



# Fairfield Farm College

## Bursary Policy

<b>Policy number</b>	<b>New or Reviewed</b>	<b>Date of next review</b>	<b>Responsibility</b>
P022	September 2017	September 2019	Principal

*To provide young people with opportunities to be successful  
and make a positive contribution within their community.*

## FAIRFIELD FARM COLLEGE BURSARY POLICY

In September 2011 the Government introduced a Bursary Fund to provide support for College students who face the greatest financial barriers to participation. This document is based on advice provided by the Education and Skills Funding Agency and sets out how Fairfield Farm College will administer and distribute the funds. It is divided into the following sections:

- 1 Eligibility
- 2 Applications and Assessment
- 3 Payments
- 4 Appeals
- 5 Fraud

Fairfield Farm College recognises that offering financial support to some students requires sensitivity and respect for all those concerned. Information relating to applications will be treated in confidence.

### 1 Eligibility

Bursaries are intended to support those students who without financial support may not be able to access their course fully, and allocations will be made to the following three groups of students:

- 1.1 A **Vulnerable Bursary** of £1,200 per year will be payable to students aged under 19 at the end of the academic year in which the claim is made (namely 31<sup>st</sup> August) who are:
  - A. In local authority care, or recently left local authority care
  - B. In receipt of Income Support or Universal Credit
  - C. In receipt of Employment Support Allowance **or** Incapacity Benefit, now called Universal Credit **and** Disability Living Allowance **or** Personal Independence Payments
- 1.2 A **Discretionary Bursary** or payments in kind will be made available to students aged 19 to 24, with a learning disability and an EHCP, whose parents or carers are in receipt of Income Support, Income Based Job Seekers Allowance, Income Related Employment Support Allowance or Pension Credit, or earn less than £21,000 per year.
- 1.3 A **Discretionary Bursary** or payments in kind may also be granted to less well-off students who do not meet the above criteria but are faced with financial difficulties. For example those students who are required to make a personal contribution towards their placement or require equipment for a particular aspect of their college course which is specific to the course and would not be used outside/after the course.

## 2 Applications and Assessment

Fairfield Farm College will make every effort to ensure that all those students entitled to bursaries receive such support. All students coming to the College will receive information about bursaries. All students between the ages of 16 and 24, with learning disabilities, will be entitled to apply for a bursary if they consider that they fall into any of the groups described in section 1 and are publicly funded.

Students will be asked to provide evidence of their household income e.g. notice of benefit received from the Department of Work and Pensions.

All initial applications should be received by the College by the beginning of the Autumn term in the year to which they apply. Students will be informed of the result of their applications by the end of October each year. Successful claimants will have the award backdated to the beginning of term. If a student's circumstances change during the academic year a new or further application can be made. In this case successful applications can be backdated for up to a maximum of 28 days.

Students will be entitled to appeal against any decision taken by Fairfield Farm College. The appeals process is outlined in section 4 of this document.

## 3 Payments

The student bursary is intended to help students overcome barriers that might otherwise prevent them from attending college. It can be paid directly to the student or it might be used to pay for in-kind support, examples of which are as follows:

- Materials or equipment required for the course
- Course related visits/activities
- Extra curricular activities

If a **Vulnerable Bursary** is awarded payments are made directly to students on a half-termly basis for the period of time that a student remains on their course and meets the following requirements for:

**Attendance** – Attend a minimum of 90% of timetabled sessions

**Behaviour** – Abide by the Fairfield Farm College Codes of Behaviour

Should any student fail to meet these requirements the College reserves the right to reduce bursary payments for the period in which course requirements have not been met. Similarly if students leave College before the end of the academic year they will no longer receive payments. Students entitled to bursaries joining courses later in the academic year will receive a pro-rata allocation.

If a Discretionary Bursary is awarded payments will be generally in kind. For example covering the cost of the transport fee or purchasing equipment. In exceptional circumstances small cash awards can be made.

When payment is made direct to students they must open a bank account as payments will be made from the College directly to their accounts. Any student faced with difficulties in opening a bank account should contact the Senior Education Manager who will support them to open a current account at a local bank.

#### **4 Appeals**

Students are entitled to appeal against decisions made in relation to their application for a bursary or the withholding of payments. They should first raise their concerns with the Principal, and if such a meeting fails to resolve any differences they should make a written complaint for consideration by the Chair of Trustees.

#### **5 Fraud**

Fraudulent claims for bursary allocations will be reported to the Police. Students found to make fraudulent claims will be required to refund all payments received.

By order of the Board.

**Dr Tina Pagett**  
**CEO/Principal**

September 2017