

Student Bursary Fund Financial Support

2019/2020



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Bursaries at NWSLC

Individual bursaries are available to help North Warwickshire and South Leicestershire College students who may be experiencing financial hardship to attend and complete their course. The Student Bursary Fund is available to help students cover the essential costs of attending college, such as transport and equipment, where no other financial support is available.

Guaranteed Bursaries

You may be eligible for a Guaranteed Bursary if you:

- Are aged 16-18
- Satisfy UK residency criteria
- Are classed as child looked after/living in care (including unaccompanied asylum seekers aged 16-18)
- Are a care leaver
- Are in receipt of Employment Support Allowance and Personal Independence Allowance
- Or are in receipt of Income Support or Universal Credit Payments in your own right, and your letter states that you are able to participate in further education or training

You could receive up to £1,200 per academic year if you:

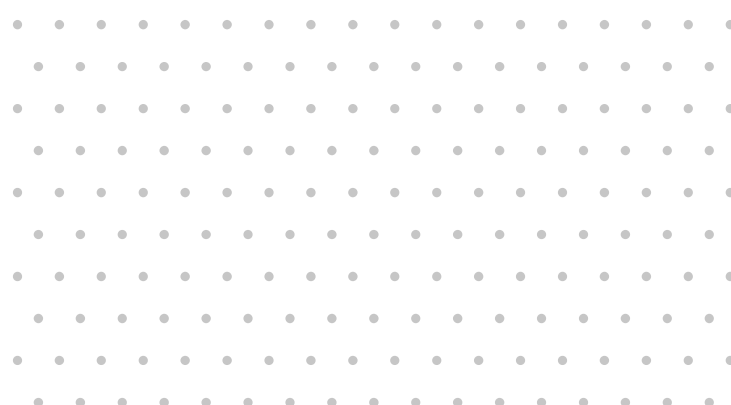
- Enrol on to a funded Further Education course
- Attend over 90% of your timetabled lessons each week, including English and Maths
- Adhere to any agreed behaviour contracts

The bursary is paid:

- Weekly into your bank account

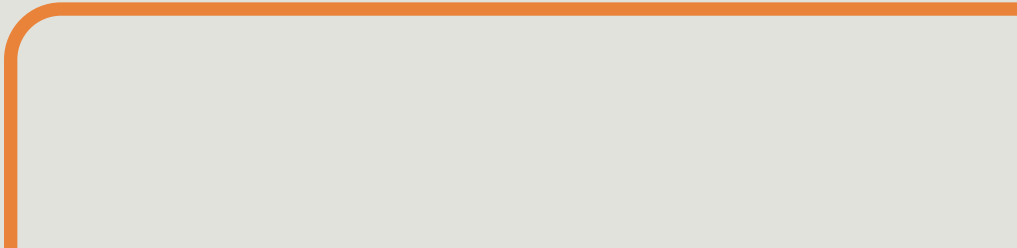
For audit purposes, we will need:

- Written confirmation of your care status from the local authority which looks or looked after you, *or*
- Proof of receipt of Income Support or Universal Credit Payments, or proof of receipt of Employment Support Allowance.



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Discretionary Bursary Awards

To help students with low income meet the costs of studying. You may be eligible if you are able to evidence the need for financial assistance and are:

- Aged 16 and over
- Enrolled on to a full time or part time funded course
- A student with 'home' student status, or have been granted full 'refugee' or asylum seeker' status
- Able to evidence the need for financial assistance and are in receipt of, or dependent upon an eligible means tested benefit or classed as receiving low income.

Criteria

16-18 students – The total household income including all benefits or earned income is £22,000 or less (plus an additional £1,500 annual allowance per child).

Above 19 years of age – The total household income including all benefits or earned income must be below £26,000 (plus an additional £1,500 annual allowance per child).

19+ living with family members and have a personal income of less than £8,000 per year.

You will need to provide relevant evidence confirming your income, including pay slips and P60's, self-employed Tax Return, any benefits you receive including Universal Credit, Working Tax Credit, Child Tax Credit and Housing/Council Tax benefit.

Eligible means tested benefits include:

- Income Support
- Universal Credit Payments
- Job Seekers Allowance (JSA)
- Employment Support Allowance (ESA)
- Guaranteed Element of the State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

Note: Disability Living Allowance, Personal Independence Payments and Child Benefit are not included in income assessments.

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Funding categories include:

Travel: You must live more than 2 miles away from the campus you are studying at and not be eligible for help from your Local Authority. Learners on a part time course may be eligible for a refund on bus or train tickets, or support towards petrol costs.

Course equipment and uniform: Help towards the purchase of course equipment and uniforms which are considered an **essential** requirement for your course.

Trips, residential visits and University interviews, Payment towards the cost of essential trips and visits required as part of your course. Help with a contribution towards the cost of travelling to Universities for interviews. You will be required to provide an interview letter and receipts for any travel.

Lunch: Your card will be pre-loaded with £5.00 credit for each timetabled day that you attend college to enable you to purchase food and drink from the College Refectories, Eating Places, Coffee Shops or Bistro.

