

## Bursary Fund Guide

### Introduction

The Bursary Fund is money given by the government to the Skills Service to help learners stay in learning. Students must be enrolled on a programme of learning funded by the Skills Service and be aged 16-18 on 31<sup>st</sup> August 2021 or aged 19 to 24 who are subject to an Education Health and Care Plan with a Section 41 approved training provider may apply for a discretionary bursary.

There are two types of bursary. The **vulnerable bursary pays up to a maximum of £1,200 a year** for young people in a defined group identified by government. The discretionary bursary is awarded by the Skills Service to individuals depending on their personal circumstances.

### Vulnerable Bursary

You can apply for a vulnerable bursary if you are:

- 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
- In or have recently left local authority care
- An unaccompanied asylum seeker
- Receiving Disability Living Allowance (DLA) **OR** Personal Independence Payment (PIP) **AND** Employment and Support Allowance (ESA) **OR** Universal Credit in your name

You will receive up to £40 per week. If your course lasts more than 30 weeks the amount will be reduced to ensure you continue to receive bursary payments until the end of your course.

### Discretionary Bursary

Discretionary bursaries are awarded to meet individual needs, for example, for transport, meals, books and equipment. Students aged 19 to 24 who are subject to an Education Health and Care Plan with a Section 41 approved training provider may apply for a discretionary bursary. You can apply for a discretionary bursary if your total household income is below £26,500. Discretionary bursary awards are banded as follows:

- Band 1 – £20/week if your total household income is £16,190 or less
- Band 2 – £15/week if your total household is between £16,191 and £20,600
- Band 3 – £5/week if your total household income is between £20,601 and £26,499

You may also receive a contribution towards daily travel costs of £3/day.

### How to apply

Your training provider will check whether you are eligible to apply and will issue you with an application form. The form must be fully completed and returned to **your training provider along with supporting evidence** within 4 weeks of your start date. You can apply for a Vulnerable Bursary **OR** a Discretionary Bursary. If you are not sure which one to apply for please contact your training provider.



Your training provider will review your application and submit it to the Skills Service. Your application will not be accepted if you:

- Apply for both types of bursary your application will not be accepted.
- Have not completed all of the required section.
- Have not submitted all of the supporting evidence.

### **How will you be paid?**

You will be paid weekly in arrears directly into your own bank account. For example, payment for week commencing 6<sup>th</sup> September 2021 will be paid into your own bank account on Friday 17<sup>th</sup> September 2021 and so on.

Payments are dependent on submission of a weekly timesheet by your training provider which shows no unauthorised absences, an average attendance of 16 hours per week and satisfactory punctuality, conduct and progress on your course. You will not be paid for holidays or when your training provider centre is closed.

### **Changes to payments**

Funds are limited and we reserve the right to amend payment in year in accordance with learner need and availability of funds. These funds are not an entitlement and where support is awarded it should be viewed as a contribution only to course costs.

### **Fraud**

If you/your parents/carers provide false/incomplete information you may be committing fraud which could lead to prosecution and repayment of any money you should not have had.

### **Complaints or Questions**

If you've a problem about how your bursary is paid, how much you have received or other general questions please talk to your training provider.

### **Further information**

A government guide to the bursary is available at: <https://www.gov.uk/1619-bursary-fund>

If you are a young parent aged under 20 at the start of your course you may get help with childcare costs through Care to Learn. For more information visit: <https://www.gov.uk/care-to-learn/eligibility>

If you/your parents are in receipt of certain benefits you may be entitled to a free meal allowance and you can apply for this using the application form. Visit this website for more information:

<https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2020-to-2021-academic-year>

