



**16-19 Bursary Fund Academic Year 2023**  
**Learner Policy and Process**

This policy explains how VLUK will use our bursary fund, the criteria applied to determine which learners are eligible and the terms and conditions involved.

The 16 to 19 Bursary Fund provides financial support to help learners overcome the specific financial barriers to participation they may face so they can remain in education.

There are 2 types of 16 to 19 bursaries:

1. bursaries for defined vulnerable groups
2. discretionary bursaries

The bursary fund is not intended to support costs not related to education (e.g living costs), extra-curricular activities or provide learning support.

In cases of severe hardship, VLUK can provide food support for a learner, this decision will be made at the discretion of the Director of Operations.

Funds are available for the current academic year only, any learners who continue in education or training into the 2024/2025 academic year **must re-apply for funding**.

All payments are made either in kind or directly into the learner's named bank account, and not to any other person or by any other method.

Evidence must be obtained to support any funds awarded and copies kept for audit purposes, for a minimum of 6 years.

As funds are limited and can't be guaranteed, applications should be submitted with evidence of income by 29th September 2023. Late applications will still be reviewed but can't be guaranteed.

## **Application and Decision Process**

Learners are invited to apply for the bursary fund via the "VLUK 16 to 19 Bursary Fund Application AY23" form.

Year 13 learners who were in receipt of a bursary in 2022/23 can complete the "VLUK 16 to 19 Bursary Fund Application AY23 for returning learners" form. Further evidence of household income is not required, just a signed/dated self-declaration from the learner that their household circumstances/income have not changed.

A learner must be aged 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2023/2024 academic year.

Students aged 19 or over are only eligible to receive a discretionary bursary if they are continuing on a study programme they began aged 16 to 18 or have an Education, Health and Care Plan (EHCP).

Learners must be enrolled on an eligible VLUK programme and meet the residency criteria before their application is reviewed.

Learners who meet the criteria, and who have a financial need for support, can apply for a bursary for vulnerable learners. All other learners should apply for the discretionary bursary.

The defined vulnerable groups are learners 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) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Once the application is received, evidence is reviewed to confirm

- relevant funds for which the applicant is eligible (vulnerable or discretionary)
- age of learner
- enrolment on suitable VLUK programme
- residency criteria is met
- evidence of meeting vulnerable group status
- evidence of household income (must be under **£32,000** per year)

Applications are then reviewed, involving carrying out a financial needs assessment to confirm actual financial need and amount of support required.

Without the correct evidence the application will not be considered.

Each application is reviewed on an individual basis based on the actual need of that learner.

Discretionary bursary awards will be made to help learners with the costs of travel, to buy essential books, equipment, to pay for lunches, or specialist clothing (such as football kit, Dance shoes etc). These are items the learner would otherwise need to pay for to participate.

VLUK will use household income in conjunction with other factors, such as method of travel to campus and the number of dependent children in the household, as well as the actual financial needs the learner has to make a decision on the amount of bursary awarded.

Travel awards will only be made if the learner lives over 2 miles from the campus (as measured using google maps for walking), and within 30 miles of the campus.

If a learner travels by car funds to cover petrol costs will only be awarded in exceptional circumstances, and at 25p a mile.

Although a learner (vulnerable or not) may be eligible for a bursary, if they do not have any actual financial need, e.g. their financial needs are already met or they have no costs then there is the possibility of no award or a limited award.

### **The Bursary Fund Learner Response**

All learners who apply for a bursary will be responded to via email communicating the outcome of their application.

If successful the amount of bursary will be confirmed along with what types of costs it should cover, for example, travel. VLUK will confirm how the costs will be paid, in kind or by payments to their bank account.

Terms and conditions attached to the funding, e.g. attendance, when receipts are to be provided or the return of equipment at the end of the study programme, for example, will also be noted.

VLUK insists that learners only spend the bursary payments on the support that has been identified as necessary to help them participate in education, specifying learners can only use the funds to pay for travel costs and/or a meal during the day, to buy equipment or any other support that has been agreed.

To support this learners will be requested to provide receipts to confirm costs of travel/food etc in November and March. Failure to submit receipts will result in bursary payments being ceased. VLUK can request to see receipts at any point during the academic year.

Where an application has not been successful the learners will also be emailed explaining why.

If there is a change in circumstances and the learner re-applies for the bursary then a new confirmation email will be sent confirming any change in award and the date this is from.

Back pay will be limited to 4 weeks from the date an application is received after 29th September 2023.

## **Payments**

Payments are made via BACS, on, or before, the following dates

Friday 27th October  
Friday 24th November  
Friday 22nd December  
Friday 26th January  
Friday 23th February  
Friday 29th March  
Friday 26th April  
Friday 24th May  
Friday 5th July

## **Other considerations**

Learners are entitled to Free School Meal funding if they are in receipt of, or have parents who are in receipt of, one or more 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 (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit (not working tax credit)
- UC with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits they get)

Learners should highlight on the application form if they qualify for free school meals, a payment of £3.00 per day will be paid to those that are eligible.

Whilst the bursary can be used for transport costs, it does not replace the statutory transport duty local authorities have. Each local authority must publish an annual transport statement that sets out the arrangements they will make to facilitate participation in education or training for students aged 16 to 19.

Any learner or parent/carer who is unhappy with how VLUK have managed their application for bursary funding should follow our complaints procedure.

## **Evidence that can be used**

### **Vulnerable**

- for learners who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- for learners in receipt of UC or IS, a copy of their UC or IS award notice. This must clearly state that the claim is in the learner's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For learners in receipt of UC, we must also see a document such as a tenancy agreement in the learner's name, a child benefit receipt, children's birth certificates, utility bills etc.
- for learners receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided
- UC claimants should be able to print off details of their award from their online account or provide a screenshot to the institution.

### **Discretionary**

Universal Credit

3 most recent monthly award statements.

Tax Credits

All pages of the most recent 2021/22 or 22/23 Tax Credit Award Notice (not tax credit annual review)

Other benefits

A letter dated within the past 3 months evidencing receipt of one of the following: Income Support, Income-based Job Seekers Allowance, Income-related Employment and Support Allowance (ESA), the guaranteed

element of State Pension Credit If your household does not receive income-related benefits.

Salary / Earnings

Last 3 months payslips / P60, or a letter from their employer stating earnings. If self-employed –all pages of the HMRC tax bill for the previous year.

Any questions or issues regarding the bursary fund should be directed to Gemma Halsey, Operations Director - [gemma.halsey@vluk.org](mailto:gemma.halsey@vluk.org)