



Student Bursary, Free College Meals and Care to Learn Policy

October 22

This policy applies to :	All Staff and Students
Author/Department:	Bursary Officer / Finance Department
Area/Person responsible:	Director of Engagement and Achievement
Date approved:	13 Oct 2022
Date of Next Review:	13 Oct 2023

Date of most recent review:	13 Oct 2022
Changes made:	Change in title of person responsible Updated year

The Equality Act 2010: The Equality Duty

The College has a duty to consider the needs of all individuals in our day-to-day work – in shaping policy, in delivering services and in relation to our employees. The Equality Duty has three aims, which require the College to have due regard to the need to:

- **Eliminate unlawful discrimination**, harassment, victimisation and any other conduct prohibited by the Act;
- **Advance equality of opportunity** between people who share a protected characteristic and people who do not share it; and
- **Foster good relations** between people who share a protected characteristic and people who do not share it.

Does the policy support the aims of the Equality Duty?	Yes		No		N/A	
If no, please state which groups may be affected and complete a full equalities impact assessment (guidance and forms available on the intranet)						
Impact Assessment Reference:						

Initial Impact Assessment Completed	Yes
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Date	1 August 2016
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Review of Policy	
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Date	
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The Bursary policy and procedures will be reviewed at a minimum on an annual basis to take account of changing demographics, budgets and EFA guidance policies.

1 Introduction

The College's Student Bursary, Free College Meals (FCM) and Care to Learn (C2L) Policy Statement has been written in accordance with Education Funding Agency's (EFA) 16 to 19 Bursary Fund, FCM and C2L guide for 2022 to 2023. This guide is non-statutory but the EFA expects institutions to use it as the basis of its bursary policies and to be able to show they comply with it at any audit.

1. Eligibility

To be eligible, students must satisfy the residency criterion. This means having a British or Northern Ireland passport, or

1. Having your passport endorsed to show you have the right of abode in the UK
2. Having 'settled status' in the UK.

Students must be aged **under 19 years** on 31st August in the academic year in which they start the course.

Bursaries may be awarded in the following categories:

Category A Students who are Looked After Children (in care), care leavers, those who are on Income Support or Universal Credit Payment in their own name, and those registered as disabled and in receipt of Employment Support Allowance **and** Disability Living Allowance/Personal Independence Payment.

Students in this category will be entitled to a bursary payment, in cash or goods (determined by the college) amounting to £1,200 per year. Category A has been determined externally (by central government) and the Bursary is therefore guaranteed for students in this category.

Category B Students from households with a gross annual income (inclusive of any benefits/tax credits) of less than £27,500 are likely to be awarded a bursary, but students from households where the gross annual income is up to over this are welcome to apply. Students who fall near the threshold are advised to apply as we constantly review the bursary. We require as evidence your **FULL** letter from DWP confirming annual income and allocation of tax credits.

We require a copy of your latest Council Tax Bill and Housing Benefits statement (if appropriate).

Category C Students who may or may not be in the above categories but who are experiencing significant financial hardship due to current/changed circumstances or with an exceptional situation.

Note: Students making a category C application must complete the 'Additional Information' (Section 5) section and provide evidence of household income.

You will not be eligible for the college bursary if your household income is above £27,500 **unless** there is more than one sibling studying at Ashton Sixth Form College **or** you are making a Category C application.

2. Policy & Procedures

Our procedures aim to ensure;

1. Equality and fairness in the allocating Student Bursaries, FCM and C2L
2. That fair and consistent standards are applied in all areas.
3. That procedures adhere to legal and statutory requirements.
4. Bursaries, FCM and C2L are administered quickly and fairly to those students identified as most needy.
5. To see full terms & conditions please refer to current year's Bursary & Free College Meals procedures and guidance and application form, which can be found at www.asfc.ac.uk/bursary or a hard copy can be obtained from the Bursary Office. C2L procedures can be found at www.gov.uk/care-to-learn.

3. Advertising

The Bursary, FCM and C2L is advertised in a number of different ways;

1. By poster around College.
2. On the College TV screens.
3. On the College web site and Facebook page.
4. Announcements at assemblies.
5. Flyers sent by post to students.
6. In the student bulletin.
7. In Tutorials.
8. By a stand on open days.

4. Applications

Bursary and FCM application forms can be obtained in the following ways

1. Downloading on line at <http://www.asfc.ac.uk/bursary>
2. All applications received by 30 September of the relevant year will be backdated to the start of the academic year.
3. All applications received on or after 1 October will be backdated by one week.
4. C2L application forms can be found at www.gov.uk/care-to-learn

5. Unsuccessful Bursary Candidates

When your application has been assessed, you will receive a letter informing you as to the reason why the application was unsuccessful

6. Appeals

If you believe that the decision regarding your bursary application is incorrect, you should put in a letter of appeal to the **Bursary Appeals Committee or to Director of Engagement and Achievement at the College address**. You will receive a decision on your appeal within two weeks of our receipt of the appeal. If you are still unhappy with the decision, you should use the College's usual complaints procedures as detailed on our website at www.asfc.ac.uk/about/comments-compliments-and-complaints.