

## 2021-22 Student Bursary

These guidelines are for any young person who will be attending St John Rigby College from September 2021 and the Parents/Carers who are financially responsible for the young person.

### What is the Student Bursary?

The Government provide College with an allocation of funds to help students who face financial barriers to continuing in full-time education. Therefore, St John Rigby College ensures that this money is awarded to those students who are most in financial need.

### Who can apply for the Student Bursary?

A student can apply for the bursary if they have already applied, been offered or have accepted a place on a full-time course at St John Rigby College, and also meet the following eligibility criteria:

- Students aged 16-18
- Students aged 19+ who are in the second year of a course that they started when they were aged 16-18
- Students aged 19-24 who have an Education Health Care Plan (EHCP)
- Students who are settled in the UK and have been ordinarily resident in the UK for at least three years prior to the start of their course.

### What sort of financial help is available to successful applicants?

If a student qualifies for the 16-19 Bursary, i.e. meets one of the criteria outlined in Part B of the Bursary Application Form, then the student will receive a bursary of up to £1,200 a year to assist with the costs associated with studying at College (such as lunches, travel, books, equipment etc.).

If a student qualifies for the College Discretionary Award, i.e. meets one of the criteria outlined in Part C of the Application Form, then the student will receive help towards the cost of travelling to College, lunches and other miscellaneous items throughout the academic year.

### When can I apply to the Bursary Fund?

Applications for the 2021-22 Student Bursary can be made after 1<sup>st</sup> June 2021 for existing students and 1<sup>st</sup> July 2021 for new students. The deadline date for the first phase of applications is 31<sup>st</sup> August 2021. (Note: the second phase is explained in a later section of this document).

Applications are available on the College website and are available from reception. A paper copy of the

bursary application, with original signatures, needs to be returned to College for processing.

### How will I know if I have been successful and when will I receive my bursary?

We will write to all applicants to let them know whether their application has been successful. If successful, the letter will contain details of the student's Bursary Entitlement for the academic year 2021-22.

All applications from students who have not received financial assistance from the bursary fund previously will be treated as successful during September 2021 (i.e. they will receive the bursary entitlement for this month). Therefore, a letter will be sent to all new applicants at the end of September to let them know whether the bursary entitlement will be continuing for the rest of the academic year.

It is hoped that those students who received a bursary entitlement in 2020-21 will be made aware of whether their application for 2021-22 is successful at the start of September 2021.

Bursary awards will be backdated to the date that your application is ready to be processed (i.e. when the application form and all required evidence has been received). Students who are successful will receive payments periodically (usually every 6 – 8 weeks), direct to the student's own bank account.

Please note that a successful award in one year does not guarantee a future award. New evidence of eligibility must be submitted each academic year.

### Bank Details

BACS transfers (Bankers Automated Clearing Services) are one method of ensuring that students receive their bursary entitlement. Such BACS transfers can only be made into the student's own bank account – they cannot be paid into a parents/carers account. Students can open a basic bank account at aged 16 which will allow BACS transfers and allow the student to make withdrawals. Therefore, if a student does not already have a bank account, they will need to open one as soon as possible. A request for bank account details is included on the Student Bursary Application Form.

### Changes in Circumstances

It is very important that you notify St John Rigby College if your personal or financial circumstances change resulting in you no longer being eligible for bursary funding. Failure to notify College of such changes may make you liable to repay the cost of funds already received.

### **What should I do if I am not happy with any decision relating to my bursary application?**

If a student wishes to appeal against a decision, they should write to the Vice Principal (Students) within 10 days of the decision, stating fully their reasons for the appeal.

### **Can I only apply for the Student Bursary once during an academic year?**

If your first application for the Student Bursary has been rejected, you can apply again at any point during the remainder of the year if your own circumstances have changed, or if your parents/carers financial status has changed.

### **If I miss the initial deadline of 31<sup>st</sup> August 2021 can I apply later in the year?**

You can apply at any time during the academic year for the Student Bursary. However, as stated above you will only start to receive any awards when your application and evidence have been received in full.

In addition, it should be noted that the amount of money that the College receives from the Government is fixed and is not increased at any point during the academic year. St John Rigby College aim to provide financial assistance to as many students as possible, but it is always advisable to apply as soon as possible.

In the event that there is a shortfall in funding and St John Rigby College is unable to make awards to all eligible applicants, the College will prioritise eligible students based on their individual needs and circumstances.

### **Confidentiality and Data Protection**

The data requested on the bursary application form will only be used for the purpose of assessing a student's eligibility for financial support from the bursary fund. St John Rigby College will not share this data with a third party without your consent unless the College is required to do so by law. If you have any queries relating to the need and use of the data provided on the application form please contact the Data Protection Officer (details available on page 3 of the application form).

### **Notes on completing the application form**

Please ensure that you print clearly when you complete the form and ensure that you complete all relevant sections in full.

**Part A** (Page 1) – this needs to be completed by all applicants.

**Part B** (Page 2) – this section only needs to be completed by students who:

- Are in care or an unaccompanied asylum seeker
- Are a care leaver
- Receive Income Support or Universal Credit **in their own right**
- Receive Employment Support Allowance **AND** Disability Living Allowance (or Personal Independence Payments) **in their own right**

If Part B is completed there is no need for applicants to complete Part C.

**Part C** (Page 2) – this needs to be completed by all other applicants. It is very important that you provide all of the required evidence, for example, to prove your household income. If you are not sure what evidence to provide please do not hesitate to contact the Bursary Office (see below).

**Part D** (Page 3) – this needs to be completed by all applicants to provide the necessary details of the bank account that any bursary awards can be paid into. The bank account **MUST** be the student's own bank account.

**Part E** (Page 3) – this Privacy Notice section is for all applicants, and their parents/carers, to read.

**Part F** (page 3) – all applicants, and their parents/carers, are asked to read through the various declarations and sign the application form at the bottom of Page 3 if they agree. Please note – if a signature is missing the bursary application will not be processed until this is obtained.

**If you need any help completing your application form please contact the Bursary Office on 01942 214797 ext. 231 or email [bursary@sjr.ac.uk](mailto:bursary@sjr.ac.uk)**

All applications can be returned to College reception which will be open 08.30 a.m. to 05.00 p.m. Monday to Friday. Any supporting evidence will then be photocopied and returned.

Alternatively, you can return the application form by post to the following address:

Bursary Office  
St John Rigby College  
Gathurst Road  
Orrell  
Wigan  
WN5 0LJ

**Please note – emailed applications will not be processed.**