

Colchester Institute

Free College Meals and 16-19 Bursary Fund Guidelines for 2018 – 19

These guidelines apply to

- students who are aged 16, 17 or 18 on the 31st August 2018.
- students aged 19 on 31st August 2018, starting the second year of a two year course
- students aged 19 or over on 31st August 2018 who have an Education, Health and Care Plan (EHCP)

If you turn 19 on or before 31st August, 2018 please refer to the 19+ Learner Support Fund Guidelines or the Advanced Learner Loan Guidelines

What are Free College Meals?

From September 2014, Further Education colleges have been required to provide free meals to 16-18 year old students from low-income households.

Eligible students at Colchester Institute will be funded by a meal credit to the value of £3 for each day that they have timetabled lessons at College. No cash payments can be made for free college meals if there is a refectory on the campus that you attend. However, if you attend a campus without a refectory or you are undertaking work placement, a cash award will be made.

Are you eligible for Free College Meals?

You are eligible for free meals if you or your parents are in receipt of one or more of the following benefits	Evidence required
<ul style="list-style-type: none"> • Income Support • Income-based Jobseekers Allowance • Income-related Employment and Support Allowance (ESA) • Support under part IV of the Immigration and Asylum Act 1999 • The guarantee element of the State Pension Credit • Child Tax Credit (provided not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 • Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit) • Universal Credit 	<ul style="list-style-type: none"> • Letter from Job Centre Plus or Department for Work and Pensions • HMRC Tax Credit Award Letter for 2018/19 which shows your income from 2017/18 (full award letter required) <p>Letter from the Job Centre Plus or Department for Work and Pensions should be dated within the last 3 months. If your letter is older than 3 months, you should provide a recent bank statement showing the relevant payment going into your account within the last 3 months.</p> <p>Copy of the Universal Credit award notice which includes details of monthly earnings.</p> <p>Any letters / bank statements provided must show the name and address of the person receiving the benefit</p>

If you are eligible for Free College Meals, please complete the Application for Student Funding 2018 / 2019, ensuring that you tick the 'meals' box in the 'I need help with' section.

You can also top up your meal award by using UpayChilli (register at www.upaychilli.com), the easy to use payment system at Colchester Institute refectories and cafes, which is open to all students. Upaychilli will always use College awarded meal credits first, so any college funding is deducted from your account before any top-up credit is used.

You can also apply for additional help from the 16-19 Bursary Fund on the same application form.

Free College Meals will only be considered for students not previously in receipt of free school meals if the household income is under £8,000pa.

You can find out more about the 16-19 Bursary Fund below.

What is the 16-19 Bursary Fund?

The 16-19 Bursary Fund is provided to Colchester Institute by the government and is aimed at supporting 16-18 year olds overcome any financial barriers they may face in attending college.

Students aged 19 who started a two year programme before their 19th birthday and students aged 19 and over who have an Education Health and Care Plan should also apply to this fund.

The Bursary Fund is made up of two parts:

- 1. The Discretionary Bursary:** Discretionary bursaries are targeted at students who face financial barriers in attending college. Awards are based on specific financial needs for college related costs for such things as transport, books and equipment. The discretionary bursary cannot provide help with costs unrelated to your course, such as general expenses, nor can it be used as an attendance incentive.
- 2. The Guaranteed Bursary:** This is an award of up to £1200 per year for students who:
 - Receive Income Support in their own name
 - Receive Universal Credit in their own name (where universal credit has replaced income support)
 - Are disabled and receive both Employment Support Allowance (or UC) and Disability Living Allowance in their own name
 - Are disabled and receive both Employment Support Allowance (or UC) and a Personal Independence Payment in their own name
 - Are in the Local Authority care on a voluntary basis (section 20 of the Children Act 1989) or are under a care order (section 31 of the Children Act 1989) or who have recently left local authority care

If you are studying a course which lasts less than 30 weeks, or are studying for less than 12 hours a week then your bursary will be prorated and you will receive less than £1200.

Any costs associated with your course (eg the purchase of uniform, kit, travel passes, etc) will be deducted from the £1200 bursary. Any remaining money will be paid to you for ongoing course costs in six instalments over the course of the academic year.

Are you eligible for a discretionary bursary?

