

## Bursary Policy

### The Bursary Fund

The Hive College is a special college for students aged 19-25. This policy relates to the ESFA Bursary fund guide to help support students with transport costs, meals costs, books and equipment costs and educational field trips or other course related costs.

The Hive College awards discretionary bursary of varying amounts, to students who might not be able stay in education without financial assistance. The discretionary fund is allocated to eligible students and is dependent on the amount of funding and number of applications received in the academic year, 5% of the total allocation will be retained by the College to cover administration fees.

### Eligibility Criteria for Bursary

Bursary Level	Amount of Payment	Frequency of Payments	Criteria for Eligibility	Criteria for Continued Payment of Bursary
Level 1	Dependent upon the number of applicants and personal circumstances	Paid at the end of the academic year, depending on student eligibility for each term	<p style="text-align: center;"><b>Gross household income must not exceed £16,190</b></p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• PIP</li> <li>• Employment and Support Allowance</li> <li>• Disability Living Allowance</li> <li>• Carers Allowance</li> <li>• Income-based Jobseekers Allowance</li> <li>• Child Tax Credits (You must not be entitled to Working Tax Credits and household income must not exceed £16,190)</li> <li>• Working Tax Credit Run-On (Paid for the 4 weeks after you stop qualifying for Working Tax Credits)</li> <li>• Universal Credit</li> <li>• Guaranteed element of State Pension Credit</li> <li>• Last 3 months Pay Slips / Bank Statements</li> <li>• Student Birth Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• No change in household financial circumstances</li> <li>• Meet the attendance rate</li> <li>• Adhere to college Code of Conduct</li> <li>• Up to date with all coursework</li> <li>• Meet satisfactory target progress</li> <li>• Provide medical evidence for ill health absences</li> </ul>
Level 2	As per level 1 but lower value	Paid at the end of the academic year, depending on student eligibility for each term	<p style="text-align: center;"><b>Gross household income between £16,191 - £25,000</b></p> <ul style="list-style-type: none"> <li>• Provide evidence of income, including Benefits Awards, P60, last 3 months Pay Slips / Bank Statements for household</li> <li>• Student Birth Certificate</li> </ul>	The criteria for continued payment of bursary is as outlined in Level 1
Level 3	As per level 2 but lower value	Paid at the end of the academic year, depending on student eligibility for each term	<p style="text-align: center;"><b>Gross household income between £25,001 - £30,000</b></p> <ul style="list-style-type: none"> <li>• Provide evidence of income, including Benefits Awards, P60, last 3 months Pay Slips / Bank Statements for household</li> <li>• Student Birth Certificate</li> </ul>	The criteria for continued payment of bursary is as outlined in Level 1

## The Hive College - Bursary Policy

The discretionary bursary fund is designed to help students overcome financial barriers that they face and ensure the funds go to those who genuinely need them.

- The Hive College reserves the right to pay pro rata for students who are eligible for bursary.
- The Hive College reserves the right to change the frequency dependent on individual circumstances.
- Payments can be made in part cash and in kind payments such as books, equipment, field trips and other course related costs.
- Parents to express views on the students need and also how they would like the bursary spent if they are eligible.
- Students and parents must sign the Bursary declaration to confirm; the evidence provided is correct and to state that they agree to and understand the terms and conditions set out in this policy.
- The Hive College is permitted to use up to 5% of the Bursary allocation for administration costs.
- Proof of income / benefits must be submitted by the deadline detailed in the correspondence sent directly to you.
- When applying to claim discretionary bursary the student's birth certificate must be received and recorded in college.
- Students and family should be made aware that if false or incomplete information is submitted, the matter may be referred to the DfE or the police. Any ineligible payments made would be sought for recovery.

### **Applying for the Bursary**

Students are encouraged to apply as soon as possible. Applications will only be considered if received by the deadline. This policy and bursary applications will be distributed to students and the policy and criteria will be made available on the college website under policies. Completed applications along with all supporting evidence should be handed into the college office in a sealed envelope with the students name, tutor group and Bursary Evidence clearly shown on the front, or emailed to college. Each application will be reviewed and successful/unsuccessful candidates will be notified in writing.

Please note, we would like to remind all parents that they will not be able to continue to claim Child Benefit if the student successfully applies for ESA (Employment and Support Allowance).

### **Receiving the Bursary**

Students who meet the eligibility criteria will receive their bursary paid from The Hive College Bursary Fund directly, either in kind (i.e. provided with access equipment / books) or directly into the students own bank account by BACS unless; special circumstances apply i.e. Power of Attorney / Acting on Behalf of the Student. Depending upon the colleges discretion of individual need and payment type, any bursary payments will be paid at the end of the academic year. Payments will be made, depending on student criteria eligibility for each term. The Bursary Fund is a limited fund and the college will prioritise allocation in accordance with this policy. The College will not make any large or lump sum payments to qualifying students and discretionary bursary amounts may vary for each term.

### **Changes to Circumstances**

A student and or parent in receipt of bursary must inform the college of any changes to family circumstances that may affect the support during the academic year.

Where a student's financial situation has changed and no longer eligible to claim Bursary Funds such as; no longer entitled to benefits or the overall household income limit has increased, they must notify the college in writing stating all relevant details as soon as possible. The college will look into the changed circumstances and may require further evidence to support it. If the evidence submitted suggests that the student is no longer eligible; the bursary payments from The Hive College will cease with immediate effect.

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Where a student falls into financial hardship and believes they may be eligible for Bursary Fund, an application can be made providing all evidence is submitted to support their claim however; if the student does become eligible to receive funds the award cannot be backdated to the start of the academic year and will only be eligible from the date that the student applied.

### **Appeals**

Students have the right to appeal in all cases if it is felt that a payment has been withdrawn or withheld without justification. In the first instance the student should speak to the school office, if the student still feels they should appeal then the student must follow the college's complaints procedure which can be viewed on the college website.

### **Require further information**

If you have any queries in relation to the criteria of the Bursary or completing and submitting your application and evidence, please do not hesitate to contact the college office on 0121 306 4800.

This policy will be reviewed annually.