



Ron Dearing UTC - Bursary Fund Policy For Academic Year 1 September 2018 to 31 August 2019

Key Stage 4 – Subsidised Travel Policy

What is it?

The Key Stage 4 Travel Grant is a discretionary payment to help students eligible for the Free School Meals with travel costs to college. RDUTC uses money received through Pupil Premium to fund the awards.

No other bursary award will be made to Key Stage 4 students.

Am I Eligible?

Students eligible for the Free School Meals can apply to RDUTC for a contribution towards the costs of return transport from their home to RDUTC. We will only support the cheapest form of return travel to RDUTC.

The award for 2018-2019 will generally be limited to £10.00 per week during term time. A higher amount may be awarded, at the discretion of the Governing Board, in exceptional circumstances when significant travel costs can be proven.

Should attendance fall below 95%, RDUTC may reduce the amount paid to reflect attendance.

How do I apply?

Application forms are available for collection from the General Office. These should be completed and returned by 30 September 2018 or within four weeks of becoming eligible for Free School Meals.

Awards are paid into the bank account of the carers on a monthly basis, the first being in early October. Students will be asked to provide evidence of the expenditure, such as a used ticket, from time to time so that the ongoing need for support can be verified.

16-19 Bursary Fund Policy

What is it?

The 16 – 19 Bursary Fund is a grant calculated and paid to RDUTC by the Education and Skills Funding Agency (ESFA). The grant aims to assist vulnerable students and students in need of financial assistance to continue attending school by removing financial barriers to participation. The Bursary Funds available to RDUTC are topped up by contributions received from our Partners who are committed to reducing barriers to access the education we provide.

Students may apply to the Discretionary 16-19 Bursary Fund for financial assistance at the start of the academic year. Students joining after 1 September should make their application within 4 weeks of joining RDUTC.

Further information on the 16-19 Bursary Fund can be found at: <https://www.gov.uk/1619-bursary-fund>

Am I Eligible?

Bursaries can only be paid to students that meet the Department for Education's residency qualification.

There are three types of bursary awards available:

1. Vulnerable Student Bursary

A fixed award to students who fall within the following criteria:

- Young people in care
- Young people who have left care (care leaver)
- Student's receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- Student's receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

For students qualifying for a Vulnerable Student Bursary, RDUTC will receive a fixed award of £1,200 (which will be pro-rated for any students starting later in the course), payable over the duration of the course. RDUTC will agree with the student how the award can be used to support them.

The criteria for the award are set by the ESFA and must be strictly adhered to. Proof must be provided to the school to confirm eligibility for this award.

2. Discretionary Awards

These awards are more flexible and can be awarded to any student deemed eligible by the school. The eligibility for this award is set by each individual school, so neighbouring schools may have slightly different eligibility criteria.

What kind of assistance can I apply for?

Travel

The principal assistance provided to students is to cover excessive transport costs to and from RDUTC. We will only support the cheapest form of return travel to RDUTC by public transport.

We expect all students or their parents/carers to make a contribution towards the cost of travel. This is currently £13.50 per week (the cost of a Mega Rider Plus in Hull). Travel costs by rail or bus in excess of this can be claimed from the Bursary Fund.

All applications should state the mode of travel and from where the journey commences.

At the discretion of the school, the student will receive either travel voucher that can be exchanged for a ticket, a travel card that has been topped up with the amount of the bursary awarded or a payment to the student's bank account to cover the cost of a season ticket.

Payments will be on a monthly basis, the first being in early October. Students will be asked to provide evidence of the expenditure, such as a used ticket, from time to time so that the ongoing need for support can be verified.

Should attendance fall below 95%, RDUTC may reduce the amount paid to reflect attendance.

Applications for travel bursaries should be made by 30 September 2018 or within 4 weeks of the student's start date at RDUTC.

Other Support

Students on Free School Meals or in households with income less than £30,000 per annum may apply during the year for financial assistance in the following areas:

- Books materials and equipment needed to complete the chosen course
- Emergency accommodation and meals
- Course trips
- Interviews and Open days at Universities (travel costs to and from the university)

Awards are payable to the student, and will be settled to their bank account on receipt of evidence of the expenditure incurred.

Prioritisation

At RDUTC priority for discretionary awards is given to support students with transport costs. Once bursaries for transport costs have been allocated, consideration will be given to other applications, providing this is affordable within the financial plan.

Proof of Income

With the exception of applications for Travel Bursaries, proof of income will be required from all members of the household / those supporting the student, this can include:

- A P60 for the latest full tax year
- Last three months' wage or salary slips
- Benefit Entitlement Letter
- Full Tax Credit Award Notice
- Annual Tax Summary issued by HMRC for last full tax year
- SA302 Tax Calculation Form
- Certified accounts, if self-employed.

3. Partners Bursary – Driving Lessons

RDUTC's Sponsors and Partners are committed to supporting the students in being ready for employment.

Year 13 students with 95% or higher attendance the previous year and in Year 13 and who have passed the Driving Theory Test may apply for a Bursary to support up to 20 hours driving lessons. Further details of this scheme will be provided to Year 13 students.

How do I apply?

Application forms are available for collection from the General office.

Requests for a Travel Bursary should be made by 30 September or within 4 weeks of joining RDUTC. Students in receipt of a Travel Bursary in year 12 will need to re-apply in year 13.

Requests for other support should be submitted as the need arises.

How long will it take for my application to be considered?