If your parent(s) are in receipt of one or more of the following benefits, you can apply for a discretionary bursary

Qualifying benefit	Evidence required
<ul style="list-style-type: none"> • Income Support • Income based Job Seekers Allowance • Income related Employment and Support Allowance • Working Tax Credit with a gross annual income of not more than £16,190 • Child Tax Credits (but not in receipt of Working Tax Credits) with a gross annual income of no more than £16,190 • Guaranteed element of State Pension Credit • Universal Credit 	<p>A letter confirming benefit entitlement from</p> <ul style="list-style-type: none"> • Job Centre Plus • Department for Work and Pensions • HMRC -Tax Credit Award Letter for 2018/19 which shows income from 2017/18 - <u>full</u> letter required <p>If your letter is older than 3 months, a recent bank statement must be provided showing the relevant payment going into the bank account within the last 3 months</p> <p>Written statement confirming which benefit(s) universal credit has replaced. If employed, P60 and current payslip</p> <p>Any letter provided must confirm the name and address of the person receiving the benefit</p>
<p>You are currently of No Fixed Abode eg living in emergency accommodation or homeless</p>	<p>Please speak to Student Services</p>

Are you eligible for a guaranteed (vulnerable student) bursary?

If you fall into one of the following groups you will be eligible for a guaranteed bursary.

	Evidence required
<p>Young people in care – Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989)</p>	<p>Letter from local authority or social worker showing your looked after status</p>
<p>Care Leaver – A young person aged 16 or 17 who was previously looked after for a period of 13 weeks, which began after the age of 14 and ended after the age of 16 or A young person who is aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks, which began after the age of 14 and ended after the age of 16.</p>	<p>Letter from local authority or social worker showing your looked after status</p>
<p>In receipt of either Income Support or Universal Credit (to replace Income Support) in your own right</p>	<p>Letter from Job Centre Plus dated within the last 3 months. The letter provided must show your name and address</p> <p>If your letter is older than 3 months, you should provide a recent bank statement showing the relevant payment going into your account within the last 3 months.</p> <p>If claiming universal credit, as well as the award notice the student must also provide a tenancy agreement in their own name, a child benefit receipt, children's birth certificates, utility bills, etc</p>
<p>In receipt of both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (or Universal Credit as a replacement for ESA) in your own right</p>	<p>Letters from DWP dated within the last 3 months confirming that you are in receipt of both benefits.</p> <p>Students must provide a copy of their Universal Credit based claim from DWP confirming which ESA group they have been placed in If your letters are older than 3 months, you should provide a recent bank statement showing the relevant payment going into your account within the last 3 months</p>

When and how should you apply?

If you are eligible for either the guaranteed bursary or the discretionary bursary, please complete an Application for Student Funding 2018 / 2019.

All sections should be fully and clearly completed. Photocopied supporting evidence should be sent in with each application form. Please do not send original documents as we do not return documents.

Your completed form and supporting evidence should be handed in to or posted to:

Student Services
Colchester Institute
Sheepen Road
Colchester
CO3 3LL

For courses starting in September 2018, applications should be received by the Student Services office by 1st November 2018. If you find yourself in financial hardship after this date it is important that you still contact Student Services. Applications received after 1st November will be considered on a pro-rata basis subject to need and the availability of funds.

What happens after you submit an application form?

We will assess your application and write to you or email you with a decision. If you are successful then we will tell you how much you have been awarded, what the award is for, how the award will be made and when you can expect to receive any payment.

Please write your email address clearly on the application form as we will use the email address to contact you to ask for any additional information required or to confirm details of your award. Please ensure that you check your emails regularly.

During busy periods, it can take up to 15 working days to assess your application and we may telephone you with our decision. If you provide us with telephone contact details, please ensure that you check your voicemails regularly.

Please note that **all payments are dependent on your attendance record and you displaying satisfactory behaviour during your time at Colchester Institute. You will be expected to demonstrate commitment to your course through completion of work and engagement in class activities. The College will expect to see attendance of over 90% maintained throughout the year.**

- Applications received on or before 31st July will be processed before the end of August.
- Applications received on or after the 1st August may take longer to process so you should ensure that you budget for any expenses that you are likely to incur during your first weeks at College.

If your application is unsuccessful, we will write to you explaining why.

What can the bursary fund pay for?

****Important: The college support fund will not make any reimbursements for items purchased by you prior to your form being assessed, unless authorised by the Student Services Manager.****

Course costs – the bursary fund can help with payment of course costs confirmed by your tutor as essential to the course. Course costs may include books, equipment, uniform, membership fees, compulsory trips and DBS checks. If you need help with any of these costs, please make sure that you tick the relevant box on the application form.

