

2021-22 Bursary Fund Frequently asked questions

Q1. Do I need a bank account to apply for bursary?

- A. Ideally **YES** but if there are exceptional circumstances this can be looked at. Payments cannot be made until we have relevant bank account details.

Q2. I haven't heard if my application was successful?

- A. Letters will be sent out before the October half term and the first payment will be made on the week students return after this half term.

Q3. Is there a deadline for applications?

- A. Yes, this date will be clearly stated on the back of the application form, although we do assess on a need's basis.

Q4. Will I get back payments if I apply after the deadline or later in year?

- A. There are no back payments

Q5. When will I get my money?

- A (i). If you receive a **Discretionary Bursary**, payments are made **after** each half term depending on your attendance, it is your responsibility to make sure your attendance marks are correct and up to date.
- A (ii). **Vulnerable bursary** is paid a week in arrears dependent on attendance, you need to inform the Attendance Officer if you are going to away from College for any reason.

Q6. How can I check my attendance?

- A You can check your attendance on the Pro-portal app.

Q7. What if I have called in and said I felt sick on a few occasions which has brought my attendance down will this be taken into consideration?

- A. We will only take into consideration absence which has been provided with a letter from the doctor/dentist or Hospital appointment letter.

Q8. What if I don't agree with my attendance percentage?

- A. You will need to speak with the Attendance Officer and your teachers to get this issue resolved. If any of the marks are changed you must inform the Bursary Officer so that they can re-assess your payment.

Q9. Why is my FSM not working?

- A. If you had FSM in your previous school, you will need to inform the college, so you can be processed to have FSM in the College. We will need confirmation from the council that you are entitled (which is what would have been provided to your last school) **or** you will need to apply for bursary so we can see if you qualify.

Q10. How can I check the balance of my FSM?

- A. This can only be done in the canteen at the tills where payment is taken.

Q11. Will the college pay for my travel?

- A. If you are awarded bursary funding you can speak with the Bursary Officer to see if you are able to get assistance with your travel. This will be dependent on where you live and the methods of travel you use.

Q12. Can you help me with my Oyster card application?

- A. You will need to apply online with TFL to renew your 16+ Oyster card which entitles you to free travel up until you are 19. Once you turn 19 you then apply for the 18+ Oyster card this is discounted travel only.

Q13. Can I get a refund if I pay for items with my own money?

- A. **NO** refunds are made as all bursary expenditure, travel costs and other bursary support are processed through the Finance Department on your behalf. Any materials/uniforms or trips/travel is paid directly from the college.

Q14. What evidence do I need if I am in care or a care leaver to apply for Bursary?

- A. The Local Authority will be able to provide a letter for the school confirming this. For students in receipt of Income Support or Universal Credit, a copy of the award notice will be required. For students receiving UC/ESA and DLA and PIP, a copy of the UC claim from the Department of Work and Pensions (DWP) will be required. Evidence of receipt of DLA and PIP must also be provided.

Q15. How can I check if I am still eligible for Free School Meal (FSM)?

- A You can apply for FSM if your parents or guardians is receiving any of the following benefits:

- Income Support.
- Jobseekers Allowance (Income Based).
- Income Related Employment & Support Allowance.
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit Application for Free School Meals.

Q16. What are the benefits that counts toward my household income monthly?

- Universal Credit
- Child Tax Credit
- Work Tax Credit
- Income Support
- Housing Allowance
- Jobseekers Allowance
- Pension Guarantee Credit
- Council Tax Benefit
- Child Benefit
- Income Related Employment & support Allowance
- Other Allowance (please specify)
- Salary