



2017-2018 Guidelines on how to apply:

- **The Guaranteed Bursary**
- **16-19 Discretionary Bursary Fund**
- **19+ Discretionary Fund**
- **Free meals in College scheme**

Introduction

Please read all the information carefully to ensure that you know what financial support may be available to help you with the cost of attending college.

Use these guidelines and the attached application form to apply for **all** financial support at Gateway for 2017-2018. If you have applied previously still read the guidance as there may be changes to the scheme that apply to you.

The amount of money the government awards the college for these funds changes each year so the amount you receive in any one year even if your household income has remained the same may change.

A new application must be made at the start of each academic year and recent relevant evidence provided to prove eligibility for that new application

The Guaranteed Bursary

If you are a young person in the care of a local authority or a care leaver or you are receiving Income Support/Universal Credit in your own name or you are a disabled young person receiving both Employment Support Allowance/Universal Credit **and** Disability Living Allowance/Personal Independence Payments you are able to apply for the Guaranteed Bursary.

This payment is £1,200 a year and if you are eligible you will receive monthly payments to your bank account provided you meet the agreed attendance conditions.

16-19 Discretionary Fund

This fund is available to support students aged between 16 and 19 facing financial difficulties with the cost of studying at college e.g. transport, meals, equipment and trips. This fund is intended to support students from households with low incomes for the purposes of assessment we use the figure of £16,105 and under per year as the priority group.

Applicants assessed as eligible to receive a payment will have a BACS transfer sent to their bank account on an agreed date each term provided they meet the attendance conditions.

19+ Discretionary Fund

This fund is available to support students aged 19 and over at the start of the academic year (31/8/17) and who are facing financial difficulties with the cost of studying at college e.g. transport, food, equipment and trips. This fund is intended to support students from households with a low incomes for the purposes of assessment we use the figure of £16,105 and under per year as a priority group.

Applicants assessed as eligible to receive a payment will have a BACS transfer to their bank account on an agreed date/s each term provided they meet the attendance conditions.

Free Meals in College scheme

The Free Meals scheme includes students in post 16 education. If you were eligible at school and your household financial circumstances have not changed you may be eligible for a free meal at college. Evidence of household income must be provided before you can access the Free Meal; your eligibility will be confirmed when your finance assessment has been completed.

A meal will be provided at college via a cashless system using the student I.D. card to the value of £2.50 per day.

Information about how the fund operates

1. This fund is administered by the college and all enrolled students at Gateway College are eligible to apply.

Our priority groups will be families in receipt of benefits and household income under £16,105 a year and those up to £21,000 a year. Higher income thresholds will be considered if sufficient funds are available or in cases of exceptional financial hardship.

2. Allocations of support are based on the financial circumstances of the household the student lives in. Evidence of the household income **must** be provided before the assessment process can start.
3. An application form must be fully completed, signed by the student and the parent/guardian/carer and all the relevant listed documents submitted to provide evidence of the income for the household.

The closing date for applications is: Friday 29th September 2017

4. All applications will be assessed in order of receipt, any incomplete applications i.e. insufficient evidence, will be returned to the applicant for completion, this may cause a delay to any payments made.
5. All applicants (students) must have their own named bank account as payments will be made by BACS transfer. In special circumstances we will transfer payment to an account shared with a nominated parent/guardian or where the parent/guardian has Power of Attorney for the applicant.
6. Any queries about the application will be addressed in the first instance to the student except for students where it is appropriate to use a nominated parent/guardian.
We are unable to respond to individual queries by phone during the assessment period (September/October) due to the high level of demand, please submit any queries via email to moneymatters@gateway.ac.uk or in writing to Student Services.
7. You will be notified if you are eligible for an award by letter when the assessment is completed; setting out the amount you will receive and the frequency of payments.
8. There may be arrangements made for some financial support to be issued via a third party e.g. travel support as a bus pass directly from a bus company.

