

## **Newham College Bursary Guidance 2024-2025**

### **Summary**

Newham College recognises that the Student Bursary has an important role to play in removing barriers for some students accessing and completing further education courses. It is the aim of the College to use funds to make the maximum impact on recruitment, attendance, retention, and achievement.

The fund will be distributed in a consistent and transparent way and in accordance with the guidance issued by the Education, Skills Funding Agency (ESFA) and the Greater London Authority (GLA).

The Bursary is intended to help with the financial hardship needs of individual students studying a programme at College. Awards from the Bursary will be used towards essential course related costs such as travel, meals at college if eligible, equipment, trips and other costs associated with learning (see Types of Support).

Discretionary and Hardship awards will be subject to sufficient funds being available.

### **Statement of Principles**

- The bursary payment is subject to attendance and punctuality. Attendance should normally be at a minimum of 80%, if attendance drops below this payments for travel and childcare will be reduced. Extenuating circumstances that are affecting attendance will, however, be taken into account.
- The bursary should be applied fairly and consistently.
- The process must be easily understood and accessible. The Student Bursary and Hardship Fund will be publicised via Student Services information leaflets, Student VLE (EVOLVE) and the college website.
- The process should identify eligible students in a timely fashion.
- There is a commitment to ensuring bursary funds allocated to the College are fully distributed in order to support as many students as possible, however, budgets are provided by the ESFA and the GLA, and therefore, the college can only make payment if there is sufficient funds.

### **General Eligibility**

To be eligible to apply for the Student Bursary and Hardship Fund students must be:

- Enrolled on an eligible course at the College.
- Their place on the course must be funded by either the Education and Skills Funding Agency (ESFA) or the Greater London Authority (GLA)
- HE and Cost recovery courses are not eligible to apply.
- Students following an Apprenticeship, or any waged training are not eligible to apply.
- Students must be aged 16 years or over on 31<sup>st</sup> August 2024.
- They must be a “home” student, i.e. having been ‘ordinarily resident’ in the British Isles (see Appendix 1)

- Accompanied asylum-seeking children (under 18 with an adult relative or partner) - As long as an asylum seeker has not had their application for asylum refused, institutions can provide in-kind student support such as meals, books, equipment or a travel pass.
- Unaccompanied asylum-seeking children do not receive cash support from the Home Office and are the responsibility of the local authority. They are treated as looked after children and are eligible for a bursary for vulnerable groups ('in care' group), where they have a financial need.
- Live in a household where the income is below £35,000 per annum or are in one of the categories listed in the Vulnerable Bursary section.
- Maintaining satisfactory attendance and progress in the professional judgement of the teacher.

### **The Bursary and Hardship Fund has Five Key Elements**

**Vulnerable Bursaries** are available for up to £1200 a year for students aged 16 to 18 (at the start of the academic year) who are:

- in care
- care leavers
- receiving Income Support, or Universal Credit 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 or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Vulnerable Bursaries are available for up to £1200 for courses and are designed to help students overcome the individual financial barriers to participation that they face and institutions must ensure the funds go to those who genuinely need them. No student will automatically be awarded a set amount of funding without an assessment of the level of need they have and therefore applicants will need to provide evidence to support their claim for transport, meals, or equipment up to the value of £1200.

Vulnerable bursaries will not pay the costs of purchasing electronic devices such as laptops or tablets, where applicable students should contact their social worker as there is a national scheme to provide this equipment for vulnerable young people supported by social workers. If not supported by their own social worker, students should speak to the Learning Resource Centre to enquire about loaning of a College laptop.

### **16 -18 Discretionary Bursaries** (Awarded to students with a household income of £35,000 or less)

Can be awarded to any student aged 16 to 18 (at the start of the academic year) who face genuine financial barriers to staying on in education and training to help with costs such as transport, meals at College and other course related costs.

16-18 Discretionary Bursary awards will only be made subject to a fully completed application with supporting evidence and will only be made to support genuine financial barriers to continuing studies and will be subject to financial limits.

Students whose household income is in excess of £35,000 can still apply for hardship support however will need to demonstrate that they require financial support due to exceptional circumstances.

### **19+ Discretionary Bursaries** (Awarded to students with a household income of £35,000 or less)

Provides support for students aged 19 and over at the start of the academic year where the student is funded through the ESFA/GLA Adult Skills Fund (HE, Cost recovery, Apprenticeships are not eligible). Awards will be made subject to a successful application and only to students who face genuine financial barriers to completing their course, and priority will be given to co-funded students who are unable to afford their tuition fees or examination fees.

Students whose household income is in excess of £35,000 can still apply for hardship support however will need to demonstrate that they require financial support due to exceptional circumstances.

This fund can also be used to support childcare costs if an Ofsted registered provider is used.

