

16-19 Bursary Fund 2024/25

Further information to help you submit the correct evidence to support your bursary application

This fund is available to learners aged between 16-18 years old on the 31st of August 2024. Learners aged 19 or over are only eligible to receive a discretionary bursary if they are continuing a study programme they began aged 16-18 or have an Education Health Care Plan (EHCP).

There are three bursary categories available:

- **Enhanced Bursary**
- **Discretionary 1**
- **Discretionary 2**

In addition, students domiciled in Wales and who qualify for EMA can apply for the FCM (Free College Meals) allowance providing they meet ESFA (Education and Skills Funding Agency) Government Guidelines.

Banding	Criteria	Travel	Equipment	Educational visits	Childcare	Meals	Additional Funding
EB	Meet Conditions of Enhanced bursary	100% funded	100% funded up to £300	100% funded up to £600	C2L - eligibility rules apply	£4.00/day	Individual assessment completed to identify any further financial costs.
Band 1	Eligible for FCM as per Gov Guidance or in receipt of Pupil Premium at school	100% funded	100% funded up to £300	100% funded up to £600	C2L – eligibility rules apply	£4.00day	No funding
Band 2	Household income below £35,000	100% funded	100% funded up to £300	100% funded up to £600	C2L – eligibility rules apply	No Award	No funding
EMA Wales	Eligible for EMA	100% funded	No funding	No funding	No funding	Subject to meeting criteria for FCM as per Government Guidelines	Individual assessment completed to identify any further financial costs.

Enhanced Bursary:

There are four categories, namely:

In Care/Care Leaver

If you are in care, care leaver or classed as a looked after child we require a letter confirming these details. Ask your case worker/social worker to provide a letter, this can be confirmed by email but must be clearly from the local authority (on official headed paper)

Income Support/Universal Credit

If you are in receipt of UC or IS, a copy of your UC or IS award notice is required. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, we also require a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on

ESA & DLA/PIP

If you are in receipt of UC/ESA and DLA and PIP, a copy of your UC claim from DWP is required. Evidence of receipt of DLA or PIP must also be provided

Learners eligible for this fund can receive a bursary of up to £1,200 per year if they are participating in a programme of study that lasts 30 weeks or more, a pro rata'd amount is available to learners on a programme of less than 30 weeks. Consideration on the amount awarded will be taken regarding the number of study hours and the financial need of each learner. Learners will not automatically be awarded £1,200, individual assessments will be completed to assess the level of financial support required

Please note you are not automatically entitled to FCM (free college meals) under this category unless you receive a means-tested benefit, see list below.

Bursary – Band 1 (includes meals)

This funding is available to learners who are classed as disadvantaged. Free meals in further education defines disadvantage as learners being in receipt of, or having parents who are in receipt of, one or more of the identified means tested benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa
- Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals
- In receipt of Pupil Premium at school

Bursary - band 2 - Discretionary Award

Discretionary support if you are living in a household with an income below £35,000 and in receipt of any of the benefits listed below.

Examples of evidence required if you are applying for Discretionary 1 or Discretionary 2 bursary

Universal Credit

The most recent 3 months payment statements, you should be able to print off details of your award from you online account.

Working/Child Tax Credits

Tax Credit Award Notice (TCAN) 24/25 showing actual income for year 23/24. Income needs to be less than £35,000.

Final Tax Credit Award Notice 23/24. Income needs to be less than £35,000. Annual review notice 23/24 - for this evidence to be considered the review notice should specify that you will not be sent another award for the year 24/25 and include working and child tax figures (if applicable). Income needs to be less than £35,000.

Income Support /JSA (Income based)

A DWP letter dated within the last 3 months confirming details. If you cannot get a current letter, you can still provide the letter you already have with a current bank statement to confirm you are still receiving the benefit.

EHCP + DLA/PIP – 19+ Learners

A DWP letter dated within the last 3 months confirming details of Disability Living Allowance or Personal Independence Payment. If you cannot get a current letter, you can still provide the letter you already have with a current bank statement to confirm you are still receiving both benefits. Evidence of an EHCP can be supplied by the College Learner Services Department.

Pension Credits

A DWP letter dated within the last 3 months confirming details of the pension credit award. If you cannot get a current letter, you can still provide the letter you already have with a current bank statement to confirm you are still receiving the benefit.

Income Evidence if you do not claim Tax Credits or UC i.e., households with an income up to £35,000.

P60 – 2024 for parent(s)/guardians, or a self-assessment return 23/24.

Households with a single parent/guardian a Council Tax statement for 24/25 is required.

If you are still unsure about what evidence to supply, or wish to enquire about another benefit you receive, you can contact the bursary team, via the e-mail - bursary@ccsw.ac.uk