



Bursary Policy 2023-2024

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- We will consider any request for this policy to be made available in an alternative format or language. Please contact: Head of Student Services and Safeguarding
- We review our policies regularly to update them and to ensure that they are accessible and fair to all. We welcome suggestions for improving the accessibility or fairness of this policy.

| Approved by: | Version: | Issue Date: | Review Date: | Contact Person: |
|--|-----------------|--------------------|---------------------|--|
| Executive Group, ED&I Group, F&R, Board | 13.1 | July 2023 | July 2024 | Head of Student Services and Safeguarding |

POLICY NUMBER 1

Bursary Policy

1 Policy Statement

Tyne Coast College promotes equality, diversity, inclusion and social mobility, this Policy covers College bursary funding which is designed to help support students who face the greatest barriers to continuing in education or training post-16. The Policy outlines the College's statutory responsibilities with regards to the administration and distribution of the fund as well as student eligibility.

This policy covers the following financial student support funds which are available to eligible students. Students who apply for funds will be assessed and funds awarded based on individual financial need. The College receives an allocation to enable the provision of 16-19 Bursary Fund and AEB Learner Support Fund. For ease of reference the finite detail of eligibility is outlined in Appendix 1.

2 Aim

The aim of the funds is to assist eligible students to take part in or continue in learning. All payments are subject to satisfactory feedback from a course tutor and course attendance record of at least 90%¹ and be up to date with course work.

3 Eligibility

3.1 To qualify **all** students must be studying on a course that is subject to inspection by a public body such as Ofsted, the course must be funded directly by ESFA or the European Social Fund and in addition satisfy the following criteria:

- A 'home' student who meets the residency requirements.
- Meet the age requirements of the fund.
- Be on a full-time course and/or substantial part-time course
- Be in receipt of income assessed state benefits/tax credits (including Universal Credits) or have an annual gross household income of:
 - For **16-19 students (or have an EHCP)** - £40,000 and below.
 - For **19+ students (AEB)** - £30,000 or below
 - Have an entitlement to Free College Meals

3.2 Students on apprenticeship programmes, or any waged training, are employed, rather than in education. They are not eligible for the 16 to 19 Bursary Fund.

3.3 Students studying on the Marine Pre-cadetship or a Tynemet specialist sport course (Football/Rugby) course aged under 19 will be able to apply to the Residential Bursary for help towards Halls of Residence fees. Their home/parental address must be more than one hour per single journey from the college, in order to be eligible for residential bursary support.

¹ We understand that some students may not be able to achieve 100% attendance and have therefore set the threshold at 90%. The attendance threshold is set across the whole study programme and includes English and maths where applicable.

- 3.4 In cases of exceptional hardship, or where emergency help is required, the college will consider individual circumstances on a case-by-case basis. The college reserves the right to apply discretion to ensure that students' needs, and personal circumstances are taken into account when decisions are made.
- 3.5 Awards must be utilised within 30 days of notification otherwise they may be subject to redistribution to subsequent eligible students.
- 3.6 Accompanied asylum-seeking children (with agreed asylum) are eligible for college 16-18 bursary but awards must be made in kind and under no circumstances should any cash be given, unless accompanied; Unaccompanied asylum-seeking children have an automatic status as LAC, they can be awarded the Vulnerable Bursary. 19+ asylum seekers who are eligible for support can be awarded in kind (travel pass) or cash.
- 3.7 Supporting industry placements: students undertaking industry placements who are not already eligible for bursary and are facing financial difficulties due to incurring extra participation costs, can access travel support during that period, required to complete the placement module of their course.

4 Payments and Application

- 4.1 Students will be expected to complete an application form for all funds, including evidence to support the relevant criteria.
- 4.2 The College will seek to make payments in kind, for example by providing a travel pass, food voucher. Where this is not possible, and a cash payment must be made this will be done to the student's personal bank account.
- 4.3 The College will make regular payments to students to help them manage their finances and support their regular attendance at college.