### **Advanced Learner Loan Bursary Funds** (Awarded to students with a household income of £35,000 or less who have successfully funded their course through an Advanced Learner Loan)

Advanced Learner Loans Bursary will be only be available to students who are funded by an Advanced Learning Loan for their course and the approval letter from the Student Loan Company must be attached to the application.

Applications can also be made by students who face genuine financial barriers to completing their Advanced Loan funded course to assist with paying their examination fees or other course related costs but as funds are limited all awards will be made subject to financial limits.

Students whose household income is in excess of £35,000 can still apply for hardship support however will need to demonstrate that they require financial support due to exceptional circumstances.

This fund can also be used to support childcare costs if an Ofsted registered provider is used.

### **Childcare support**

Available only to students with a household income of £35,000 or less who are aged 20+ who are funded from the Adult Skills Fund from the ESFA/GLA or from the Advanced Loan Bursary.

The funds will only reimburse the daily childcare fee (agreed with the bursary team in advance) for attendance to an **Ofsted Approved** childcare provider on the days the student attends the timetabled course. If entitled to use the Free Early Education & Childcare funding this must be used to fund the days students are required to attend College and therefore students must only claim for childcare fees in addition to the free placement.

Applications must have confirmation from the Ofsted Approved provider of the daily rate to be charged. The Learner support funds will only reimburse the agreed daily childcare rate – any other fees or charges made by the Ofsted approved childcare provider will not be covered by this fund.

If funding for the course is provided through an Advanced Learning Loan we will not be able to consider your claim until your loan application has been approved – evidence must be uploaded with the application.

If your application is successful, then students must submit receipted invoices from the Childcare provider confirming the days the child attended (this must match the attendance to the student's course) and the daily fee invoiced. We will not consider payments for childcare were the student fails to attend their course.

The responsibility will be for the student to pay their childcare fees with the chosen provider up front – once the childcare bursary application has been approved receipted invoices will need to be submitted to the Bursary team and these will be reconciled with your attendance and payment made via BACS to the student.

## **Types of Support**

### **Meals**

All 16-18 year olds, those aged 19-24 with an Education, Health and Care Plan and a 19 year old who is on the second year of their Level 3 programme, who have an approved bursary application will be able to access a free meal to the value of £4 per day when in College. Free meals are available at East Ham, Stratford and the Institute of Technology Campuses. Students studying at other locations with no catering facilities will be paid via their bank accounts.

### **Uniform, Kit, Equipment and Books**

If students are required to purchase uniform, kit, equipment or books as part of their course then they will be able to submit a receipt for reimbursement. Depending on funds available we may not be able to reimburse 100% of the costs. All reimbursements will be made after 01<sup>st</sup> November 2024.

### **Travel to College or Work Placements**

16-19 year old students that live in London should apply for the discounted 16+ Zip Oyster card in the first instance. For students that live over 3 miles away from their place of study you can apply for excessive travel costs if using the bus takes more than an hour. You will be able to submit a receipt for reimbursement. Travel costs will be reimbursed every week based on attendance.

Adult students who live over 3 miles away can apply for reimbursement of travel costs based on the cost of public transport.

Those adult students that present as Asylum Seekers will be able to apply for travel costs if they live over 1.5 miles from the Campus they are studying at.

Adult students that can evidence that they have no income can also apply for travel costs if they live over 1.5 miles from the Campus they are studying at.

### **Educational Visits and Trips**

If students are required to attend an educational visit or trip that is related to their course, they will be able to submit a receipt for any additional costs. In some cases, teaching staff will advise the Bursary Team of the cost and the department will be reimbursed if they are purchasing the tickets on the students' behalf.

### **Course Fees and Exam costs**

For students aged 19 or older that are on an ESFA or GLA funded programme, in exceptional circumstances, we may be able to help with the cost of course fees or exam fees.

### **Hardship**

If there are exceptional circumstances for additional hardship support, then an application can be made via Pay My Student. Any hardship payments must be related to expenses associated to coming to college.

## **Electronic Devices**

If the College is required to revert to remote teaching and learning, then the College will also use bursary funds to purchase laptops for loaning to funded students to enable them to study remotely. Students requiring a loan of a College laptop will need to submit a request to the Vice Principal and must complete the bursary application process. Laptops are limited and therefore applications will be prioritised by the Curriculum management team and all loaning of college equipment will be subject to terms and conditions.

## **Procedures**

Students should complete the relevant application form via Pay My Student which can be found through logging into your College Services Portal. They can log in using their College Microsoft Email username and password.

Username = learner number@student.newham.ac.uk

Password = DOB in the format DDMMYYYY e.g. 12011995

Links to all the services, including the new Bursary system can be found by visiting the college website here [Student portal | Newham College](#)

The application form must be completed in full, signed and dated and submitted via Pay My Student with all the required evidence. Bank details must be provided with the application as all awards made will be paid by BACS. Bank details must be for the student's own personal bank account.

