

The full Bursary Fund Policy is available on the academy website:

<https://thedeafacademy.ac.uk/student-bursary/>

1. What is the Bursary Fund?

The Bursary Fund is to help young people facing financial hardship to stay on in full-time education after Year 11. Please note that it is not for use to cover costs on the residential side of the Academy.

The scheme comprises of two parts:

- A **Discretionary Bursary** available for students in need of financial help to meet specific costs to help them stay in education.
- A **Vulnerable Bursary** for those most in need of financial support.

2. Eligibility

A student must be aged over 16 and under 19 on the 31st August in the previous Academic Year to which he/she starts a full-time programme of study, and must meet the conditions of payment. Students aged 19 and over with an Education Health Care Plan are also eligible.

There may be cases where a young person is eligible for a Vulnerable Bursary, but their financial needs are met or they have no relevant costs. If a student, in these circumstances, wants to claim a Vulnerable Bursary, the Academy can decide to award a reduced Bursary or no Bursary at all, in which case the Academy will ensure all relevant parties are given an explanation.

3. The Discretionary Bursary (16-19 year olds and over 19s with an EHCP)

The Discretionary Bursary is for students who most need financial help. The Academy uses household income to help decide if the Bursary can be granted. They also consider other things like distance to travel from home to college, if a student lives in a one-parent household, the number of dependent children in the household or whether the young person has additional responsibilities i.e. young carer. Students can apply each term where circumstances and needs change.

Students can apply for the Discretionary Bursary if their parents are claiming one of these benefits:

- Universal Credit (replacing Income Support and Employment & Support Allowance)
- Child Tax Credits
- Working Tax Credit
- Support under Part IV of the Immigration and Asylum Act 1999
- Job Seeker's Allowance (JSA)
- Pension Guarantee Credit
- or students whose parents have an annual household income of less than £16,190 (including benefits) in the last tax year
- or if the student themselves receive Universal Credit

The Academy uses income bands to establish the amount of financial support they give to an individual:

Band 1	Annual household income of £23,000 or less
	<p>Students can apply for:</p> <ul style="list-style-type: none"> • a contribution towards travel costs to and from the Academy; • course related costs including books/materials/equipment*/specialist clothing/meals; • payment for educational field trips and visits related to courses during the year; • a contribution towards exam re-sits; • reimbursement of the cost of visiting university open days or interviews.
Band 2	Annual household income between £23,000 and £31,000
	<p>Students can apply for:</p> <ul style="list-style-type: none"> • the same allowances and contributions as Band 1, but smaller contributions towards bus travel and educational visits. • a contribution towards travel costs if they live over two miles from college.

Evidence: Parents/Carers must supply copies of benefit claims and a copy of the previous year's P60 in order to show the student is entitled to receive the Bursary grant. These documents will be kept on file for 6 years for the purposes of Audit and then destroyed.

Conditions of payment: Payments will depend on attendance, good behaviour, completion of work and keeping to the Student Contract.

4. The Vulnerable Bursary (16-19 year olds only)

A Vulnerable Bursary of up to £1,200 is available to English students who meet one of the following criteria:

- Student in care
- Student care leavers*
- Student 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
- Student 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.

UC has now fully rolled out and so young people aged 16 to 18 will no longer be in receipt of the other benefits listed above. However, students aged 19 to 25 and funded from the 16 to 19 budget (19+ continuers and those with an EHC plan) may still be in receipt of those other legacy benefits.

*The 16 to 19 Bursary Fund defines 'in care' as 'Children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989) - Section 22 of the Children Act 1989 defines the term 'looked after child.'

Evidence: Proof of a student being in receipt of UC or ESA and DLA/PIP is required. Documents will be kept on file for 6 years for the purposes of Audit and then destroyed.

Conditions of payment: Payments will depend on attendance, good behaviour, completion of work and keeping to the Student Contract.

5. How To Apply

Students need to apply each year and application forms are available from the Academy's Administration Office. A student should complete a form at the start of the academic year and provide evidence to support their claim (for example, a letter from the benefits agency, or a letter from the local authority stating the student is in care). Students can be assured that all information gathered will be kept confidential.

Application Form:

- Complete student details and then **either** Section A **or** Section B.
- For the Discretionary Bursary complete the table to say what the Bursary will be used for, with approximate costs and whether it is a termly or one-off payment. Add any additional information to support the claim.
- Complete Section C. Bursary payments can only be paid directly into a student's personal bank account. Students and their parents/carers need to read and sign the declaration.

The form should be returned to the Academy Admin Team.

6. Bursary Payment

- Payment will be made by BACS into a student's bank account fortnightly or as a one-time payment.

- Where a student attends the Academy on a part-time basis, a pro-rata amount will be paid. In this case students will be asked to sign a declaration that they understand they are not entitled to the full amount.
- Students will be asked to provide relevant receipts/invoices/official estimates to support claims for the Discretionary Bursary.

7. Decisions and Appeals

- The Senior Leadership Team is responsible for deciding which students will receive the Bursary.
- The Academy receives the Bursary fund every year from the ESFA (Education & Skills Funding Agency). There is a limited amount and the Academy cannot guarantee that every application will be successful, even if the student fulfils the criteria. Decisions will be made based on those students most in need.
- Appeals relating to the decision should be made in writing to the Chair of the Board of Governors.

8. Fraud

Fraudulent claims for Bursary payments will be referred to the police. Students found to make fraudulent claims will be required to refund the full amount of all payments received and will receive either a temporary or permanent exclusion from the Academy.

If the Academy identifies significant fraud we would need to report it to the ESFA. Significant fraud may involve one or more of the following:

- The amount of money is over £1,200
- The particulars of the fraud are novel, unusual or complex
- There is likely to be a great public interest because of the nature of the fraud or the people involved.

9. Monitoring of the Process

Monitoring of the scheme will be conducted by the ESFA and records will be held for six years.

10. Further information

Full guidance can also be found on this website: [16 to 19 Bursary Fund guide 2023 to 2024 academic year - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2023-to-2024-academic-year)

Separate funding is available for students from Wales. Please see details about the Education Maintenance Allowance on this website: <https://www.studentfinancewales.co.uk/fe/ema.aspx>

Students from Scotland and Northern Ireland are not entitled to apply for this Bursary scheme.