

UTC READING

16-19 Bursary Fund Policy

The 16-19 Bursary Fund has been set up by the government to support young people who face financial barriers to continuing in Post-16 education or training. It is available through the UTC and if you think you might need some financial support to complete your course and you think you might be eligible, please apply as soon as possible.

You could be eligible for a full bursary of £1,200 per year if you are aged 16-19 and are:

- you're in or recently left local authority care
- you get Income Support (or Universal Credit in place of Income Support) in your name
- you're disabled and get both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name

Or you could be eligible for some financial or 'in kind' support to help with your studies if your parents/carers are in receipt of:

- Income Support
- Income-based Jobseekers' Allowance or Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of the State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HMRC) that does not exceed £16,190
- You could also be eligible if you claimed Free School Meals in Year 11.

All learners who claim Bursary funding must also:

- Satisfy the government's residency requirements for publicly funded courses in school sixth forms
- Be aged under 19 on 31st August of the year of enrolment (i.e. if enrolling for September 2014, be under 19 on 31st August 2014)

If you apply for bursary funding, we will ask you for evidence to back up your claim. If you are in care or a care leaver, this is likely to be a letter from your key worker. Or we will ask you for a letter or statement from the DWP confirming you are in receipt of benefits, or a P60 or Tax Credit Award Notice (if your parents are employed). If you

would like to apply for funding but think you may have difficulty obtaining evidence please speak to us as soon as possible.

Your application for funding will be considered by a panel of staff members in the UTC – we are committed to ensuring that this process is fair. If you are successful, you will be asked to sign a Learner Agreement to say you will comply with certain conditions regarding attitudes to learning, punctuality, attendance and behaviour. If you do not comply with any of these conditions, we may stop your bursary payments.

Payment of the bursary will be made:

- On a monthly/three monthly or termly basis (unless the funding is a 'one off' payment)

Your application and arrangements for the payment of bursary funding will all be kept confidential and you will have access to one or two members of staff who will take you through the process. If your application is unsuccessful or you are not happy with the outcome, you can appeal; this should be made in writing to the Chair of Governors.

Application forms can be downloaded from the UTC Reading website.

Date created: January 2013

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Date of Review: July 2017

Next Review: July 2019