Applications are considered as soon as possible after receipt, but within a month at the very most. Applications are considered by the Principal and the Finance Director. Any information provided as part of the application process

will be confidential and treated with sensitivity. Successful applicants will receive an email to their RDUTC account confirming the amount awarded.

Payment of the award will be determined by RDUTC– this may be to the student, travel company, Driving School or other party. The email will inform the student how the bursary will be paid.

If further information is needed to support the application, a letter will be sent requesting this before a decision can be made.

A letter will be sent informing the student if the application is not successful and the reason why, referring to the criteria specified above.

Can I apply more than once?

Yes – applications can be made at any time during the school year, though Travel Bursaries should be made at the start of the academic year.

Is there a limit to the monies I can apply for?

In theory, no. The monies provided to the school are limited, however, and consideration needs to be given to ensuring sufficient monies are made available to those students who need the most assistance.

Careful consideration will be given to each application.

Appeals:

If your application is unsuccessful, you may appeal against the decision by writing to the Chair of Governors. Your letter needs to include what you applied for, the amount you applied for and why you feel the application should have been successful, referring to the criteria within this policy.

Date adopted by Governing Body:

Review date:

Signed: (Chair of Governors)

RDUTC Bursary - Application Form

Please complete all pages of the application form

Name of Student:			
Name of Parent/Carer			
Year Group Note – Students in Years 10 & 11 may only apply for support for travel costs.		Age Please show the student's age on 31 August 2018	
Have you the right of abode and been resident in the UK for the last 3 years?	Yes / No		

PLEASE RETURN THIS FORM TO THE FINANCE OFFICE

To be completed by College Attendance Officer Attendance at the time the application was considered? Where attendance falls below 95% the amount paid may be reduced by RDUTC	%
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<p>Bursary Criteria: Key Stage 4 – To qualify you must be in Year 10 or Year 11, and attending Ron Dearing UTC. 16-19 Bursary Scheme – To qualify you must be aged 16 or over and under 19 on 31 August 2018 and meet the ESFA's (Department for Education) residency criteria. All bursaries are paid to enable the student to attend RDUTC and will only be paid if the student's attendance and behaviour meet the required standard.</p>
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Key Stage 4 – Subsidised Travel	
Do you wish to apply for a Key Stage 4 Travel Bursary? Support is only provided to students eligible for Free School Meals	Yes / No

16-19 Vulnerable Student Bursary	
To qualify you must fall into one of the categories below and produce the required evidence.	
Are you (student) in receipt of Income Support or Universal Credit? Evidence required – Income Support or Universal Credit Statement Letter.	Yes / No
Carer leaver or currently looked after in care? Evidence required – letter from Local Authority	Yes / No
Disabled student in receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right	Yes / No

16-19 Discretionary Bursary			
Your total household income is one of the criteria used to help us assess your application. Please indicate, by ticking the relevant box, what evidence has been attached to this application.			
P60	3 Months' Salary	Benefit Entitlement Letter	Tax Credit Award Notice
Annual Tax Summary	SA302	Certified Account	Eligible for FSM

Household Member	Relationship to Student	Annual Income	Evidence Provided
Add Student Name 1	Student	There may be none.	
2			
3			
4			

Travel Bursaries

Are you applying for support for travel costs?	Yes / No
Method of Travel	Rail / Bus / Other (Please State)
Where does your journey commence? Railway Station / Town / District?	
What is the cost & frequency of the season ticket purchased?	

Office Use – Travel	
Criteria for support met?	Yes / No
All applicants – Was application approved?	Yes / No
Amount awarded?	£

Other 16-19 Discretionary Bursaries

Are you applying for other financial support?	Yes / No	
Students faced with emergency situations Please describe the emergency (continue on separate sheet if needed):	Yes / No	
What kind of financial assistance you are applying for? Please provide as much information as possible. We will require receipts.		
Books materials and equipment needed to complete the chosen course?	Yes / No	How much? £
Fees and exam re-sit fees	Yes / No	How much? £
Emergency accommodation and meals	Yes / No	How much? £
Course trips	Yes / No	How much? £
Travel costs to/from interviews/ open days at Universities	Yes / No	How much? £

Office Use – Other	
All applicants – Was application approved?	Yes / No
Amount awarded?	£

Partners Bursary – Driving Lessons

Are you applying for Driving Lessons?	Yes / No
Have you passed the driving theory test? (Proof will be required)	Yes / No
What was your percentage attendance for Year 12 (Must have been 95% or higher)	%
What is your current percentage attendance? (Must be 95% or higher)	%

Office Use – Driving Lessons	
All applicants – Was application approved?	Yes / No
Amount awarded?	£

Payment

Please provide your bank account details below. 16-19 Bursary payments must be paid to the student's personal bank account. RDUTC may choose to pay the bursary in kind, for example by providing a travel card.

Name of Bank	
Bank Sort Code	
Name of Bank Account	
Account Number	

Declaration

I declare that the information on this form is true and accurate to the best of my knowledge. I make this claim for a Bursary fully aware that false statements can lead to the refusal or withdrawal of any financial support and may be treated as fraud against Ron Dearing UTC.

I understand that if I refuse to provide information relevant to my claim the application will not be accepted.

I understand that monies I receive will be paid on condition of standards of behavior and attendance are met; in particular, that attendance falling below 95% may see any travel bursary reduced by the same factor.

I will notify Ron Dearing UTC of any changes to household income or other factors that may affect eligibility for a bursary.

I confirm that I have read Ron Dearing UTC's Bursary Fund Policy.

Student Signature

Dated

Carer Signature (Key Stage 4 Only)

Dated