

# The Mount Camphill Community

## Bursary Fund Guidance

### Overview

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education. The bursary fund is intended to help students with their actual costs of participating, and bursary decisions are based on students' individual circumstances and their actual financial need.

Funding is provided by the Education & Skills Funding Agency (ESFA) and administered by The Mount. The Mount carries out a financial assessment of each applicant and administers bursaries in line with the ESFA's Bursary Fund Guide 2021/22.

There are 2 types of 16 to 19 bursaries:

- bursaries for students in one of the defined vulnerable groups of up to £1,200 a year; and
- discretionary bursaries which institutions award to meet individual need, using policies they set in line with the ESFA's funding rules

**Defined vulnerable groups bursaries** are awarded to students who have a financial need and 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.

The Mount conducts a financial needs assessment to confirm actual financial need and the amount of support required. Students do not automatically receive £1,200.

**Discretionary bursaries** are awarded by The Mount to help students with costs such as travel, essential books, equipment or specialist clothing (such as protective clothing or wellington boots, for example).

As with defined vulnerable groups bursaries, a financial needs assessment is conducted and The Mount bases decisions about which students receive a discretionary bursary and how much they receive on each student's individual circumstances and their actual financial need.

Students applying for a discretionary bursary should indicate on their application forms what they would like to use the bursary funding for. The Mount will consider requests for help with transport, books and equipment, trips and other course-related costs, as well as the costs of attending work experience placements and open days.

### Eligibility and Application Process

For the vulnerable groups bursary, students must be aged 16 or over but under 19 at 31 August 2021 to be eligible for help in the 2021 to 2022 academic year. Students aged 19 or over are eligible to

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receive support from the discretionary bursary fund if they are continuing on a study programme they began aged 16 to 18, or if they have an Education, Health, and Care Plan.

Students must also meet the residency criteria in the ESFA funding regulations for post-16 provision.

Once you have applied, the Mount will assess your application in line with the eligibility criteria set out here and will let you know if your application has been successful. If your application is successful, you will be issued with an award letter confirming the amount and type of support you have been awarded and setting out any payment conditions.

Rather than paying money into your bank account, the Mount may decide to provide some or all of your award as 'in kind' support – this means that they will purchase the resources you require, such as a bus pass or books, on your behalf.

Students who meet the criteria for bursaries for vulnerable groups are not entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.

Please use the relevant form below to apply for either the vulnerable groups bursary or the discretionary bursary. All applications will be treated in strict confidence.

#### **Timing**

Your application should be submitted by 31st October 2021. It will be reviewed by the Bursary Management Group and you will be notified as soon as possible of the outcome.

The Mount will set aside 20% of its Discretionary Bursary allocation to accommodate changes in circumstance and to ensure that requests for funding from students received after 31 October 2021 can be considered. Students facing financial hardship at any time during the academic year should apply using the form set out below.

#### **Conditions**

The Mount reserves the right to withhold the bursary if students fail to meet expectations for attendance. Please be aware that the Mount may stop any payments where a student has been absent for a period of four continuous weeks or more (excluding holidays).

Where The Mount purchases specialist books or equipment, students may be asked to return these at the end of their study programme. On other occasions, The Mount may insist bursary payments are spent only on the support that has been identified as necessary to help a student participate in education. These details will be specified in the student's award letter.

Please note that when you apply for a bursary you are asked to confirm that the evidence you have provided is correct and complete to the best of your knowledge and belief. Supporting documentation must also be provided to establish financial need, as set out in the application forms below. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.

You must inform The Mount in writing if, after you are awarded a bursary, there is any material change in your personal or financial circumstances.

All information submitted by students will be treated in confidence and held securely.

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#### **Assessment Criteria**

The Mount follows the ESFA's guidance in relation to eligibility criteria, and as part of that conducts a financial assessment of all applicants. The evidence you will need to provide in relation to each bursary is clearly set out in the relevant application form. The Mount is looking to establish that you are in financial need and, in relation to the discretionary bursary, that you are in need of specific items or services relating to your education that you would otherwise need to pay for in order to participate.

The Mount bases its decisions in relation to both types of bursary award on students' individual circumstances and actual financial need. Awards will vary from student to student and will depend on, for example, household income, requirements of the study programme, distance required to travel to The Mount and available transport options, the number of dependent children within a student's household, relevant participation needs, and any other relevant home circumstances.

#### **Student Educational Needs**

As part of the bursary application, you are required to indicate how much the student may need to spend on items to help them stay in education (for example a student may be eligible for a £1,000 award but with needs of only £400, the possible amount received will be limited to £400). The list below gives examples of the costs that students may receive bursary support for:

- Transport to and from college.
- Specialist clothing or sports kit e.g. wellington boots
- Trips and educational visits
- Transition visits to other establishments
- Curriculum materials / equipment – books, consumables, etc.
- Music tuition fees – for tuition organised by the college.
- Other equipment – we may be able to contribute up to £150 for a laptop used solely by the student if appropriate
- Other items

#### **Exceptional Circumstances**

The Mount recognises that it is not possible to cover every eventuality in this summary. In exceptional circumstances, students and parents / carers may apply in writing to Pamela Lowton, Head of Finance, for a discretionary bursary. Such applications should outline the specific circumstances and provide supporting documentation. A decision will be taken by the Bursary Management Group at the sole discretion of the Mount and will be dependent on funds being available.