

# Cirencester College Learner Bursary (CCLB) Policy



<b>OWNED BY:</b>		<b>VP Student Experience &amp; External Relations (DSL)</b>					
<b>DATE OF LAST REVIEW</b>		<b>June 2024</b>					
<b>PLANNED NEXT REVIEW:</b>		<b>June 2026</b>					
<b>APPROVAL:</b>		<b>SLT</b>					
<b>APPLIES TO:</b>	<b>Staff</b>	<input checked="" type="checkbox"/>	<b>Student</b>	<input checked="" type="checkbox"/>	<b>Public</b>	<input checked="" type="checkbox"/>	

## Introduction

Cirencester College Learner Bursary funds are for young people who need financial support to help them access and remain in further education.

The funds are distributed in accordance to the Education and Skills Funding Agency (ESFA) guidance.

The College administers the following schemes:

- 16-19 Bursary fund
- Free Meals in Further Education
- 19+ Loan Bursary fund (for students who have taken out an Advanced Learner Loan)

Funding is allocated to students who demonstrate a financial barrier which impacts on their learning. All funds are based on financial eligibility criteria which is detailed on the application form.

## 16 – 19 Bursary Fund

There are 2 types of 16-19 bursaries:

### Vulnerable Bursary

This bursary is for students who are considered to be the most in need and to help relieve some of the financial pressures they may have with attending College. This bursary can pay up to £1,200 to a student studying a course lasting 30 weeks or more (pro-rata payments for less than 30 weeks).

**IMPORTANT NOTE:** The full amount is not automatically awarded, as in some cases, a young person might meet the eligibility criteria but not have an actual financial need in order to continue to participate in education. This might be because their financial needs are already met and/or they have little or no educational-related costs (eg. no travel costs or course related costs). In these cases, there may be a possibility of no award or only a partial award.

To be eligible for this bursary students must be aged 16-18 on 31st August of the relevant academic year and must either be:

- In care or a care leaver
- Receiving Income Support or Universal Credit in their own name because they are financially supporting themselves or someone who is dependent on them and living with you such as a child or partner
- Receiving Disability Living Allowance (DLA) AND either Employment & Support Allowance (ESA) or Universal Credit in their own name

- Receiving Personal Independence Payments (PIP) AND either Employment & Support Allowance (ESA) or Universal Credit in their own name
- Students aged 19 or over are NOT eligible for the Vulnerable Bursary.

## **16 – 19 Discretionary Bursary**

This funding is designed to help with the additional costs involved with attending College eg: transport to College, industry placement or university open days, course related trips (not overseas), course materials and equipment. There are different levels of funding within this bursary, the details of what is included in each income bracket are listed on the application form. Exam remarks and re-sits are NOT covered.

All discounts / allowances are normally dealt with 'in house'.

To be eligible to apply for this funding students must:

- Be aged 16-18 on 31 August of the relevant academic year
- Be aged 19 on 31st August of the relevant academic year and continuing on a course that they began when aged 16-18 (19+ continuers)
- Be aged 19-24 on 31st August of the relevant academic year with a current Education, Health and Care Plan (EHCP)
- Studying a course at Cirencester College funded by the Education and Skills Funding Agency (ESFA) (apprenticeships are NOT eligible)
- UK resident or meet sufficient residency criteria
- Living in a household where the total income is below £40,000 per year (this includes earned income, benefit payments and Working & Child Tax credits)

Within the household income, we do NOT consider Child Benefit / Childcare Element of Working Tax Credits / Housing or Council Tax Benefit.

Funding is subject to satisfactory attendance of a minimum of 95%, unless there are exceptional circumstances. If attendance is below 95% funding may be suspended until the attendance improves. If attendance does not improve funding may be stopped completely.

## **Free Meals in Further Education**

These Government funded meals are for students who are aged 16-18 on 31st August of the relevant academic year or 19-24 with a current EHCP and whose parents/carers are in receipt of one of the following benefits:

- Income support
- Income-based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit) with gross income of no more than £16,190 or less as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7400 per annum

Eligible students will have an allocation loaded onto their student ID card each day that they attend College to use in the Refectory or the Spotlight.

Free meals are available to the student from the point that their application is approved and cannot be backdated.

## 19+ Loan Bursary Fund

This funding is only available to students that have taken out an Advanced Learner loan to fund their course. It is designed to help with the additional costs involved with attending College eg: transport to College, course materials and equipment.

To be eligible to apply for this funding students must be:

- Aged 19 or over at the start of the course
- Applied and been approved for an Advanced Learner Loan
- UK resident or meet sufficient residency criteria
- Living in a household where the total income is under £20,817 per year

Funding is subject to satisfactory attendance of a minimum of 95%, unless there are exceptional circumstances. If attendance is below 95%, funding may be suspended until the attendance improves. If attendance does not improve funding may be stopped completely.

## Application Process

The [application form](#) can be printed directly from our website (under the '16-19' / 'How we support you' / 'Financial Support' tabs) or they are available from the Student Journey.

Applications will be checked against the eligibility and financial criteria and students will receive a response by email within 10 working days.

All application forms and evidence will be kept securely by the College.

## Emergency Support

The College will have a provision of funding for emergencies that cannot be foreseen. The Student Journey Manager will have the discretion to approve such funding, if it is felt there is a genuine need, to ensure the student can start or continue their course.

## Changes of Circumstances

Students and Parents/Guardians are required to disclose any change of circumstances that may affect their funding eligibility. If a student leaves before the end of their course, they may be required to repay their award or return any equipment purchased from bursary funding.

## Appeals

Students have the right to appeal in writing within 10 working days of receiving their award notification to:

Vice Principal, Student Experience and External Relations  
Cirencester Sixth Form College  
Stroud Road  
Cirencester  
Glos GL7 1XA

The decision of the Vice Principal will be sent in writing and their decision will be final.

If a student's situation does change during the academic year, there is no need to submit an appeal. They should bring any new evidence to the Student Journey Team for consideration.

## Fraud

Where there is evidence of fraud, the evidence will be reviewed by the Student Journey Financial Support Team. If it is confirmed that fraud has taken place, any of the following will apply:

- All future funding will cease
- A specific area of future funding will cease
- The student will be asked to repay ALL funding received and the loss of all future funding
- Disciplinary action

**Review frequency:** biennially

**Lead Officer:** Student Journey Manager.

**Executive Lead:** Vice Principal, Student Experience and External Relations.