



Learner Bursary Guidance

16-19 (inc. 19+ EHCP learners) 2022-23



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Key Points

Contacts

Please direct all queries to Bursary.Support@accesstomusic.ac.uk The Inbox is monitored by Louise Langton who is Access Creative College's ILR & Bursary Funding & Compliance Officer. The department is managed by Francesca Saunders-Proudlove who is Funding & Compliance Manager.

Bursary Types

16-19 (inc. 19+ EHCP learners)

- o Travel
- o Meals
- o Vulnerable
- o Childcare

Bank Accounts

- As a learner in receipt of a bursary, you **must** have your own bank account; this **must** be a current account (not a savings or Post Office or similar). If you do not have your own bank account, we will require signed authority confirming your agreement to payments being made to a third party of your choice. If the latter is applicable, please make this known as early as possible.

16-19 (inc. 19+ EHCP learners) Bursary

- To apply for the above, you must be aged 16 or over but under 19 on 31 August 2022 to be eligible for help from the 16-19 bursary fund in the 2022 to 2023 academic year.
- If you are aged 19 or over, you are only eligible to receive a discretionary bursary if you are continuing on a study programme that you began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).



16-19 (inc. 19+ EHCP learners) Meals Bursary

Meals are capped for the year at £570 which equates to £15 per week for the 38 weeks of the Academic Year (subject to review).

Criteria for the 16-19 Meals Bursary are as follows:

- Learners/Parents/Guardians **must** be in receipt of **one of the below**:
 - Income Support (IS)
 - Job Seekers Allowance
 - Employment Support Allowance (ESA)
 - Support under Part VI of the Immigration and Asylum Act 1999
 - State Pension Credit
 - Child Tax Credit
 - Working Tax Credit 'Run on' (paid 4 weeks after qualification for Working Tax Credit stopped)
 - Universal Credit (UC)- payments must not exceed £7,400 annually.

16-19 (inc. 19+ EHCP learners) Travel Bursary

Criteria for the 16-19 Travel bursary is below:

- Household income (whether through salary or benefits) must be below £40,000.
- We can accept any of the low-income state benefits that are listed here: <https://www.litrq.org.uk/tax-guides/tax-credits-and-benefits/state-benefits>
- If parents/ guardians are not in receipt of benefits, then we can accept a P60 or payslips from the last 3 months.
- All evidence of state benefit letters, apart from Tax Credits, must be dated from June 2022 or later.
- You must provide your exact travel route/company so that we can calculate your travel costs.

Your monthly travel pass can be requested directly through Pay My Student, which will then be issued by the Bursary Team.



- You will need to confirm your travel costs when applying to ensure that your Bursary Portal Account is credited with the amount needed to purchase your travel passes for the 10 months of the Academic Year. This ensures that you can then attend college to use any facilities needed outside of your timetabled days.
- If you travel by train you will also be able to purchase a Rail Card to further reduce your travel costs.

Please be advised that if you are aged 16-17 and living in Manchester you are not eligible for the travel bursary due to the free bus travel provided through the Our Pass scheme (<https://ourpass.co.uk/get-our-pass/>)

Please be advised that if you are aged 16-17 and living in London you are not eligible for the travel bursary due to the free bus travel available throughout London.

(<https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photo-card>)

16-18 Vulnerable Bursary

This is only available to learners aged under 19 as of 31/08/2022 unless continuing a course that started when aged under 19. Learners over 19 with an EHCP are not eligible.

The criteria for the 16-18 Vulnerable Bursary is below. **One or more must apply** and benefit/income evidence **must not be dated prior** to June 2022.

- o You are in Care.
- o You are a Care Leaver.
- o You are in receipt of Universal Credit or Income Support in **your own name.**
- o You are in receipt of Employment Support Allowance & Disability Living Allowance in **your own name.**
- o You are in receipt of Universal Credit & Disability Living Allowance in **your own name.**
- o You are in receipt of Employment Support Allowance & Personal Independent Payments in **your own name.**



- If you are in receipt of Income Support or Universal Credit (in your own name) and you are living with a partner that is dependent on you, you will need to provide **a copy of each** of the below evidence:
 - Income Support or Universal credit letter dated June 2021 or later that confirms you are allowed to be in education or training.
 - A signed tenancy agreement in your own name.
 - A utility bill in your own name.
- If you are in receipt of Income Support or Universal Credit (in your own name) and you are living with a child that is dependent on you, you will need to provide **a copy of each** of the below evidence:
 - Income Support or Universal credit letter dated June 2022 or later, which must be in your own name and must confirm you are allowed to be in education or training.
 - A signed tenancy agreement in your own name.
 - A utility bill in your own name.
 - A child benefit receipt.
 - The child's birth certificate.
- The defined vulnerable groups are students who are:
 - *in care*
 - *care leavers*
 - *receiving Income Support (IS), or Universal Credit (UC) 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*
 - *receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment and Support Allowance (ESA) or UC in their own right*
- The 16 to 19 Bursary Fund defines 'in care' as:
 - *children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.*
- A 'care leaver' is defined as:



- o a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or*
 - o a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16*
- A young person placed with a foster carer by the local authority, including where the foster carer is on the books of an independent fostering agency, is classed as looked after. They meet the criteria for the 'in care' vulnerable group where they need financial support to participate.
- A child who is privately fostered (in other words, a private arrangement is made between the parent and the person who will care for the child) is not classed as a looked after child and is not eligible for the bursary for vulnerable groups.

Appeals & Complaints

- If you are not eligible for bursary funding or a particular element of the bursary, you can appeal the decision made but must provide your appeal in writing, explaining why you are appealing, and you must provide new supporting evidence.
- The application form will be reassessed using the new evidence provided.
- The decision made in your appeal is the final decision and cannot be appealed again.
- If then you would like to lodge a formal complaint after the appeals process, please contact ccc.admin@accesstomusic.ac.uk
 - o The Quality Team will review and work with the Bursary Team for a resolution.*

