



**PLUMPTON**  
COLLEGE

## 2024/25 Student bursary for under 18's

### Who should read these guidelines?

The Young Person who will be attending Plumpton College as a student, aged under 19 on the 31<sup>st</sup> August Parent(s)/Carer(s)/ or other Adult(s) who are mainly financially responsible for the Young Person applying to study at the College.

### What is the Student Bursary?

The Student Bursary is money which has been given directly to the College by the Government to help students under 18 who face financial barriers in continuing in full time Further Education. Also, those with an up to date EHCP aged 19-24. Plumpton will also consider assisting home educated students aged 14 -15.

### Who is eligible to apply for the student bursary?

Applicants must have applied for, been offered or have accepted a place on a full-time further education course of at least 12 hours per week. Applicants must be aged over 16, 17 or 18 on 31<sup>st</sup> August (students that are 14-15 will need to be enrolled on funded 16-19 study programs) or aged 19-24 on 31<sup>st</sup> August and have an EHC Plan (Education, Health and Care Plan). Young People whose residency status is that of an overseas student and who have a UK student visa or a UK visitor's visa will not be eligible to apply for a Student Bursary. For more information please visit the Government website.

### Will the Plumpton College Student Bursary be Income Assessed?

**Yes** – the Student Bursary will be assessed on the household income of the student's parent(s)/carer(s) or adult(s) mainly financially responsible for the student and with whom they live. If the student lives with a spouse or partner – the household income of the both will be assessed. We will look at the student's income only if: The student lives independently and is supporting themselves. The student is receiving Universal Credit or Income Support in their own right. The student is receiving Employment and Support Allowance in their own right as well as Personal Independence Payments or Disability Living Allowance. Applications from students who live with foster parent(s)/carer(s) within a private foster care arrangement will be assessed on the household income of their foster parent(s)/carer(s). Applications from Students who are Young Carers and who are registered with a local carer's organization will not be income assessed. (A young carer is a young person who looks after a family member because they have an illness or disability, or has a drug/alcohol addiction).

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### What is the Income threshold?

To be eligible to apply for a Plumpton College Student Bursary full annual household income must be: £27,000 (before tax) whether through salary and/or benefits per year or less. This is slightly higher for assistance with accommodation, a full annual household income of £50,000 (before tax) whether through salary and/or benefits per year or less.

### What income is taken into account?

All taxable earnings, income and benefits are taken into account. Disability Living Allowance, Attendance Allowance, Personal Independent Payment, are not counted. But full statements must be provided for proof of receipt.

### What sort of financial help is available to successful applicants?

There are 2 types of bursary depending on your circumstances.

#### 1. ***Vulnerable Bursary***

This fund supports students 16-18 with a financial need relating to costs whilst studying at College who meet the criteria below:

- Students who receive Employment and Support Allowance or Universal Credit in their own right as well as Personal Independence Payments or Disability Living Allowance.
- Students who receive Universal Credit or Income Support in their own right because they financially support themselves and live independently or financially support themselves and someone living with them such as a child or partner.
- Students, who are in the care of the Local Authority or are care leavers or living with foster parents (but not a private foster care arrangement).

If you don't get benefits in your own name, you can't apply for a vulnerable bursary, but you might be able to apply for the discretionary one.

#### 2. ***Discretionary 16-18 bursary*** for all other eligible students, help is available towards:

- Travel by college bus if you live more than 2 miles from the college campus
- Essential equipment and/or uniform (maximum amount £400)
- Compulsory Trips
- College Accommodation
- College meals



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### Free College Meals.

The College has a statutory duty to provide a Free College Meal to eligible students on the days they are timetabled to be in College. Free college meals are available for students who live independently or who are living with parent(s)/carer(s)/adult(s) mainly responsible for them, OR who live with a spouse or partner who are in receipt of any of the means tested benefits listed below:

- Universal Credit with net earnings not exceeding £7,400 p.a.
- Income Support
- Income based Job Seekers Allowance
- Income Based Employment and Support Allowance
- Guarantee Element of Pension Credit
- Child Tax Credit ONLY (and NOT eligible to receive Working Tax Credit) with an income of £16,190 or less
- Support Under Part VI of the Immigration & Asylum Act 1999
- (N.B. these are the same criteria which would entitle a school pupil to free school meals, and will be the criteria the College uses to identify statutory eligibility for Free College Meals).

### Important notice regarding availability of funding.

The total amount of funding the College will receive from the Government is limited. **Application and eligibility are not a guarantee that award will be made.** Bursaries are assessed yearly and maybe subject to changes in amount of support given from any previous year's awards due to funding availability and may not cover 100% of your costs. The College will aim to help as many eligible students as possible and is recommending that all students who have identified that they are eligible to apply should do so as soon as possible. However, should there be a shortfall in funding and if the College is unable to make awards to all eligible applicants, the College will prioritize eligible students on a case by case basis according to individual's needs and circumstances.