9. Awards of financial support are subject to a satisfactory attendance level. **Payments will be reduced accordingly for the previous payment period:**

Attendance level for the payment period	Your payment will be
90-100%	Full payment
80-90%	Payment reduced by 25%
70-80%	Payment reduced by 50 %
Under 70%	No payment

Attendance levels are calculated for the period of attendance i.e. the month or term since your last payment, not your year to date figure on SharePoint.

This figure is used so you are not disadvantaged by a previous spell of absence for any future payments.

Attendance levels are taken directly from the register, payment is awarded for actual attendance at college.

All students must ensure their current attendance record on their register is correct. Payments will not be made for absences, including sickness and other appointments.

This fund is designed to support the costs of **attending** college.

10. No payments will be made from the fund until all applications have been assessed with first payment to be made week ending Friday 27th October 2017.
11. You may be asked to refund any money paid to you if you leave the course early or if you give false information on your application.

How to complete the application form

1. Complete all the relevant sections. If any sections do not apply to you cross them through.
2. Incomplete forms and evidence will be returned and may delay receipt of financial support.
3. The income section must be completed by your parent/guardian/carer with details of all the household income i.e. all members of the family contributing to the household using columns A & B.
4. If you are living independently e.g. not with family, in your own accommodation please complete with details of your own income, benefits etc. in column A.

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5. Please complete the box that applies to you i.e. income/benefits payments can be made weekly, every 2 or 4 weeks or monthly
6. Enter the figure for all members of the household and complete the total at the bottom of the page with your annual income.
7. Include details of all the household contributions so we can make an accurate assessment of your status. Income from all employment, interest from capital and savings, pension credit savings and child tax credit and working tax credit is included in the assessment. DLA, Personal Independence Payments, Carer's Allowance and Child Benefit is not included in the assessment.
8. You **must** provide recent evidence of household income, i.e. letters not more than 40 days old; we cannot process your application if this is not provided.

Evidence Required

Guaranteed Bursary only

Status	Evidence you must provide
Looked after Child or Care leaver	Letter from your Local Authority support/social worker.
Living independently claiming Income Support/Universal Credit or ESA/Universal Credit and DLA/Personal Independence Payments	Letters from Jobcentre Plus, the DWP, the Benefits Agency stating the amount and type of benefit paid.

16-19 & 19+ Discretionary Fund

Status	Evidence you must provide
In receipt of benefit:	Letter from Jobcentre Plus, the DWP, the Benefits Agency stating the amount and type of benefit paid and/or TCAN-Tax Credit Award Notice 2017-2018 (TC602)
In employment: full or part time	P60 for 2017 if employed P45 if recently unemployed TCAN-Tax Credit Award Notice 2017-2018 (TC602) Details of self-employed status verified by HMRC

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9. If your household circumstances have changed recently, please provide documentation for this current financial year 2017-2018 with your 2016-2017 documentation e.g. Tax Credit Award Notification etc. for the assessment.
10. Any awards are paid by BACS payment; please make sure your bank account details are correct.
11. Please remember to check the information you have provided is correct and sign and date the declaration. It must be signed by a parent/guardian/carer if the applicant is under 18 years of age and living at home
12. Return your completed form to Student Services before the closing date on **Friday 29th September 2017**. Please keep the Guidance notes for future reference. No late applications will be accepted.
13. We will retain the original documents until the assessment is completed, we will make a copy of the relevant documents for audit purposes as we assess the evidence and store them securely. When the assessment is completed we will contact the student or parent/guardian as appropriate to collect the original documents.
14. We endeavour to treat all students fairly and equitably and offer support appropriate to each circumstance. However, if you are not satisfied with the decision made you have the right to appeal to the Vice Principal (Resources)

Student Services,
Gateway College
Colin Grundy Drive
Leicester.
LE5 1GA
0116 274 4500
e-mail: moneymatters@gateway.ac.uk