



# Learner Bursary Guidance

19+ Bursary 2022-23



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# Key Points

## Contacts

Please direct all queries to [Bursary.Support@accesstomusic.ac.uk](mailto: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

19+

- o Travel
- o Meals
- o Childcare
- o Residential

## 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.

## 19+ Adult Education Budget Bursary (Manchester Only)

The money can help to pay for things like:

- Meals and travel
- Course materials and equipment
- Childcare (aged 20+)
- Residential Costs



## 19+ Advanced Learner Loan Bursary

- Meals and travel
- Course materials and equipment
- Childcare (aged 20+)
- Residential Costs
- Please be advised that students aged 19 or over are not eligible for bursaries for vulnerable groups.

## 19+ Advanced Learner Loan Bursary

### 19+ Travel Bursary

Criteria for the 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 note however, if you are applying for the 19+ Residential Bursary, you are not entitled to the Travel Bursary. It is one or the other.

## 19+ Meals Bursary

You will be eligible for the 19+ Meal's Bursary if any of the below apply to you.

- If you have evidence of tax credit - this must confirm child tax credit, working tax credit or both.
- All evidence of state benefit letters apart from Tax Credits must be dated from June 2022 or later.
- Tax Credit letters must be dated from 2021 to 2022.
- We will accept Universal Credit regardless of the income or take home pay as long as the evidence is in date.

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

## 19+ Residential Bursary

- You must not be in receipt of Housing Benefit.
- You must be in receipt of a low-income benefit.
- You must provide a copy of a signed Tenancy Agreement and the Landlord must not be related to you.
- Payments will not be made to you directly; they must be paid directly to the Landlord.
- You must confirm that you have applied for the same/a similar course at a college closer to home prior to confirming your place at Access Creative College. You will not be eligible for the residential bursary if you are moving to study here, but could study closer to home. This will be checked and applications for residential support will be rejected if it does transpire that you can study an equivalent course closer to home.
- You must be able to prove one or both of the following - that your travel to your Centre will take 2+ hours each way or cost £100+ per week.
- You cannot submit a residential claim for your home property if you are already living in the same city as the college that you are studying at.
- You cannot submit a claim for a property that you share with your parents or family.
- You cannot submit a claim for a property that you are already living in.



- Bursary will be capped at either 75% of the total rent cost or £1,200 per term (whichever is the lesser value) if eligible.
- Bursary funds cannot be used to pay for your deposit.

## 19+ Childcare Bursary

The below criteria **must all be met** in order to apply for the above.

- If you are aged 20 and over you can apply for the 19+ childcare bursary.
- You/ your parents/guardians must be in receipt of one of the listed benefits on the application form and evidence of this must be provided.
- The childcare provider that you provide must be Ofsted registered.
- Payments will not be made to you directly; they must be paid directly to the Childcare Provider.

## 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](mailto:ccc.admin@accesstomusic.ac.uk)
  - o The Quality Team will review and work with the Bursary Team for a resolution.