5 Responsibilities

- The Head of Student Services and Safeguarding, alongside the Head of Finance are accountable for the implementation of the policy and responsibility for ensuring funds are administered in line with ESFA Funding Guidance.
- Curriculum departments are responsible for publishing an annual statement outlining mandatory requirements for courses which will include kit, equipment, uniform, mandatory visits and trips, UCAS fees or other mandatory course related costs.
- The Student Finance Co-ordinator, supported by the Student Finance Administrator are responsible for assessing applications and administering all funds.
- All staff are responsible for promoting college Bursary funds to ensure all students are aware of what support is available for them to access college.

6 Monitoring & Evaluation

- 6.1 The College will implement administration procedures that record bursary applications and awards (including the number, value, purpose, whether awarded or not, and a brief justification).
- 6.2 The effective use of the funds will be monitored and evaluated through:
 - Internal audit – annual
 - ESFA annual returns and audit

- Feedback from students
- Effectiveness of forecasting and budget monitoring
- Annual review of this policy

7 Appeals

- 7.1 Students/Parents dissatisfied with the award made or the refusal of a regular payment based on attendance, achievement and conduct can make a formal appeal in writing to the Student Finance Co-ordinator.
- 7.2 Appeals will be considered by an independent panel consisting of at least two additional members of staff one of which must be either an Assistant Principal or Head of Student Services and Safeguarding.

8 Related Documents

College Charter.
Student Behaviour Policy.Student Fund Application Form.

Appendix 1

A. Eligibility Criteria for all Support Funds

| Support for Students aged 16-19 (or students aged 19-24 with an EHCP) | Support for Students aged 19 and over |
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| <p>In considering support for students under all sections of Appendix 1 of this policy, a student must:</p> <ul style="list-style-type: none">• Be aged 16 or over but under 19 on 31 August 2023 or• Be aged 19 or over at the 31 August 2023 and have an Education, Health and Care Plan (EHCP) or• Be aged 19 or over on 31 August 2023 and continuing a study programme that they began aged 16, 17, 18yrs• Be a Young carer• Be enrolled on a full-time course or substantial part time course (awards will be awarded pro-rata)• Have an attendance record of at least 90% and receive a satisfactory tutor report | <p>In considering support for students under all parts of Appendix 1 of this policy, a student must:</p> <ul style="list-style-type: none">• Be aged 19 or over on 31 August 2023• Be enrolled on a full-time course or substantial part time course• Have an attendance record of at least 90% and receive a satisfactory tutor report |

B. Vulnerable Bursary Scheme – Students in Care/Care Leavers

| Support for Students aged 16-19 (or students aged 19-24 with an EHCP) | Support for Students aged 19 and over |
|--|--|
| <p>Students who meet the eligibility criteria set in section A and meet the following criteria may be eligible for the Vulnerable Bursary Scheme:</p> <ul style="list-style-type: none"> - in care - be a care leaver - in receipt of Income Support or Universal Credit because they are financially supporting themselves or financially support themselves and someone who is dependent on them such as a child or partner. - Receiving Disability Living Allowance or Personal Independence payment in their own right, alongside Employment and Support Allowance or Universal Credit in their own right. (Must be receiving both benefits to be eligible) <ul style="list-style-type: none"> • The maximum bursary is £1,200 (pro-rata) • A student receiving support under the Vulnerable Bursary Scheme will not be eligible to receive support via any other bursary schemes operated by the College, unless the College deem there to be exceptional circumstances. • Subject to meeting, and continuing to meet, the above eligibility criteria, the college will pay the Vulnerable Bursary in monthly payments to students. | <p>Students aged 19 and over are not eligible for the Vulnerable Bursary Scheme.</p> |