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### When can I apply to the Bursary Fund?

We would encourage all prospective and returning students who think that they might be eligible to apply for assistance to complete and submit the Student Bursary application form from the spring term in order that their application can be assessed before the start of the autumn term. Early application will help us ensure that any assistance awarded can be put in place as close as possible to the start of the September term. Applications can be made throughout the year. Application forms and guidance notes will be available from the College website.

### Do I need to submit evidence with the application form?

Yes, it is very important that the correct evidence is submitted with the application. The evidence is required for each type of earnings:

- **Tax credit award** for current financial year you are applying for. We can accept provisional tax credit award letters or the previous award if this roles into the current year; however, a final new letter to be sent to the college by 1st December.
- **Universal Credit** – 3 x the most recent monthly award notices or statements from online account. Take home pay must also be provided along with 3x monthly Universal Credit statements to assess total household income, net earnings must not exceed £7400 per year.
- **Proof of earnings in the household** – 3 x most recent wages slips and/or P60 for all 18+ adults and or the most recent self-certificate for self-employment.
- **Child Tax Credit**
- **Working tax credit**
- **Council Tax Benefit** (excluding single person allowance).
- **Copy of the Guarantee element of State Pension Credit**
- **Benefit letter** - dated within the last 3 months (Income Support, Employment Support Allowance, Job Seekers Allowance)
- **If you are a student aged 16-18 and in receipt of your own income and independently financially supporting yourself:** provide benefit letter dated with last 3 months or the last 2 months of universal credit payments, tenancy agreement and utility bill confirming you live at the address to evidence you are independently financially supporting yourself.
- **If you are in care or a care leaver:** Letter from your Local Authority confirming your eligibility and care status. And the benefits you claim in your own right.
- **If you have an EHCP, aged 16-18 and registered as a Disabled young person:** Copy of your Employment Support Allowance (ESA) or Universal Credit AND disability living allowance (DLA)/personal independence payments (PIP) as well as financial household income.
- **FSM letter from previous school.**
- Please supply any other relevant information regarding your income in the last twelve months, including furlough payments, exceptional benefits, redundancy payments,



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Business Support Grants etc. We may need to speak to you or ask for more information to complete the assessment.

Photocopies are preferred but if you send in forms they cannot be returned to you. If the correct evidence is not submitted the form **cannot** be assessed and an award cannot be made. If this is the case, we will email the student to inform them of what further evidence they need to submit. It is the responsibility of the student to make sure that they do this promptly. Sending all evidence to [bursary@plumpton.ac.uk](mailto:bursary@plumpton.ac.uk).

### **Are there any other conditions for receiving assistance from the Bursary Fund?**

Yes, any payments will be conditional on good attendance at 90%, good behavior and satisfactory academic progress (for example completing and handing in work set on time). These conditions are the same as those outlined in your Learner Agreement which you will have signed when you enroll at Plumpton College. (Please speak to student service if you need to be reminded of this)

### **How will students know if they have been successful?**

We will email all students informing them of the outcome of their application. Successful students will get an award notice which tells them what their award is including where applicable if they are entitled to free college meals. This means that wherever possible most eligible students will know what level of assistance they can expect when they start their course. Please be aware this may not be the same level of funds as you have had in previous years as it is dependent on the funding we are given.

Students who make later applications to the funding will receive an award notice as soon as an assessment has been made.

We will also communicate to all unsuccessful students informing them of the reasons for the College's decision.

### **Changes in Circumstances.**

Students may submit further evidence should a change occur in their circumstances which may result in them being assessed for a higher level of assistance. Except for Vulnerable Bursary students and where eligibility for Free College Meals has been identified, all other further awards will be subject to availability of funding. Students are also required to disclose any change in circumstances – personal, financial or educational that may make them ineligible for funding. Failure to do so may make the students liable for the cost of funding already received.



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### 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.

### What should I do if I am not happy with any decision that has been made regarding my application?

Students can appeal against any decision made regarding their application in writing to the complaint administrator (Principle's PA) [complaints@plumpton.ac.uk](mailto:complaints@plumpton.ac.uk) .

Initial assessments of applications and initial award decisions are made by the bursaries officer for the Student Financial Assistance team. In order to ensure impartiality, appeals will be investigated by the complaint administrator (Principle's PA) who has no part in the original decision making.

### Other sources of funding:

Turn2Us is a charitable service that helps people access the money available to them – through welfare benefits, grants and other help.

<https://www.turn2us.org.uk/forfurtherdetails>

(Please check as there is more information on the Plumpton College website)

If you have any other questions or queries about the Bursary please contact: The Bursary officer, Finance Department

Phone: 01273 892102

Email: [bursary@plumpton.ac.uk](mailto:bursary@plumpton.ac.uk)

Queries on the course email: [studentrecords@plumpton.ac.uk](mailto:studentrecords@plumpton.ac.uk) or [EAG@plumpton.ac.uk](mailto:EAG@plumpton.ac.uk)