We cannot accept any responsibility for any incorrectly entered bank account information – where payments are made to incorrect accounts there will be no further payments made as we are unable to recover these funds.

Applications submitted without the required evidence will not be processed and will therefore cause delays in approving any support funds. The Bursary team will email the student (using the email address provided to the College at Enrolment) confirming the evidence that is missing.

Once an application has been submitted, it will be assessed by the Bursary department and a decision made on whether an award can be made. Applications can take up to 28 working days to process and due to high volume of applications payments for equipment, kit and uniform are unlikely to be made until the end of October 2024.

We will communicate the reason for non-payment to all unsuccessful applications via your college email. An appeals process is available which is below.

## **Appeals Procedure**

### **Appealing a decision when the application for support was declined.**

Students can submit an appeal if their application via Pay My Student was declined.

The applicant will be asked to state the reasons for disagreeing with the decision and why it is unfair, and evidence must be submitted to support the claim and confirm that the bursary claim is for educational costs.

A panel will be convened within 20 working days. The panel will consist of the Vice Principal Student Services and Head of Student Service.

The panel will review the decision and the applicant will be notified of the panel's decision in writing within 5 working days.

The decision of the panel will be final.

### **Appealing for additional funds following a successful application and bursary payment**

Due to limited funds and high volumes of applications for Bursary support that are received by the College each year we have imposed strict limits for each of the Bursary elements listed in the policy above.

It will therefore not be possible to submit an appeal for additional funds from the bursary until after 31<sup>st</sup> January 2025.

Any student wishing to appeal for additional support must complete an appeal form via Pay My Student and must specify how much support they require and what the additional support is required for. Additional payments will only be made where the requested support is for educational purposes only and only where evidence is provided and will be limited depending on the Bursary funds available.

### **Appendix 1 – Residency Eligibility**

Students eligible for funding

The following persons will be eligible for funding

a. a person on the 'relevant date'<sup>1</sup> who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding the 'relevant date'. 'Settled' means having either indefinite leave to enter or remain (ILE/ILR) or having the right of abode in the UK. British citizens and certain other people have the right of abode in the UK as follows:

i. British nationals who hold a United Kingdom of Great Britain and Northern Ireland passport

ii. Irish nationals

iii. European Union nationals or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled or pre-settled status

iv. students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021

v. British Dependent Territory Citizens (now known as British Overseas Territory Citizens)

vi. those whose passports have been endorsed to show they have right of abode in the UK

vii. those who have a certificate of naturalisation or registration as a British Citizen

viii. those with Hong Kong British National (Overseas) (BN(O)) visa who have been given Home Office permission to reside in the UK

In addition to the groups outlined above, ESFA will also consider the following groups of students (including those who may not have lived in the UK for the last 3 years) to be eligible for funding:

a. people with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses, civil partners and children

b. people with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the 3 years immediately preceding the start of the course)

c. people granted pre-settled status following our exit from EU

In addition to the groups above, ESFA will also consider the following groups of students (including those who may not have lived in the UK for the last 3 years), aged up to and including the age of 18, as eligible for funding as follows:

a. those who are accompanying or joining parents or spouses or civil partners who have the right of abode or leave to enter or remain in the UK (or accompanying or joining relevant family members, usually parents, who are UK or Irish nationals), or those who are children of diplomats

b. those who are dependants of teachers coming to the UK on a teacher exchange scheme

c. those who are residing legally in the UK (including those entering the UK in the last 3 years who are or were not accompanied by their parents) who are British (or Irish) citizens or those whose passports have been endorsed (or as part of move to digital immigration systems, either a Biometric residency permit (BRP), or an equivalent digital status and/or an endorsement letter) to either show they have the right of abode in this country or to show that they have no restrictions on working in the UK

d. those who are dependants of adults residing legally in the UK who have been given immigration rights as workers to reside in the UK

e. those who are dependants of foreign students where the accompanying parent or legal guardian has a Student visa (the accompanying parent or legal guardian is excluded from our funding)

f. asylum seekers

g. those having been granted leave under section 67 of the Immigration Act 2016 (the 'Dubs' amendment)

h. those having been granted Calais leave to remain

i. those who are (including unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support

#### No recourse to public funds

Someone who has 'no recourse to public funds' included in their passport stamp would not be in breach of their immigration conditions if they had access to state-funded education in the UK. 'Public funds' are defined in the immigration rules, and the benefits and services listed do not include education or any education funding. This condition in a passport therefore makes no difference to a student's eligibility, which must be determined under the normal eligibility criteria described in the paragraphs above.