

LEWISHAM COLLEGE

Before applying for a Bursary you should ensure you have read and understood this Guidance.

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16-19 Discretionary (Young Person) and Vulnerable (Enhanced) Bursary Guidance

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The Adult Discretionary Bursary

This Guidance is updated every year, by the Head of Student Services, in line with the Education and Skills Funding Agency (ESFA) Guidance.

Publication can be found at

Government Guidance - [16-19 Bursary](#)

Government Guidance - [Adult Bursary & Advanced Learner Loan Bursary – Page 47](#)

PART ONE

16-19 Discretionary (Young Person) and Vulnerable (Enhanced) Bursary Guidance

The Enhanced Bursary and Young Person Bursary are to help students in financial difficulty with the costs associated with studying at College; available only to students aged between 16 and 18 on the 31st August.

There are 2 groups of students aged 19 or over on 31 August who are eligible to apply for help from the College bursaries: those who are continuing on a study programme that they began aged 16 to 18 ('19+ continuers') and those who have an Education Health and Care Plan (EHCP).

They are Government funded, so certain rules have to be followed.

The Enhanced Bursary - Who can apply?

This Bursary is available to students who are:

- In care (looked after by the local authority)
- Leaving care **
- In receipt of income support in their own name
- In receipt of both Employment & Support Allowance and Disability Living Allowance or PIP (in their own name)
- In receipt of Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

**Leaving care is defined by the EFA as a young person aged 16 or 17 who was looked after previously for a period of 13 weeks beginning after the age of 14 and ending after the age of 16.

What support will I receive?

The Enhanced Bursary is payable, usually every 6 weeks, subject to excellent attendance, good behaviour and satisfactory progress (up to a total amount of £1,200 for the Academic Year).

The Young Person Bursary - Who can apply?

This Bursary is available to students whose parent/guardian/carer is in receipt of one of the following means tested benefit or have a household income of less than £28,000.00 per annum:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Working Tax Credit with an annual gross income of no more than £28,000 (the final award letter for the current financial year)
- Universal Credit with net earnings not exceeding the equivalent of £28,000 pa
- Child Tax Credit Award Notice (if not entitled to Working Tax Credit) with a household income less than £28,000.

All evidence will need to be dated within 3 months of your application.

Free College Meals Evidence

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

All evidence will need to be dated within 3 months of your application.

What support will I receive?

For those households with income below £21,000 per annum

Applications are individually assessed and those approved will receive appropriate payments to help with:

- Course related equipment, books and uniform (this may include a device provided by the college or contribution to internet costs if a large proportion of work is to be carried out at home). Any device the college purchases will remain the property of the college and will be dependent on how much of the fund is available. If you are eligible for free tuition, Lewisham College will provide the basic level of equipment and materials needed to successfully complete your course - but these will remain the property of the college.
- £4 a day for full days in college for Free College Meals (if the household income is less than £16,190 per annum) or College Meal (if your household income is more than £16,190 but less than £21,000 per annum). All meal money will be loaded onto your college card so that you can use in the college restaurants.

- Travel costs may be paid if you live over 3 miles from the college and you need to travel by train. You must apply for the 16+ Oyster Zip Photocard in the first instance.
- Trips and Educational Visits that are organised by your teachers. Ticket/entry and coach costs are normally paid to your department and additional travel costs will be reimbursed on production of a ticket
- Travel costs to University Interviews/Visits may be considered if you are on a Level 3 course

For those households with income between £21,000 and £28,000 per annum

- A contribution towards course related equipment, books and uniform (this may include a device provided by the college or contribution to internet costs if a large proportion of work is to be carried out at home). Any device the college purchases will remain the property of the college and will be dependent on how much of the fund is available. If you are eligible for free tuition, Lewisham College will provide the basic level of equipment and materials needed to successfully complete your course - but these will remain the property of the college.
- £2.50 a day for full days in college for Free College Meals. All meal money will be loaded onto your college card so that you can use in the college restaurants.
- A contribution towards travel costs may be paid if you live over 3 miles from the college and you need to travel by train. You must apply for the 16+ Oyster Zip Photocard in the first instance.
- A contribution towards trips and educational visits that are organised by your teachers. Ticket/entry and coach costs are normally paid to your department and additional travel costs will be reimbursed on production of a ticket
- A contribution towards travel costs to University Interviews/Visits may be considered if you are on a Level 3 course

Hardship Applications

The College may be able to support a student facing financial difficulties (e.g. due to changes in personal circumstances) to complete his/her studies. Any emergency funding is usually a one-off payment to meet a specific financial need.

