The [16-19 Bursary](http://www.direct.gov.uk/en/EducationAndLearning/14To19/MoneyToLearn/16to19bursary/DG_066955) Fund is to help the most vulnerable young people aged 16 to 19 to participate in the SCT Study Programme, by removing financial barriers to participation and achievement.

The aim of this policy is to provide guidance for young people, their parents and other external agencies on how SCT administers the Bursary Fund allocation to ensure that eligible learners experiencing financial hardship receive appropriate support.

This document should be read in conjunction with the EFA guidance ‘16-19 Bursary Fund – Guidance for 2015/16’. <https://www.gov.uk/1619-bursary-fund/>

**Eligibility**

To be eligible to receive a bursary the student must be aged:

* over 16
* under 19 at 31 August before the academic year in question

If a student turns 19 during their programme of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

The only students aged 19+ who are eligible to receive a bursary from the 16 to 19 Bursary Fund are those who have a Learning Difficulty Assessment (LDA) or an Education, Health and Care Plan (ECHP) due to their High Needs and who attend a Special Post-16 Institution (SPI). These students can receive a discretionary bursary while they continue to attend their education, as long as their eligibility continues and the SPI considers they need the additional support in order to continue their participation.

Payments will only be made for full attendance, high standards of reliability and punctuality, and meeting of targets agreed with the SCT assessor. Payments will be withheld if these conditions are not met.

**Applying for the Bursary Fund**

Learners must complete the Bursary Fund application with necessary documentary evidence attached, and returned to SCT. SCT will notify the learner of their eligibility and level of award within 10 working days of receipt of application.

**The Awards**

The Bursary Fund has two elements to the funding and may be used to contribute towards the costs of transport, or equipment:

**1) Vulnerable bursary award** of £1,200 per year to young people in the following ‘vulnerable’ groups:

* in care
* care leavers
* getting [Income Support](https://www.gov.uk/income-support) (IS) or [Universal Credit](https://www.gov.uk/government/policies/simplifying-the-welfare-system-and-making-sure-work-pays/supporting-pages/introducing-universal-credit) (UC) in place of Income Support in their own right
* getting [Employment Support Allowance](https://www.gov.uk/employment-support-allowance) (ESA) and Disability Living Allowance (DLA) or [Personal Independence Payments](https://www.gov.uk/pip) in their own right

**Payments**

Once a student has been assessed as eligible for vulnerable student payments, the funds must be drawn down from the SBSS. SCT must submit a funding claim for vulnerable bursaries via the [SBSS portal](https://studentbursarysupport.education.gov.uk/) within 3 weeks of the start date.

SCT will pay monthly in arrears for actual expenses incurred, on completion of correctly completed attendance and travel forms, with receipts. Payment will be made by cheque directly to the individual. There will be a maximum monthly allocation of £100.00 per learner following the Study Programme with a 12 month expected length of stay.

**2) Discretionary Awards** targeted at young people outside of the ‘vulnerable’ groups identified above and who are facing financial barriers to participation.

**Payments**

SCT will pay monthly in arrears for actual expenses incurred, on completion of correctly completed attendance and travel forms, with receipts. Payment will be made by cheque directly to the individual. There will be a maximum monthly allocation of £100.00 per learner following the Study Programme with a 12 month expected length of stay.

**Criteria for Discretionary Awards**

Eligible learners can apply for the Bursary Fund up to a maximum of £1200 per year.

The eligibility will be assessed using household income as the main eligibility criterion, using Tax Credits forms (TC602), evidence of income from self-employment, a P60, or 3-6 months’ worth of bank statements as evidence.

Previous eligibility for Free School Meals will also be considered. **No payments will be made where the Household and Learner income exceeds £25 521.**

\*This is a **recommended maximum** amount based on actual expenses incurred. In exceptional circumstances SCT may offer support in excess of this recommended maximum (e.g. for learners with very high equipment or travel costs).

**Appeals Process**

In the event that a learner does not agree with SCT’s decision on the allocation / level of payment of the Bursary, or if payments have been withheld, the learner should follow SCT’s policy:

* raise the issue immediately by telephone. We will try to resolve the issue straight away.
* If you are still not satisfied you should write to us, stating the nature and circumstances of the complaint as clearly as possible.

The appeal will be investigated by a member of staff who was not involved in making the original decision. The complaint will be investigated promptly and thoroughly, and guidance sought from the EFA on the action to take to gain a satisfactory conclusion. We will write back to you, within 14 days of receiving your complaint.

**Transferring Learners**

Where a learner changes provider we will work with the other provider to ensure that the learner is not double funded.  If they were eligible for the £1200 Guaranteed bursary we will pro-rata this accordingly. If they receive a discretionary bursary, this will also be pro-rated.  Any over-claimed amount will be recovered from the learner.

**For any queries**

Contact Belinda Turner at SCT by telephone on 01246 566193 or email [info@stubbingcourttraining.com](mailto:info@stubbingcourttraining.com).

For SCT queries: Enquiries.EFA@education.gsi.gov.uk