

Financial Support Policy – 16-19 Bursary Policy

For Academic Year 1 September 2026 to 31 August 2027

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 Department for Education and must be strictly adhered to. Proof must be provided to the UTC 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.

Some awards require the student to be eligible for free school meals (FSM). All Post 16 students who believe they are eligible for FSM need to apply at the start of each academic year, so at the start of both year 12 and year 13. All applications should be made to Hull City Council, including those that have applied to other authorities in the past, (<http://www.hull.gov.uk/education-and-schools/schools/free-school-meals>).

All applicants must provide information on their household income, so that an assessment of need can be undertaken

3. 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 contribute towards the cost of travel. This is currently **£19.20 per week** (the cost of a Mega Rider (Young Person) in Hull). Travel costs by rail or bus in excess of this can be claimed from the Bursary Fund.

Payments will be made at the start of each half term, the first being in early October.

Students will be asked to provide evidence of the expenditure, such as a used ticket, at the start of each half term so that the ongoing need for support can be verified. Failure to provide this evidence will delay payment of the bursary. Should attendance in the academic year fall below 95%, RDUTC may reduce the amount paid to reflect attendance.

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

If bus or rail fares increase during the year, RDUTC will reflect this in the payments made **provided** there is sufficient funds to do so.

4. Other Support

Students in households where the total income is below **£41,000** including students on Free School Meals, may also apply for additional support 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.

If students experience exceptional hardship they are encouraged to discuss the circumstance with the Head of Year, so that we can discuss what support might be available.

5. 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.

6. Proof of Income

All applications must be accompanied by proof of income, this allows the UTC to conform with the requirements laid out by the Department for Education in providing funds to us.

The application form asks for details of any income earned by the student and up to 2 persons in the household.

To support the application we will ask you to provide as evidence one of the following for each person:

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

7. How do I apply?

Free School Meals

<http://www.hull.gov.uk/education-and-schools/schools/free-school-meals> . - Please remember that if you believe you are eligible you must apply at the start of each academic year.

16-19 Bursary Application

<https://www.rondearingutc.com/policies/>

All applications should be emailed to finance@rondearingutc.com with supporting evidence.

Requests for a Travel Bursary should be made 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.

8. 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 Business Manager in-line with the policy with exceptional requests approved by the principal. 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.

9. Can I apply more than once?

Travel Bursaries should be made at the start of the academic year. Any other support can be applied for throughout the year

10. 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.



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