C. Hardship Bursary Scheme

| Support for Students aged 16-19 (or students aged 19-24 with an EHCP) | Support for Students aged 19 and over |
|---|---|
| <p>Students who meet the eligibility criteria set in section A and have a gross household income of less than £40,000 in the previous tax year (2022/23*) may be eligible for support under this scheme.</p> <p>The scheme seeks to support the costs of the following course related costs:</p> <ul style="list-style-type: none"> • Uniform, books and course equipment (internally recharged to department, not paid direct to student) • DBS costs • Mandatory extra-curricular costs • Essential trips • Work Placement costs/Industry Placement costs • University trips/visits/UCAS Fees <ul style="list-style-type: none"> • Subject to meeting the above criteria the College will seek to pay the discretionary fund in monthly payments across the academic year. • In cases of exceptional hardship, or where emergency help is required, the college will consider individual circumstances on a case-by-case basis. The college reserves the right to apply discretion to ensure that students' needs, and personal circumstances are taken in to account when decisions are made. • Where the College purchases equipment for use by a student, the equipment remains the property of the College. | <p>Students who meet the eligibility criteria set in section A and meet the following criteria may be eligible for the 19+ Scheme:</p> <ul style="list-style-type: none"> - Studying up to Level 2 - Aged 19-23 on first Level 3 course - have a gross household income of less than £30,000 in the previous tax year (2022/23*) may be eligible for support under this scheme. <p>The scheme seeks to support the costs of the following course related costs:</p> <ul style="list-style-type: none"> • Uniform, books and course equipment (internally recharged to department, not paid direct to student) • DBS costs • Mandatory extra-curricular costs • Essential trips • Work Placement costs/Industry Placement costs • University trips/visits/UCAS Fees <ul style="list-style-type: none"> • Subject to meeting the above criteria the College will seek to pay the discretionary fund in monthly payments across the academic year. • In cases of exceptional hardship, or where emergency help is required, the college will consider individual circumstances on a case-by-case basis. The college reserves the right to apply discretion to ensure that students' needs, and personal circumstances are taken in to account when decisions are made. • Where the College purchases equipment for use by a student, the equipment remains the property of the College. |

D. Free College Meal Scheme

| Support for Students aged 16-19 (or students aged 19-24 with an EHCP) | Support for Students aged 19 and over |
|--|---|
| <p>Students who meet the eligibility criteria set in section A and meet the following criteria may be eligible for Free College Meals:</p> <ul style="list-style-type: none"> - Income Support - Income-based Jobseekers Allowance - Income-related Employment and Support Allowance (ESA) - Support under part VI of the Immigration and Asylum Act 1999 - The guaranteed element of State Pension Credit - Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs) - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit. - Universal Credit with net earnings not exceeding the equivalent of £7,400 each year (after tax and not including any benefits they get) <ul style="list-style-type: none"> • Subject to meeting the above criteria the College will seek to provide £4.50 per day of study by electronic transfer to the student ID card. | <p>Students aged 19 and over are not eligible for the Free College Meal Scheme unless the student has an Education Health Care Plan.</p> <ul style="list-style-type: none"> • Where the College deems a student's circumstances exceptional, vouchers for students aged 19+ may be provided via the Hardship Bursary. • 19+ students, studying a full-time course can be awarded meal allowance; this will be funded by 19+ DLSF bursary fund and recharged back to FSM budget. |

E. Travel Support Scheme

| Support for Students aged 16-19 (or students aged 19-24 with an EHCP) | Support for Students aged 19 and over |
|---|--|
| <p>Students who meet the eligibility criteria set in section A and have a gross household income of less than £40,000 in the previous tax year (2022/23*) may be eligible for support under this scheme.</p> <ul style="list-style-type: none"> • Students eligible for support from the bursary must live more than one mile away from their chosen site of study in order to be eligible for travel funding from the college bursary. • Subject to meeting the above criteria the College will seek to provide a full-time, all zones Network One travel pass. A cash equivalent will be offered for those students that live out of the Tyne & Wear Network One travel pass zone. • The college will seek to provide travel assistance to those eligible students who are unable to travel independently because of a medical condition or Special Educational Needs and Disability (SEND). The college will provide support each term up to the value of either a termly bus ticket or total cost of an academic annual bus ticket whichever is most cost effective for the College. Students are required to submit up to date, written supporting evidence from a doctor or other relevant health professional, stating specifically that the student is unable to travel independently, along with the application form. | <p>Students who satisfy the eligibility criteria set out in Section A and C may be eligible for support under this scheme.</p> <ul style="list-style-type: none"> • Students eligible for support from the bursary must live more than one mile away from their chosen site of study in order to be eligible for free travel vouchers. • Subject to meeting the above criteria the College will seek to provide a full-time, all zones Network One travel pass. A cash equivalent maybe offered to fund fuel for those students that drive to college. • The college will seek to provide travel assistance to those eligible students who are unable to travel independently because of a medical condition or Special Educational Needs and Disability (SEND). The college will provide support each term up to the value of either a termly bus ticket or total cost of an academic annual bus ticket whichever is most cost effective for the College. Students are required to submit up to date, written supporting evidence from a doctor or other relevant health professional, stating specifically that the student is unable to travel independently, along with the application form. |

