previously but do not meet the Universal Credit criteria.

Applications will be sent to the Department for Work and Pensions for assessment which is why we **must** have the National Insurance number, and date of birth for each parent with whom you live, or YOUR OWN National Insurance number if you live independently.

Payments will cover 32 weeks of the year and be made every 4-6 weeks, dependent upon College holidays and for term weeks only. These payments are based on your weekly percentage attendance and if this falls between to between 85% to 89% the payment will be reduced by 50%. If your attendance falls below 85% in any given week, payment will be stopped for that week. Authorised absences (“A” on a register) will be counted as absence for the purposes of Bursary payments. Students who do not qualify for payment will not receive Bursary, even if their absences have been authorised. Payments will be paid by BACS into a bank account in the student’s name only. <https://www.bba.org.uk/customers/personal-banking/accessible-banking/> gives information on basic bank accounts.

**All** students who live in London are expected to apply for and use the 16-18 Zip Oyster photo card and applications for these should be made before commencement of timetabled lessons. Please visit <https://photocard.tfl.gov.uk/tfl/showLogon.do> In circumstances where you travel more than 3 miles we will consider supporting some additional travel costs. Travel payments will be paid at the same time as the Discretionary Bursary (in 4-6 week periods), and will be dependent on your percentage attendance for the preceding 4-6 weeks. Payments will be paid by BACS. These payments are based on your attendance and if this falls below 85% in any given week, it will be stopped for that week, except in exceptional circumstances at the discretion of the Assistant Principal, Student Welfare/Bursary Manager.

**Scale for payments based on attendance**

90%+ attendance = 100%

89% - 85% attendance = 50%

84% - 0% attendance = no payment

0% payment for excluded students or unauthorised time off

Please note: Payments are only made for College weeks and not for holidays. Payments are made subject to your attendance and behaviour in College.

**Absence**

Absence for more than 7 days due to illness must be medically certified. It is the student’s responsibility to provide appropriate documentation.

**Once eligibility is confirmed, students will be informed of this by a maximum of one email and a further letter to the home. The Bursary Contract for 2020-2021 and bank account details MUST be submitted to** [**bursary@sfx.ac.uk**](mailto:bursary@sfx.ac.uk) **immediately if not already done. If there is no response to the final letter within 10 working days of the date of the letter, no backdated payments can be made. Please ensure all personal emails are put on the Application form too in order to keep parents and students informed of the status of the process.**

**Queries and Appeals**

It is the responsibility of the student (not the parent/guardian/key worker) to raise any concerns regarding payments. If the student wishes to appeal against any decision made by the Bursary Department the following procedure is in place:

* first, make an appointment with the Bursary Officer to discuss your concern
* if you are not satisfied with the outcome, put your case in writing to the Assistant Principal (Student Welfare) within 10 working days
* if the issue remains unresolved, a written appeal should be submitted to the Bursary Department within 10 working days

Contact Information Email: [bursary@sfx.ac.uk](mailto:bursary@sfx.ac.uk)

DATA PRIVACY NOTICE

In order to operate and to fulfil our legal obligation, SFX, (the Data Controller), needs to collect and use certain types of information about people, the data subject, with whom it deals. This personal information will be dealt with properly however it is collected, recorded and used. All information containing personal data is protected against unauthorised access, accidental loss or destruction, and unintended modification to disclosure. SFX fully complies with the principles of the General Data Protection Regulation (GDPR). By completing and submitting this form you consent to SFX holding your information for the purpose stated in the Privacy Notice for Students available on the College website. For more information regarding data protection please contact the DPO at [dpo@sfx.ac.uk](mailto:dpo@sfx.ac.uk).

The information being collected may be used for the prevention and detection of fraud and crime and we may, under the Regulation, not require your consent to do so. We may also share or be required to share relevant information with other public sector bodies and government agencies, such as the ESFA, the Department for Work and Pensions and HM Revenue and Customs.

9.7.20