- **Books** – the fund will make a contribution towards the cost of books confirmed by your tutor as essential for your course. Payment may be made by either BACS payment into your bank account or if course books are available through the college on-line store, we will make the on-line store payment on your behalf.
- **Equipment and uniform** – for sports, catering, hairdressing and beauty therapy students, payment for equipment and uniform will be made directly by the College either to the supplier or via the on-line shop. All other equipment and uniform payments will be made by BACS payment into your bank account.
- **AAT Membership Fees** – a contribution towards the cost of AAT membership will be made by BACS payment into your bank account.
- **Compulsory trips** – When you apply for your bursary you may not know details of compulsory trips for your course. If you have requested help with trips from the discretionary fund, it is important that you speak to Student Services as soon as you become aware of the trip dates, location and price. All compulsory UK trips will automatically be considered. Compulsory trips outside of the UK will be considered on an individual basis. Student Services will make payment for the trip via your College on-line shop account. Trips are paid for on a first come, first served basis as funding is limited and it is not possible to guarantee payment for trips if the funding has been exhausted.
- **DBS check** – If you are required to pay for a DBS check, payment will be made by the college as an internal transfer.
- **Meals** – If you were eligible for Free School Meals, you may apply for an award for meals through the discretionary bursary fund. Please make sure that you tick the appropriate box on the application form.

- If you were not eligible for Free School Meals, you can apply for meal credits if the household income as evidenced on the tax credit award notice does not exceed £8,000. Please make sure that you tick the appropriate box on the application form. If the household income exceeds this figure, meal credits will only be considered in exceptional circumstances.

If you are eligible for Free College Meals or have been made a discretionary award for meals at college, you will receive a meal credit to the value of £3 for each day that you have timetabled lessons at College. No cash payments can be made for free college meals if there is a refectory on the campus that you attend. However, if you attend a campus without a refectory or you are undertaking work placement, a cash award will be made by BACS payment into your bank account.

Please contact Student Services at least two weeks prior to starting placement if you require a cash payment for your placement weeks.

- **Travel** – to receive support with travel you must live over 1 mile away from the campus that you attend. We use the AA Routeplanner to calculate the distance from your home address to college. If you wish to check the distance yourself the website is: <http://www.theaa.com/route-planner/index.jsp>
The Colchester campus postcode is CO3 3LL, the Clacton campus postcode is CO15 6JQ and the Braintree campus postcode is CM7 5SN.

As funding is provided by public money, we are required to ensure support given provides the best value for money. Travel support may be in the form of a bus pass, train pass, college organised transport or a BACS payment whichever is the cheapest option.

If your journey to college can be made on an Arriva bus, First bus, a Greater Anglia train or College organised transport the College will purchase a travel pass on your behalf. You can collect your travel pass on the first day of the autumn, spring and summer terms. You should be aware that that it is your responsibility to fund your travel to college on the first day of each term.

If you use any other bus company to travel to college, payment for a travel pass will be made by BACS payment into your bank account.

In some instances, your travel award maybe the cost of purchasing a termly ticket from the local authority.

If you drive to college and would like help with petrol costs, the distance to college from your home address will be calculated using the AA Routeplanner website. Mileage is paid at 15p a mile (cars) and 7p a mile (motorbikes and mopeds) and will be based on the distance of your return journey to college x the number of days you attend college. Payments will be made by BACS payment into your bank account. Payments for petrol will not exceed the cost of travelling to college by public transport.

It is important for you to be aware that it can take up to two weeks after the start of a term for the travel payment to be made into your bank account and it is important that you budget for any travel costs prior to the travel payment reaching your account.

Travel support for the spring and summer terms may be affected if you do not maintain an attendance of at least 90% in the preceding term.

- **Stationery / Printer Credits** – if you are studying at either the Colchester campus or the Braintree campus you will receive a £30 college shop voucher towards the cost of your stationery / printer credit. This voucher will be held for you in the College Shop at Colchester / in Student Services at Braintree and you should let staff know that you have been awarded a voucher when you wish to make a purchase. The cost of your purchases will be deducted from the voucher.

If you are studying at the Clacton campus, your stationery / printer credit award will be £30 paid into your bank account by BACS, unless your tutor requests that a shop voucher is held for you at the Colchester college shop. If you are awarded a shop voucher, your tutor will place orders with the college shop for any stationery / printer credits that you require.