F. Childcare Support Scheme

| Support for Students Under 20 | Support for Students over 20 |
|--|--|
| <ul style="list-style-type: none"> • Students aged under 20 at the start of their course, may be eligible to apply for the Government’s “Care to Learn” Scheme • The Care to Learn Scheme is not a Tyne Coast College Scheme, but guidance on the application process and eligibility criteria can be obtained from the Student Finance Co-ordinator on 0191 427 3900. | <ul style="list-style-type: none"> • Students aged 20 and above on 31 August 2023 may be eligible for support with childcare costs if they satisfy the General Eligibility Criteria in Section A and C. There is no entitlement to Childcare support and each application will be assessed on a first come first served basis. <p>If funds are available, the support to eligible students will be provided on the following basis:</p> <ul style="list-style-type: none"> - The childcare provider who is receiving payment via the Student Support Fund must be registered with Ofsted. - Where students are required to pay retainer fees in order to retain the place in the nursery in non-term time, for example Christmas, Easter, half terms, it is vital that this information is reflected in any application of childcare support. - The College will only pay a retainer fee, which equates to no more than 50% of the fees normally incurred in term time. - If a student engages in employment during the non-term times, they are not eligible to receive support via the Student Support Fund during the period of employment. - Childcare payments are normally available only to support attendance at College classes/tutorials/placements with the exception of retainer fees. In exceptional circumstances the College may consider an extension to this to allow completion of academic work. - The College payments will be solely for childcare and there will be no payment for penalty charges which are levied by some providers (e.g. late payment fees). Where insufficient notice is provided to the Childcare provider by the parents, the College will not meet the payment for this notice period. - Each household will be limited to a maximum childcare support of £180 per child/per week. The student will be liable for any childcare costs incurred over and above the stated limits. |

Temporary Addendum to Bursary Policy

Purpose

Tyne Coast College is committed to inclusion and providing support to those students who face financial hardship. Therefore, Tyne Coast College has made a temporary extension of the Eligibility Criteria to include two further groups of students where financial hardship may be experienced as a result of external factors. Those factors include:

- Financial hardship as a result of the ongoing cost of living crisis.
- Financial hardship due to the ongoing impact of the 2020 global pandemic. This includes any mental health/well-being as a result of the pandemic.

Aim

The aim of the extension of the criteria is to assist eligible students to take part in or continue in learning. All payments are subject to satisfactory feedback from a course tutor and course attendance record of at least 90%² and be up to date with course work.

Eligibility

To qualify **all** students must be studying on a course that is subject to inspection by a public body such as Ofsted, the course must be funded directly by ESFA or the European Social Fund and in addition satisfy the following criteria:

- A 'home' student who meets the residency requirements;
- Meet the age requirements of the fund;
- Be on a full-time course and/or substantial part-time course
- Be in receipt of income assessed state benefits/tax credits (including Universal Credits) or have an annual gross household income of:
 - For **16-19 students (or 19-24 with an EHCP)** - £40,000 and below **or be able to demonstrate financial hardship as a result of the ongoing cost of living crisis.**
 - For **19+ students (AEB)** - £30,000 or below **or be able to demonstrate financial hardship as a result of the ongoing cost of living crisis.**

All other arrangements remain in accordance with the Tyne Coast College 2023/24 Bursary Policy.

The College reserves the right to decline applications where evidence to support the extended criteria is not available.

² We understand that some students may not be able to achieve 100% attendance and have therefore set the threshold at 90%. The attendance threshold is set across the whole study programme and includes English and maths where applicable.