

# **FINANCIAL SUPPORT GUIDE**

## **2023/2024**

16-19 BURSARY FUND

16-18 VULNERABLE BURSARY FUND

FREE COLLEGE MEALS

19+ DISCRETIONARY LEARNER SUPPORT FUND

19+ ADVANCED LEARNER LOAN BURSARY



Bursaries are government funded schemes intended to help support students who face the greatest financial barriers to continuing in education.

### Bursaries available:

16-19 Bursary Fund	19+ Discretionary Learner Support Fund
16-18 Vulnerable Bursary	19 + Advanced Learning Loan Bursary
Free College Meal	

### 16 – 19 Bursary Fund

	To help students with essential costs such as lunch, travel, equipment, and trips
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Aged 16 or over but under 19 on 31 August 2023 <b>or</b></li> <li>• Aged 19 and continuing year 2 of a 2-year course you started in 2022/23 <b>or</b></li> <li>• Aged 19-24 and have an Education Health and Care Plan (EHCP)</li> <li>• Enrolled on a full-time funded course.</li> <li>• Able to evidence the need for financial assistance and are in receipt of/or have parents/carers who are in receipt of an eligible means tested benefit or classed as receiving low income.</li> <li>• Satisfy UK residency criteria.</li> <li>• Must have a bank account in <b>own name</b> to receive payments</li> </ul>
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• The total household income including all benefits or earned income is <b>£25,000</b> or less (plus £1,500 annual allowance, per child under 18).</li> </ul>
<b>How much you receive</b>	This is assessed on an individual basis and depends on funding categories awarded. New evidence of eligibility must be submitted each academic year. There is no guarantee you will be awarded the same as previous years.
<b>Not eligible</b>	Students on Higher Education, Distance Learning and Work Based Learning/Waged Apprenticeships.

### 16-18 Vulnerable Bursary

	A bursary of £1,200 is available for students studying a course lasting 30 weeks or more, meet the criteria stated below and have a financial need.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Aged 16-18</li> <li>• Enrolled on a full-time funded course lasting 30 weeks or more.</li> <li>• Are classed as Child Looked After/Living In Care or Care Leaver <b>or</b></li> <li>• Receiving Income Support, or Universal Credit in your own right, because you are financially supporting yourself <b>or</b></li> <li>• Financially supporting yourself and someone who is dependent on you and living with you such as a child or partner <b>or</b></li> <li>• Are in receipt of DLA or PIP in your own right as well as Employment Support Allowance or Universal Credit in your own right.</li> <li>• Satisfy UK residency criteria.</li> <li>• Must have a bank account in <b>own name</b> to receive payments</li> </ul>
<b>Criteria</b>	<ul style="list-style-type: none"> <li>• Written confirmation of your care status from the local authority which looks or looked after you, <b>or</b></li> <li>• Proof of benefit - Income Support, Universal Credit, DLA, PIP or ESA (in own name)</li> </ul>
<b>How much you receive</b>	<p>You could receive up to £1,200 per academic year if you:</p> <ul style="list-style-type: none"> <li>• Attend 90% of your timetabled lessons each week, including Maths &amp; English.</li> </ul> <p>Payments are paid weekly into <b>your</b> bank account. (Students on vulnerable bursary can also receive assistance from the 16-18 bursary fund)</p>
<b>Not eligible</b>	Students on Higher Education, Distance Learning and Work Based Learning/Waged Apprenticeships.

## 16-18 Free College Meals

	If you received a free school meal in Year 11, you should tick the box on your on-line enrolment form. This will then continue within college.
<b>Eligibility</b>	To be eligible for Free School Meals, you or your parent/s must be in receipt of one or more of the means tested benefits as outlined on the government website. <a href="https://www.gov.uk/apply-free-school-meals">https://www.gov.uk/apply-free-school-meals</a> . (If you do not qualify for free college meals, you may still be entitled to college meals from the 16-18 bursary fund). This will be assessed as part of the Bursary Fund application.
<b>How much you receive</b>	Your student ID card will be pre-loaded with 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
<b>Not eligible</b>	Students over 19, unless you have an EHCP or are a 19+ returner.

