**FE Financial Support Application Guidance**

**2022/2023**

This guidance is to support applications for the academic year 2022-2023. Please read this carefully before completing the application form.

**What financial support can I apply for?**

Bishop Burton College has a number of bursaries available to Further Education students:

* Vulnerable Bursary
* Discretionary Bursary
* 19+ AEB
* Further Education Free Meals
* 20+ Childcare Fund

**Who can apply?**

* You can apply if you are aged 16 and over and enrolled on a fully funded Further Education course at Bishop Burton College
* You are classed as a “home” student who has been resident within the UK or EU for 3 years prior to the start of the course.
* Your annual household income for 2021-22 tax year is £33,000 or less.

**Vulnerable Bursary**

The Vulnerable Bursary is a maximum of £1,200 bursary based on a student’s financial need. This bursary is available to students aged 16 - 18 (as at 31/08/2022) who are:

* In care
* Care leavers
* In receipt of Income Support or Universal Credit
* In receipt of both Employment Support Allowance or Universal Credit and either Disability Living Allowance or Personal Independence Payments

**Discretionary Bursary**

Designed to support you with travel expenses, meals and course related equipment, clothing and books/resources, etc. In order to be eligible, you must:

* Be enrolled on a Bishop Burton Further Education course of study
* Have an annual household income of £33,000 or less.

**Further Education Free Meals**

Students must be aged between 16 or over but under 19 on 31/08/2022.

Students can access free meals at College if either the student or their parent/guardian are in receipt of one of the following 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
* Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
* Universal Credit with net earnings not exceeding the equivalent of £7,400 pa.

Students aged 19 or over are only eligible to receive a free meal if they are continuing on a study programme they began aged 16 – 18 (‘19+ continuers’) or have an Education, Health and Care Plan (EHCP).

**20+ Childcare Grant**

Further Education students aged 20 years or above as at 31/08/2022 can access support with their childcare costs (must be in an Ofsted registered childcare provision) through <https://www.gov.uk/care-to-learn/applying-for-care-to-learn>

**How to apply**

Complete the Further Education Financial Support application form and return with the required supporting evidence to: Student Services, Bishop Burton College, Bishop Burton, Beverley, East Yorkshire, HU17 8QG.

Students of all ages may follow the College procedure which includes the completion of an online Learner Support Fund application via the colleges PayMyStudent portal (Link can be found via QR code or link upon request in Student Services) *OR*

Students aged between 16 - 18 years old on 31/08/2022 will need to complete the **F30** form.

Students aged 19 years and above on 31/08/2022 will need to complete the **F32** form.

All completed application will be processed by the Student Services Officer (Finance) and in the event that an incomplete application is received, an email will be sent to request further evidence.

Please read the declaration carefully and ensure that all signature boxes are completed as required.

**Financial evidence required**

* If the student is 16-18 years old as at 31/08/2022, we require parent/guardians’ financial details in the application and their evidence.
* If the student is 19 years old or over as at 31/08/2022, we require the student’s financial details in the application and the student’s evidence.

The following evidence is required regarding the student’s household as appropriate and applicable:

|  |  |
| --- | --- |
| Circumstances | Evidence Required |
| Earnings from Employment | P60 (2021/2022) or March 2022 payslip. |
| Income from Self-Employment | Declaration from accountant OR copy of self-assessment tax return form for 2021/22.  *Please note that receipt of a declaration from an accountant (must be signed and on headed paper).* |
| Tax Credits | A copy of ALL pages from your 2021/2022 Tax Credits Award Notice. |
| Taxable Benefits | P11D (2021/2022). |
| All Other Benefits | Copies of award letters dated within the last 3 months from the relevant benefits agency clearly showing the payee’s name, address, type of benefit and amount payable OR a completed F2A form to be stamped and signed by the benefit agency. |
| Other Income | Evidence of the value of income as at 5th April 2022. |

**How can I appeal a decision?**

Each application is processed following the Learner Support Funds policy but if you do not agree with the decision, you can appeal. Any appeal must be received in writing to the Head of Student Experience within 10 working days of receipt of the award notification. The appeal will be considered and you will receive a response within 10 working days.

**Who can I contact if I have any questions?**

If you have any queries with regards to completing the Further Education Financial Support application form, please contact the Assessment Team on 01964 553114 or pop in to see us in Student Services.