Childcare: You must be aged 20 years and over on 31st August 2019. Childcare funding is only paid for the days and hours that you actually attend your college course or placement. Some two year olds and all three and four year olds are entitled to 15 hours of free early education for 38 weeks of the year. The Early Learning Grant Funding for eligible children must be used for timetabled hours before we grant any further funding. All Students studying will be expected to use the College Nursery facility if there are spaces.

Students aged under 20 can claim childcare funding online through the Care to Learn scheme.

www.gov.uk/care-to-learn

Tuition fees for 19+: Depending on your circumstances, tuition fees for some courses may be free. If you are required to pay fees and you are eligible, we may be able to help towards these course fees. Students studying a level 3 programme should apply for a student loan for help with fees.

Work Placement/Expenses: (16-18 only) If your placement is more than 2 miles from your home address you may be eligible for help with travel expenses. You may also be entitled to other expenses incurred during your placement such as lunch or uniform if required.

Note: Eligible Asylum Seekers may only receive support in the form of meal credit or bus passes. No cash payments can be made.

Who is not eligible to apply?

Students on Higher Education and Work Based Learning/Waged Apprenticeships

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How do I apply?

You can apply to the Student Bursary Fund by either computer or mobile phone. You must be an enrolled learner at the college to have access to the bursary application.

The system used is called PMS (Pay My Student).

You can access PMS by typing the following into the address bar:

<https://nwsl.paymystudent.com/portal/>

This will take you to the online bursary screen where you will need to register

- Your student number can be found on your ID card
- Passwords need to be 8 characters (or more) long

Please make a note of your password as you will need this every time you log into your application.

Password: _____

You can now select how to receive your notification either text or email. Please ensure the email and mobile number are correct. If these do need changing please notify the college and we can update these for you. It is important to keep the college up to date with changes to your personal details as we will contact you throughout the year about you're funding.

Once you have registered you will receive either an email activation link or a text message.

Email - You need to click on this activation link to take you to the PMS log in page

Text - Enter the numerical code from the text message into the PMS page.

You can now log into PMS by clicking on the Bursary icon or if using a mobile phone on the left hand side the 3 lines and then click 'Application' to start the process.

On the first page, please check your personal details are correct and **select the campus** you will be studying before clicking 'Next'.

Please answer **all** of the Eligibility questions. If any are not applicable to you, you **must** select the 'not applicable' option.

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Earnings from income/benefits

Students under 19 (at 31 August 2019) or returning student aged 19

If you are under 19 living with parents/guardians or other, applications are accessed by household income and therefore evidence of benefits or earned income from parents/guardians will be required. Please select **all** benefits/income applicable in the household.

Students over 19

If you are 19+ and applied for a Student Loan, we will not be able to make a bursary payment to you until your Student Loan has been approved.

Students above 19 years of age will be accessed on household income (unless you are living with parents or guardians). You need to provide evidence of benefits/income for yourself and spouse/partner (if applicable) within the household.

If you are over 19 and living with parents or guardians, your application will be accessed on your income. You will be required to provide evidence of your income/benefits.

Childcare

If you are applying for childcare, please answer all the childcare questions. Your childcare provider must be registered with Ofsted. Once your application is approved, we will pay your childcare provider every month. If you have applied for a student loan, the loan must be approved before we make a payment to your childcare provider. If the loan is not approved students are responsible to pay any childcare costs. This can be refunded back through the bursary once the loan has been approved and receipts provided.

Financial help available to you

Please tick the Awards you wish to apply for. Please refer to funding categories on previous page

If you require Equipment or Uniform for your course

The bursary will only help with essential items required for your course.

Please refer to **Appendix A**, which gives an outline on the help available for the different courses.

Your tutor may provide you with an equipment and/or uniform list for your course (These are * on Appendix A).

Please complete these order forms with all your details and pass these to your college reception. (No payment is required). We will order and pay for these goods for you.

Students on other courses may be asked to purchase uniform or equipment. Students can purchase these goods themselves, but must keep receipts to enable us to provide a refund. **All receipts must be placed in an envelope with your student name and details of your purchase. This needs to be addressed to the bursary team and passed to your college reception.**

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If you are required to purchase essential equipment for your programme and it is not listed on Appendix A, please contact the bursary team on bursary@nwslc.ac.uk who can inform you of the contribution amount before you purchase the goods.

The Student Bursary Fund cannot pay for general stationary, memory sticks, headphones, computers, cameras, printing credits and non-essential items.

Assistance with travel

If you live more than 2 miles from the campus you are studying at you may be able to receive help with travel costs. Please select the form of transport you will be using from the dropdown selection. If you are full time and require a bus pass we will pay for this for you. Part time learners travelling by bus can be reimbursed tickets purchased. If you travel by car or moped we will reimburse a contribution towards petrol costs every month into your bank account. If travel is not needed please select not required.

Once you have answered all questions click 'Next'. If this does not take you on to the next screen, please scroll back to check that you have answered **all** of the questions, (unanswered questions will be highlighted red).