## 19+ Discretionary Fund Bursary

	Help students over 19 with essential costs, such as lunch, travel, equipment, childcare and trips.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• Aged 19 and over</li> <li>• Enrolled on a full or part time funded course.</li> <li>• 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.</li> <li>• Satisfy UK residency criteria.</li> <li>• Must have a bank account in <b>own name</b> to receive payments</li> </ul>
<b>Criteria</b>	<b>19+ living with parents/family members.</b> <ul style="list-style-type: none"> <li>• Personal income of less than <b>£8,000</b> per year</li> </ul> <b>Adults above 19 years of age</b> <ul style="list-style-type: none"> <li>• Total household income including all benefits or earned income must be below <b>£28,000</b> (plus £1,500 annual allowance, per child under 18).</li> </ul>
<b>How much you receive</b>	This is assessed on an individual basis and depends on funding categories awarded. New evidence of eligibility must be submitted each academic year. There is no guarantee you will be awarded the same as previous years.
<b>Not eligible</b>	Students on Higher Education, Distance Learning and Work Based Learning/Waged Apprenticeships.

## 19+ Advanced Learner Loan Bursary

	For students studying a level 3 or 4 qualification with essential costs such as lunch, travel, equipment, childcare and trips.
<b>Eligibility</b>	<ul style="list-style-type: none"> <li>• You <u>must</u> have your advanced learner loan approved before bursary can allocate additional funding. (<a href="https://www.gov.uk/advanced-learner-loan">https://www.gov.uk/advanced-learner-loan</a> to apply)</li> <li>• Aged 19 and over</li> <li>• Enrolled on a level 3 or level 4 full or part time funded course.</li> <li>• 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.</li> <li>• Satisfy UK residency criteria.</li> <li>• Have a bank account in <b>your</b> own name in order to receive payments.</li> </ul>
<b>Criteria</b>	<b>19+ living with parents/family members.</b> <ul style="list-style-type: none"> <li>• Personal income of less than <b>£8,000</b> per year</li> </ul> <b>Adults above 19 years of age</b> <ul style="list-style-type: none"> <li>• Total household income including all benefits or earned income must be below <b>£28,000</b> (plus £1,500 annual allowance, per child under 18)</li> </ul>
<b>How much you receive</b>	This is assessed on an individual basis and depends on funding categories awarded. New evidence of eligibility must be submitted each academic year. There is no guarantee you will be awarded the same as previous years.
<b>Not eligible</b>	Students on Higher Education, Distance Learning and Work Based Learning/Waged Apprenticeships.

## What help is available from the Bursary Fund?

<b>Travel (Bus/Train)</b>	Help towards the cost of travel via bus or train. You must live more than 2 miles away from the campus you are studying at and <u>not</u> be eligible for help from your Local Authority. Fuel payments <u>cannot</u> be given.
<b>Course equipment, materials and uniform</b>	Help towards the purchase of course equipment and uniforms which are considered an <b>essential</b> requirement for your course. <b>(See Appendix A – Equipment &amp; Uniform).</b>
<b>Lunch</b>	Your student ID card will be pre-loaded with lunch 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. (Excludes PT eve students)
<b>Free College Meals</b> (16-19 Bursary Fund students only)	Allocated to students who have been granted free meals from the local authority and were eligible for free school meals during Year 11. You must tick the box on the enrolment form if you have previously received Free School Meals. Your student ID card will then be pre-loaded as above if you qualify.
<b>Childcare</b> (19+ Discretionary Fund and Advanced Learner Loan students only)	You must be aged 20 years and over. Childcare funding is only paid for the days and hours that you attend your college course or placement. Students aged under 20 can claim childcare funding online through the Care to Learn scheme. <a href="http://www.gov.uk/care-to-learn">www.gov.uk/care-to-learn</a>
<b>Tuition fees for 19+:</b> (19+ Discretionary Fund students only)	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. Depending on your prior qualification, if you are studying a level 3 programme you <u>may</u> need to apply for an advanced learner loan for help with fees.
<b>Work/Industry Placement/Expenses</b> (16-19 Bursary Fund students only)	(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.
<b>Trips, residential visits and University interviews</b>	Payment towards the cost of <u>essential</u> 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).
<b>UCAS Fees</b>	Help towards to cost of your UCAS application registration fees.

**Note:** Eligible Asylum Seekers may only receive support in the form of meal credit or bus passes. No cash payments can be made. The funds cannot be used to support general living costs.