16+ Oyster ZIP Photocards

16+ Zip Oyster photocard Young people aged 16 and 17 need a 16+ Zip Oyster photocard to:

- Buy child-rate 7 Day, Monthly or longer period Travelcard and Bus & Tram Passes
- Pay as you go at half adult rate on bus, Tube, tram, DLR, London Overground, TfL Rail and most National Rail services in London

Children aged 16 or 17 on 31 August who live in a London borough can also travel free on buses and trams.

Londoners aged 18 on 31 August who are still in full time education can also apply for a 16+ Zip Oyster photocard that allows free bus and tram travel.

To apply online and find out further information go to www.tfl.gov.uk.

Condition of Payments

All payments are subject to excellent attendance, good behaviour and satisfactory progress. Payments may be stopped or adjusted if your attendance falls below 90% or you are absent for more than a week due to being suspended, going on holiday or long periods of illness.

Any Bursary funds spent on supporting a student may be repayable to the College if the student leaves or is withdrawn before the end of the course.

Once all Bursary funds have been allocated we may refuse further applications. If we receive more applications than we have funding for then payments may need to be reduced to ensure all students have access to financial support.

How do I apply for an Enhanced Bursary or a Young Persons Bursary?

You will need to apply for the Bursary by going to <https://lscollege.ac.uk/bursary> and completing an online application form, you will need to upload the appropriate forms of evidence before we can assess your application.

Bursary funds can only be agreed when applications have been fully completed with all the correct supporting evidence.

Complaints and Appeals

If you have a complaint or wish to appeal a bursary decision please write to the Head of Student Services at Lewisham College.

Information in this leaflet was correct at time of printing (August 2020)

PART TWO

The Adult Discretionary Bursary & Advanced Learner Loan Bursary - Who can apply?

Eligibility

Students must:

- meet the residency criteria:
 - A Home student for fee purposes
 - A Refugee granted full status or Leave to Remain
 - Ordinarily resident in England
- be participating in provision that is funded directly by ESFA
- be studying on a course that is a minimum of 3 hours per week and 4 weeks per year
- be aged 19 or over for hardship funding, or 20 or over for childcare funding, at 31st August 2020
- provide proof of benefit or low income, and parental link where applying for childcare to recognise you are financially responsible for your child (ren)
- Have a household income of less than £28,000.00 per annum

Acceptable Proof of Benefit or Household income:

- Jobseekers Allowance
- Income Support
- Universal Credit
- Employment Support Allowance
- Universal Credit
- Working Tax Credit (the final award letter for the current financial year)
- Household Gross Income of £21,000 per year or less (last 3 Monthly Payslips OR the last P60 received)
- National Asylum Support Service (ASPEN card plus original paperwork that came with the card or ARC card AND your last 3 Post Office receipts)

All evidence will need to be dated within 3 months of your application.

Parental link:

- Child Benefit dated within the last year naming both you and your child (ren)
- Child Tax Credit or Working Tax Credit final award letter from this financial year naming both you and your child(ren)

What support will I receive?

For those households with income below £21,000 per annum

Applications are individually assessed and those approved will receive appropriate payments to help with:

- A contribution towards course/exam Fees (NOT for Advanced Learner Loan) if you are on an ESFA funded course and declare that you need help with your fees. All fees must be paid before you can claim other bursary funding.
- A contribution to childcare costs, with an OFSTED registered provider, for your timetabled hours. This can include Before and After school clubs, childminders, nurseries and playgroups.
- Course related equipment, books and uniform (this may include a device provided by the college or contribution to internet costs if a large proportion of work is to be carried out at home). Any device the college purchases will remain the property of the college and will be dependent on how much of the fund is available. If you are eligible for free tuition, Lewisham College will provide the basic level of equipment and materials needed to successfully complete your course - but these will remain the property of the college.
- £4 a day for full days in college for a College Meal (if your household income is less than £21 000 per annum). All meal money will be loaded onto your college card so that you can use in the college restaurants.
- Travel costs may be paid if you live over 3 miles from the college and you need to travel by train. If you are a full-time student you must apply for the 18 Student Oyster Photo Card in the first instance or if you are unemployed you must apply for the Job Centre Plus Travel Discount.
- Trips and Educational Visits that are organised by your teachers. Ticket/entry and coach costs are normally paid to your department and additional travel costs will be reimbursed on production of a ticket
- Travel costs to University Interviews/Visits may be considered if you are on a Level 3 course

For those households with income between £21,000 and £28,000 per annum

- A contribution towards course/exam Fees if you are on an ESFA funded course and declare that you need help with your fees. All fees must be paid before you can claim other bursary funding.
- A contribution to childcare costs, with an OFSTED registered provider, for your timetabled hours. This can include Before and After school clubs, childminders, nurseries and playgroups.
- A contribution towards course related equipment, books and uniform (this may include a device provided by the college or contribution to internet costs if a large proportion of work is to be carried out at home). Any device the college purchases will remain the property of the college and will be dependent on how much of the fund is available. If you are eligible for free tuition, Lewisham College will provide the basic level of equipment and materials needed to successfully complete your course - but these will remain the property of the college.
- £2.50 a day for full days in college for Free College Meals. All meal money will be loaded onto your college card so that you can use in the college restaurants.

- A contribution towards travel costs may be paid if you live over 3 miles from the college and you need to travel by train. If you are a full-time student you must apply for the 18+ Student Oyster Photo Card in the first instance or if you are unemployed you must apply for the Job Centre Plus Travel Discount.
- A contribution towards trips and educational visits that are organised by your teachers. Ticket/entry and coach costs are normally paid to your department and additional travel costs will be reimbursed on production of a ticket
- A contribution towards travel costs to University Interviews/Visits may be considered if you are on a Level 3 course

Hardship Applications

The College may be able to support a student facing financial difficulties (e.g. due to changes in personal circumstances) to complete his/her studies. Any emergency funding is usually a one-off payment to meet a specific financial need.

18+ Student Oyster Photocard

Benefits

- Save 30% on adult-rate [Travelcards](#) and [Bus & Tram Pass season tickets](#).

You can apply for an 18+ Student Oyster photocard if:

- You're 18 or over
- Live in a [London borough](#) during term time
- Enrolled at a school, college or university registered on the TfL scheme or on a mandatory work placement in London

You must also be one of the following:

- Enrolled on a full-time course with at least 15 tuition-led or structured learning hours a week. You must attend classes Monday to Friday only (not including evening classes) that span a minimum of 14 weeks on the same course (shorter courses repeated over 14 or more weeks aren't eligible)

To apply online and find out further information go to www.tfl.gov.uk.

Job Centre Plus Discount

Benefits

- Get 50% off pay as you go adult [fares](#) to travel on bus, Tube, tram, DLR, London Overground, TfL Rail (excluding between West Drayton and Reading) and most National Rail services in London
- Buy and use a child rate 7 Day, monthly or longer period [Travelcard](#) or [Bus & Tram Pass](#)
- Buy discounted paper [single or return tickets](#) from National Rail

Can I get it?

You must be claiming:

- Jobseekers Allowance or Universal Credit, be aged between 18-24 and unemployed for 13-39 weeks
- Jobseekers Allowance or Universal Credit, be aged 25 or over and unemployed for 13-52 weeks

- Incapacity Benefit, Employment and Support Allowance or Income Support and actively engaged with an adviser in returning to employment

In the first few months of commuting to your new job, you may also be eligible for help with your fares. Contact your [local Jobcentre Plus office](#) for more information.

How to apply

You need to go to your [local Jobcentre Plus office](#) to apply.

Condition of Payments

All payments are subject to excellent attendance, good behaviour and satisfactory progress. Payments may be stopped or adjusted if your attendance falls below 90% or you are absent for more than a week due to being suspended, going on holiday or long periods of illness.

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