



COLLYER'S
Founded in 1532

STUDENT SERVICES

**GUIDE TO
FINANCIAL
SUPPORT &
FREE COLLEGE
MEALS
22 - 23**



16-19 Bursary Fund

The Collyer's 16-19 Bursary is designed to help and support any student who faces financial barriers to participation in education, such as costs of books, college equipment or transport. Eligible students must be under 19 on 31 August 2022 and enrolled on a non-fee paying full time course at Collyer's. Where a young person turns 19 during their programme of study, they can continue to be supported to the end of the academic year or to the end of their programme of study. There are two types of bursaries available to help students. The **Vulnerable Learner Bursary** and the **Discretionary Bursary**.

Vulnerable Learner Bursary

This will be awarded to Collyer's students in the following categories:

- In care
- Care leavers
- Receiving Income Support or Universal Credit because they are financially supporting themselves.
- Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right **as well as** Employment and Support Allowance (ESA) or Universal Credit in their own right.

Students who meet the criteria for a Vulnerable Learner Bursary may receive up to £1,200 a year but the amount awarded is based on actual financial need related to the cost of study.

Discretionary Bursary

Students can apply for a Discretionary Bursary if the annual household income does not exceed £35,000. The amount of bursary awarded will be confirmed following your application and is dependent upon funding allocations and the number of applications received. The amount awarded will depend on both the household income and educational need.

Students awarded the Vulnerable Learner Bursary or the Discretionary Bursary will receive financial support for costs incurred relating to their course of study (for example course materials, books and equipment). They will be awarded a percentage of their travel costs (of more than 2 miles); trip costs; a stationery allowance; costs related to Progression eg UCAS application fee, travel to University Open Days, Work Experience Week. The college will aim to distribute the funds fairly with regard to the financial needs of the individual student.

Under exceptional circumstances, additional help in the form of one-off payments for course-related expenses may be available to students who are not eligible for an award. Applications will be considered on an individual basis and are dependent upon available funds. Evidence of income or hardship will be requested.

Evidence of Income

You will be required to complete an online application form and submit evidence of household income, for example P60 and/or copies of your last three Universal Credit monthly award statements.

Payment of Award

Once approved, payments will be paid at intervals during the year and payment dates will be set out in the award letter. Please be aware that confirmation of awards will not be made until mid-September at the earliest due to the large numbers of applications received. Students should be aware that they will need to cover their own travel costs for the first month of college, as the travel assistance is paid in arrears. Students must have their own bank account as payments are made by BACS direct to their account. Please keep receipts for all college related expenses (including travel), as you will need to provide evidence of your expenditure if your application for financial support is successful.

Conditions

- Students must be UK residents.
- Students must be enrolled on a non-fee paying full time course at Collyer's.
- All bursary payments are directly linked to excellent attendance, progress, effort and behaviour. Payment may be withheld if the student does not comply with college expectations.
- Students are required to upload receipts to the Pay My Student Portal as evidence of expenditure.
- Students are required to sign a Declaration and Agreement with the college before any payments commence.

Application Procedure

- You must apply using the **online application process on our website**. For more information, visit the **Admissions/Student Finance page** of our website: <https://www.collyers.ac.uk/admissions/student-finance/>
- If you think you are eligible, **apply via the Pay My Student Portal**: <https://collyers.paymystudent.com/portal/>
- Ensure all relevant evidence of household income is provided. Any omissions will result in a delay.
- Applications will be processed from the start of the autumn term of the new academic year. If you are successful, the award letter will tell you how much you have been awarded and when these payments will be made.

Appeals Procedure

Should you disagree with any decision made, please contact financialsupport@collyers.ac.uk in the first instance. The Vice Principal (Pastoral) will review all award queries. If you are not satisfied, you have the right of appeal in accordance with Collyer's Complaints Policy which is published in the Student Handbook and on the college website.

Free College Meals

Students are eligible for Free College Meals if they or their parents are in receipt of one of the following benefits:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also 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 – the household income must be less than £7,400 a year (after tax and not including any benefits you get)

Students are also eligible to have Free College Meals if they were in receipt of *Free School Meals at their previous school*. They will need to provide a copy of the most recent letter from their Local Authority which confirmed their eligibility.

Childcare Support for Young Learners (aged under 20)

If you are a young parent (under 20) and want to start or continue in learning, you could be eligible for help with your childcare costs through the 'Care to Learn' scheme. The subject or course you take up is up to you and you can study part-time or full-time. Your childcare provider must be registered with Ofsted.

Please see the government website for more information:

<https://www.gov.uk/care-to-learn>

Further Help

- Contact the Student Services Office during term-time by emailing financial.support@collyers.ac.uk
- 16 to 19 Bursary Fund: www.gov.uk/1619-bursary-fund