- **University Interviews and Open days**

If you incur travel costs as a result of attending a university interview or open day then we may be able to help you with this expense. This will be dependent on the budget that we have available at the time.

You will have to cover the upfront costs yourself then we will refund your transport costs on the production of public transport tickets **and** university interview or open day letter. If you travel by car we will pay towards petrol costs, providing this does not exceed the cost of travel by public transport. We will not pay for overnight accommodation.

Funding for travel to interviews and open days will be capped at £200 in total.

- **Travel to Job / Apprenticeship Interviews**

As above. Payment on production of tickets **and** interview letter.

- **UCAS application fee**

A contribution towards the cost of applying to UCAS. Evidence must be provided to show whether you have made a single or multiple UCAS application

- **£40 Resource Deposit**

If you receive an award from the bursary fund, the £40 resource deposit will be waived.

- **Other course related costs**

If you require funding for any course related costs not specified above, please complete an Application for Student Funding in the normal way. You should include full details of the item that you are looking for help with and a short statement covering why you consider the item to be necessary for your course

What can't the bursary fund pay for?

- **Locker Deposits** – students requiring a locker are asked to pay a deposit which is returned at the end of the year. As the deposit is refundable, we cannot provide support with this cost.
- **Attendance bonuses / incentives** – all payments to you are based on you achieving a minimum of 90% attendance and displaying satisfactory behaviour during your time at Colchester Institute. The bursary fund does not reward students with additional monies if they achieve good attendance levels throughout the year.
- **General living costs** – e.g. accommodation, utility bills, mobile phone bills
- **Car parking** – we do not pay for car parking, either on or off site
- **Associated trip costs** – funding for passports, suitcases etc will not be covered by the fund

Do you need your own bank account?

Yes. Students aged 16 and over can open a basic bank account which will allow BACS payments and allow you to withdraw money. We cannot make payments to your parent(s), guardian(s) or any third party accounts unless there are exceptional circumstances and you are unable to administer your own account. In the case of asylum seeking children who are unable to open a UK bank account, we will make payments to a nominated carer's bank account, providing we receive written confirmation from both the young person and carer confirming that they are happy for payment to be made to the nominated account.

If you make an application are you guaranteed support?

No. Unfortunately the budget we have available is limited and we may not be able to meet your funding requirements. We would advise you to put in an application as soon as possible as funds are limited and can run out.

If you are successful in your application are there any conditions on your award?

Yes. If you are awarded a guaranteed or discretionary bursary then you will need to meet conditions of attendance and behaviour in order to receive your award. The College will expect to see attendance of over 90% maintained throughout the year.

If you feel that you have extenuating personal circumstances that have affected your attendance, it is important that you speak to Student Services as soon as possible.

What should you do if you are not happy with the outcome of your application?

You can appeal our decision if:

- You think that we have assessed your application incorrectly
- You think that the level of support you have been awarded is significantly less than you need to attend College

Appeals should be made in writing to the Student Services Manager. Appeals should be made within 15 working days of you receiving a decision from us.

What should you do if you are not sure if any of this applies to you or if you have any questions regarding financial support?

Contact Student Services. We can talk you through whether or not you are eligible. We can help you complete the application form, advise you on the evidence we need from you and answer any questions you may have.

What happens to my funding if I withdraw from my course?

If you leave Colchester Institute you will not be eligible to receive further payments and may need to repay a proportion or, in exceptional cases, all of the money paid to you. You may also be asked to return any equipment you have received that has been funded by this scheme.

Student Services contact details

Phone: 01206 712078 / 01206 712296 / 01206 712446

Email: student.finance@colchester.ac.uk

Call in: Student Services offer a drop-in service. We are open:-

Colchester: 8.30am – 5.00pm (Monday – Thursday) / 8.30am – 4.30pm (Friday).

Braintree (term time only): 8.30am – 4.30pm (Monday – Thursday) and 8.30am – 2.00pm (Friday)

Clacton students can visit the Information Centre : 8.30am – 5.00pm (Monday – Thursday) / 8.30am – 4.30pm (Friday)

When should I re-apply for financial assistance?

Applications for financial help are valid for one academic year only. Should you return to College in September 2019 and still require financial assistance, a new application form must be completed and up to date supporting evidence supplied.