You will be required to provide evidence relating to the questions and based upon your answers. Evidence can be uploaded either from a photograph of the document taken on your mobile phone, or by scanning the document. Please make sure the photo/scanned document is readable and the whole page is visible.

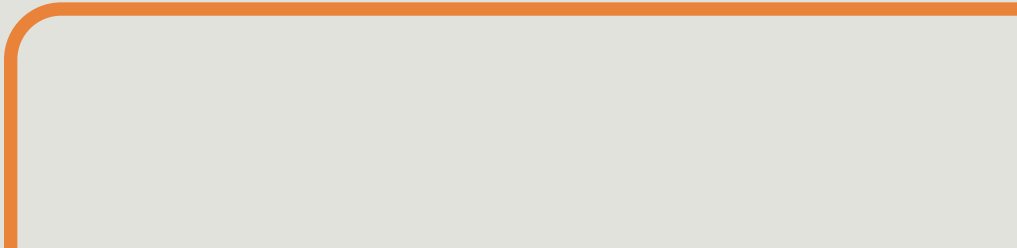
To upload evidence

- click on the document requested
- click in grey shaded area to upload evidence (drop files here box)
- Select the relevant document from your computer or photo to upload
- Make sure you upload **all** evidence documents and **all** pages before clicking 'Next'. Any evidence not uploaded will delay your application being processed.
- If a benefit is in joint names we only require the document to be uploaded once



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Summary of income/benefit evidence

Earnings from Employment - 3 latest wage slips or P60.

Earnings from Self Employment – Tax Return/Balance Sheet.

Working Tax/Child Tax Credit – All 8 pages of the 2019/2020 Award letter.

Universal Credit - Letter or statement confirming payments.

Income Support (IS) – Letter from DWP.

Job Seeker's Allowance (JSA) - Job Seeker's letter.

Employment Support Allowance (ESA) – Letter from DWP.

Housing/Council Tax – Letter outlining award and costs

Pension – Letter outlining allocation of pension

Guaranteed Pension Credit – All pages of award letter

Carers Allowance – Letter outlining award

If any of the above evidence is not available, we will accept 2 months bank statements showing benefit being paid into the account.

Click 'Next' to take you to the Application summary page.

Finally:

- carefully check all the details you have entered
- tick the declaration box to show that all of your information is correct
- type your name in the signee name box
- click the submit box

If you applied by mobile phone, make sure you log out the application or this will not upload your application.

If you have any problems with your application or with attaching evidence, please bring your documents into College and a member of staff will support you with completing your online application.

You can check your application/documents and payments made at any time by logging into your account.

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Appendix A

Equipment purchased through the Student Bursary Fund remains the property of the College. If you leave your course early, we will request you return the equipment in good condition to the College.

* College will order the equipment/uniform for you

Course	Equipment	Uniform	Amount Bursary will pay	Notes
Activity Leadership		✓	All costs from Bundle A	Student to order & pay – bursary to refund
Art & Design	✓		Essential items from course equipment list only	Student to obtain goods from Blank Canvas Art Shop at Hinckley college only
Aviation*		✓	All costs	College will order on receipt of completed order forms
Beauty Therapy*	✓	✓	All costs from order forms	College will order on receipt of completed order forms
Brickwork/Construction		✓	£30.00 max contribution for boots £5.00 max contribution for Hi-Vis	Student to purchase – refund on receipts
Carpentry & Joinery		✓	£30.00 max contribution for boots £5.00 max contribution for Hi-Vis	Student to purchase – refund on receipts
Complimentary Therapies*	✓	✓	All costs from order forms	College will order on receipt of completed order forms
Early Years Education & Childcare		✓	Cost of 2 polo shirts for placement	Student to order and pay – refund on receipts
Fitness Instructor		✓	All costs from Bundle A	Student to order & pay – bursary to refund
Graphics	✓		Essential items from course equipment list only	Student to obtain goods from Blank Canvas Art Shop at Hinckley college only
Hairdressing/Barbering*	✓	✓	All costs from order forms	College will order on receipt of completed order forms
Health & Social Care		✓	Cost of 2 polo shirts for placement	Student to order and pay – refund on receipts
Hospitality & Catering*	✓	✓	All costs from order forms	College will order on receipt of completed order forms
Media Make-up*	✓	✓	All costs from order forms	College will order on receipt of completed order forms
Motor Vehicle / Body & Paint		✓	£30.00 max contribution for boots £15.00 max contribution for overalls	Student to purchase – refund on receipts
Painting & Decorating		✓	£15.00 max contribution for overalls	Student to purchase – refund on receipts
Public/Uniformed Services		✓	All costs from order form	Student to order & pay – bursary to refund
Spa Therapy*	✓	✓	All costs from order form	College will order on receipt of completed order forms
Sport		✓	All costs from Bundle A only	Student to order & pay – bursary to refund
Travel and Tourism*		✓	All costs	College will order on receipt of completed forms

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