## How do I apply?

You can apply for a bursary by either computer or mobile phone and you **must** be an enrolled learner at the college. Students joining for September 2023, can apply for bursary funding once enrolled in August. Continuing and progressing learners need to re-apply each academic year for financial assistance – there is no automatic carry forward of any award given.

Applying for financial support is made through the PayMyStudent Portal. This online process enables you to fill out an application form and submit the necessary evidence that will be used to determine your eligibility.

It is recommended that you follow the 'How Do I Apply Guide' when completing your bursary application. A copy of this guide can be obtained during enrolment, from all college receptions, downloaded from the college website - (College life/financial help/bursaries) or by clicking on the link on the Pay My Student portal.

**You can access Pay My Student by typing the following into the address bar:**

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

You will now need to follow all instructions as set out in the 'How Do I Apply Guide' to complete your bursary application.

## Appendix A – Equipment & Uniform

Below is a list of college courses whereby equipment/uniform will be required and details of what bursary will pay.

Courses marked \* - College will order the equipment/uniform for you.

Course	Equipment	Uniform	Amount Bursary will pay	Notes
<b>Art &amp; Design</b> Graphic/interior/Fashion Design	✓		Essential items from course equipment list only	Students to order bursary pack from The Hutch Art Shop. (based in the Library) Hinckley campus only
<b>Automotive</b> Motor Vehicle/Sport Body & Paint Classic Car		✓	£30.00 max contribution for boots £15.00 max contribution for overalls £30.00 max contribution for face mask (Body & Paint only)	Student to purchase – refund on receipts
<b>Beauty*</b> Beauty therapy* Make-up/Media* Complimentary therapy* Spa/massage therapy* Hair & Beauty*	✓	✓	All costs from order forms	College will order on receipt of completed order forms
<b>Brickwork/Construction Carpentry &amp; Joinery</b>		✓	£30.00 max contribution for boots £5.00 max contribution for Hi-Vis	Student to purchase – refund on receipts
<b>Catering*</b> Hospitality/Cooking*	✓	✓	All costs from order forms including shoes	College will order on receipt of completed order forms
<b>Childcare &amp; Health &amp; Social Care</b>		✓	Cost of 2 polo shirts for placement	Student to order and pay – refund on receipts (Hoodie not included)
<b>Electrical Installation</b>	✓		Cost of the required Electrical books	Student to purchase – refund on receipts
<b>Engineering</b>		✓	30.00 max contribution for boots £15.00 max contribution for overalls	Student to purchase – refund on receipts
<b>Hairdressing*</b> Barbering* Hair & Beauty*	✓	✓	All costs from order forms	College will order on receipt of completed order forms
<b>Media</b>	✓		£20 max headphones £35 max USB	Student to purchase – refund on receipts
<b>Nail Technology</b>	✓	✓	50% refund	Student to order and pay – bursary to refund 50% on receipts
<b>Painting &amp; Decorating</b>		✓	£30.00 max contribution for boots £15.00 max contribution for overalls	Student to purchase – refund on receipts
<b>Public/Uniformed Services</b>		✓	All costs from order form	Student to order & pay – bursary to refund
<b>Sport &amp; Fitness</b>		✓	All costs from Bundle A only	Student to order & pay – bursary to refund
<b>Travel and Tourism</b> Travel & Tourism Aviation Cabin crew		✓	All costs	Student to order & pay – bursary to refund

Please email completed order forms/receipts to [bursarykit@nwslc.ac.uk](mailto:bursarykit@nwslc.ac.uk)

Any receipts submitted more than 3 months after items are purchased, will not be refunded.

Equipment purchased through the 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.

All equipment orders and refunds are subject to attendance checks and may be delayed pending satisfactory attendance levels being met.

## Contact Details

If you have any questions, or require help on the application process, please don't hesitate to contact us.

For further information or support please contact [bursary@nwslc.ac.uk](mailto:bursary@nwslc.ac.uk)

Equipment/uniform order forms & receipts contact [bursarykit@nwslc.ac.uk](mailto:bursarykit@nwslc.ac.uk)

Telephone: 0330 058 3000 or [www.bursary@nwslc.ac.uk](http://www.bursary@nwslc.ac.uk)

Find out more today:

0330 058 3000

[bursary@nwslc.ac.uk](mailto:bursary@nwslc.ac.uk)

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NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE