



Student Bursary Policy

Mission Statement

We are a Catholic College dedicated to the education and development of the whole person and supporting all students to realise their full potential. As an outstanding learning organisation SJR will have a strong sense of purpose and a commitment to shared values within a Christian community. We will establish a unique, safe and challenging environment where every individual is valued, talents are recognised and nurtured, achievements are celebrated and dedication is rewarded. To achieve this as a community we will:

- Welcome all students who are happy to be educated within a Christian environment
- Value the uniqueness and dignity of each individual
- Deliver the highest standards of teaching and learning
- All show a commitment to our work, to the Christian values of the College and to the safety of all in our community
- Provide equality of opportunity, with mutual respect and positive encouragement
- Build and further develop local, national and international partnerships.

Policy Statement

This document sets out the 16-19 Bursary Fund guidance issued by the Education and Skills Funding Agency (ESFA) and the College's eligibility criteria for students attending St John Rigby College as determined by the College for Discretionary Awards. A copy of the ESFA's 16-19 Bursary Fund Guide for 2023-24 can be accessed via the gov.uk website: [16 to 19 education: financial support for students - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/16-to-19-education-financial-support-for-students). Please note that any information that is gathered to check the eligibility of a student is treated as confidential.

Summary of the 16-19 Bursary Fund for 2023-2024

The 16-19 Bursary Fund has three elements:

1. A bursary of up to £1,200 a year for young people in the following defined vulnerable groups:
 - a) in care (including a young person placed with a foster carer by the local authority and unaccompanied asylum seekers)
 - b) care leavers
 - c) receiving Income Support (IS), or Universal Credit (UC) 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
 - d) receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

No other groups are eligible.

It should be noted that even if a student meets the criteria for the 16-19 Bursary this does not necessarily mean that they will automatically receive a financial award (as this would be dependant upon their actual financial need).

2. A discretionary award is made to young people in a way that best fits the needs and circumstances of our students. Bursary awards will be targeted towards those young people who face the greatest financial barriers to participation.

St John Rigby College is free to determine the assessment criteria for eligibility for discretionary bursaries, and the frequency of and conditions for all awards; subject to the requirements of the Equality Act 2010. St John Rigby College recognises that many factors need to be considered when deciding what financial assistance is required by an individual student. Therefore, we will assess the level of need by looking at such factors as household income, number of other dependants within the household, distance needed to travel to College, mode of transport and costs associated with the student’s programme of study.

St John Rigby College’s Household Income criteria are as follows:

- a. Students with a Family Income less than £27,500 (this represents a 10% inflationary rise from 2022)
- b. Number of dependents in a household that meet the income thresholds identified in the table below;

No. of Dependants in Household	Maximum Household Income Threshold
1	£27,500
2	£35,200
3	£40,700
4	£46,200
5	£51,700

3. Emergency meal support can be used in individual cases of severe hardship, to provide meal support on the day a student attends their study programme. This can be awarded by the College for a student they consider to be in real need without undertaking the checks on household income or gathering other evidence that would normally be required. It is expected that this will only be triggered for a small number of students.

St John Rigby College Bursary Awards

Conditions for receiving the Bursary awards will be subject to student attendance and student engagement with their studies.

At key points in the College academic year the Student Bursary will be promoted to the student body through a range of communication platforms. This will include key marketing events for potential students applying to the College.

Applications must be made using the documentation provided and accessed via the College website.

The initial deadline for applications for students enrolling onto a new course is 31st August 2023, at which point the system will be closed for a month.

All completed applications, which include all the necessary evidence, received by this deadline will be treated as successful during September 2023 whilst the applications are reviewed. On 1st October 2023, bursary payments to students whose applications have been unsuccessful will stop.

Applications will reopen on 1st October 2023 and applications can then be made at any time throughout the academic year.

For those students who are progressing into their second year of study, they will be required to sign a declaration stating that their household circumstances have not changed for their bursary to continue into the next academic year.

The size and nature of the award made will be subject to the amount of funds available and the type of support requested.

The College will claim 5% of the Student Bursary Fund allocation per annum to cover the costs of administration.

Discretionary Awards may consist of the following:

- Travel expenses
- College meals
- Students on work placements as part of their programme of study will receive monetary payments to cover their daily College food allowance and any additional travel expenses whilst on placement
- Books and equipment/uniform (specified equipment must be returned at the point of leaving College)
- Print credits over and above any free credit awarded by the College to all students
- Trips and visits (excluding residential visits abroad) that are linked to their College courses
- Other miscellaneous costs incurred as a result of attending College.

Students should note that all awards from the Student Bursary Fund will be subject to the expectations outlined in the Student Charter. The College reserves the right to defer or cancel awards in the event of unsatisfactory student conduct and in the event of the College being made aware of a change in circumstances which has resulted in a student no longer satisfying these eligibility criteria.



For Office Use Only	
Student ID	
Date Received	
Staff Initials	

PLEASE NOTE IF YOU REQUIRE ANY HELP COMPLETING THIS FORM CONTACT STEPHANIE.TURNER@SJR.AC.UK OR CALL 01942 214 797.

16-19 Student Bursary Fund Application Form

PART A: Personal Information

Please note that any information or evidence provided to complete this application will be treated confidentially

Student Details:

First Name:		Surname:	
Address:			
		Postcode:	
Home Telephone:		Mobile:	
Email Address:			
Date of Birth:		Age:	
Have you been resident in the UK for the past three years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If No, what was your Country of Birth?		Date of Entry into UK:	

Parent/Carer Details:

	Parent/Carer 1	Parent/Carer 2
Forename:		
Surname:		
Address:		
Home Telephone:		
Mobile:		
Email:		
Relationship to Student:		

If your claim is successful, the amount of award that you will receive will depend on your individual circumstances. For example, the College will consider the number of dependants within the household, the household income, course of study and distance needed to travel. Therefore, it is important that you provide the following information:

Please provide details of your course:

Course Title/s:	
Year of Enrolment:	

Please tell us which area you will be travelling from:

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Please tell us how you will travel to College by ticking the relevant box:

Bus/Coach <input type="checkbox"/>	Train <input type="checkbox"/>	Walk/Cycle <input type="checkbox"/>	Drive <input type="checkbox"/>	Taxi <input type="checkbox"/>	Get a Lift <input type="checkbox"/>
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Please tell us what IT equipment is available for you to use at home:

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PART B: 16 – 19 Bursary (evidence will be required for all applications).

Please answer **ALL** of the questions below:

Are you a student in care or an unaccompanied asylum seeker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student care leaver?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student in receipt of Income Support or Universal Credit, where it replaces Employment Support Allowance, in your own right ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a student in receipt of Employment Support Allowance plus Disability Living Allowance (or Personal Independence Payments) in your own right ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you have answered ‘YES’ to any of the above questions then you will need to provide evidence to support your application. The evidence must include copies of your own bank statements for the last three months. Now please go to Part D: Bank Details and complete all other sections of this form (there is no need to complete PART C).

Please complete PART C (and all other sections) if you have answered ‘NO’ to all of the questions in PART B.

PART C: College Discretionary Award (evidence will be required for all applications)

Household Income:

Please state how many dependants are in the household and provide their names and ages:
(evidence could include birth certificates or award notices)

If you have ONE dependant is your household income below £27,500?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have TWO dependants is your household income below £35,200?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have THREE dependants is your household income below £40,700?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have FOUR dependants is your household income below £46,200?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have FIVE OR MORE dependants is your household income below £51,700?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

You must supply copies of evidence with this form to prove your household income – the application cannot be processed without this evidence (some examples of the types of evidence that can be used are shown below). Please write the relevant amounts in the spaces provided:

	Parent/Carer 1	Parent/Carer 2	Examples of Evidence Required
Annual Salary (take home pay)			Payslips for last 3 months or recent tax return if self employed
Annual Income Support/ Universal Credit			Screen shots of UC Portal showing payments for last 3 months
Annual Child Benefit			Most recent award notice or Bank Statement
Annual Child Maintenance			Bank Statement or letter dated within last 3 months
Annual Working/Child Tax Credit			All Pages of most recent Tax Credit Award Notice

Other Annual Income (i.e. Pension / Lettings)			Bank Statement or letter dated within last 3 months
Other Benefits			Bank statement or most recent entitlement/award letter
Total Annual Income			

PART D: Bank Details

If necessary BACS transfers need to be paid to the student's bank account – they cannot be paid to a Parent / Carer's 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 you do not already have a bank account, and your application is approved, you will need to open one as soon as possible. Please complete **ALL** of the boxes below if you already have a bank account:

Bank Name (e.g. Halifax, Santander etc.):			
Branch Location (e.g. Market Street, Wigan):			
Name of Account Holder (i.e. Student):			
Sort Code:		Account Number:	

PART E: Privacy Notice

- Please be assured that the information you provide on this form, and any accompanying documentation, will be treated in the strictest confidence and only used for assessing eligibility for the College's Bursary Awards.
 - The application and documentation will be stored securely. It may be subject to audit from the College's internal auditors, or from the Education and Skills Funding Agency's (ESFA) auditors. These audits are conducted from time to time to ensure that the College is making Bursary Awards in line with national policy. The College may report cases where Bursary Awards have been made, and the application is subsequently found to be fraudulent, to the ESFA.
 - Bursary applications and supporting documentation will be retained for six years after the student leaves College and will then be securely destroyed.
- If you would like further information regarding your privacy, please contact Dominic Jones, Data Protection Officer, St John Rigby College, Gathurst Road, Orrell, Wigan, WN5 0LJ.*

PART F: Declaration

By signing the declaration below, you are agreeing to the following statements:	
1	I, and my parents/carers, have exercised my/our eligibility to other forms of financial support before applying for the 16-19 Bursary Fund.
2	I have fully completed each relevant section of this application form.
3	I have enclosed all of the required evidence to support my application.
4	I, and my parents/carers, have provided accurate and correct information to support my application. I understand that St John Rigby College may carry out checks to verify the evidence provided and subsequently may need to take action if any evidence provided is proven to be false or incorrect.
5	I, and my parents/carers, have read and understood the guidance notes supplied with this application form, and the information I/we have provided is a true reflection of my/our financial status.
6	I, and my parents/carers, take full responsibility for informing the College if my/our financial status changes.
7	I, and my parents/carers, understand that the conditions for receiving bursary awards are subject to student attendance and engagement with their studies.
8	I, and my parents/carers, understand that should the student for whom this application is made leave their learning programme they will not be eligible to receive further payments and overpayments may have to be repaid.
9	I, and my parents/carers, acknowledge that the student for whom this application is made is eligible for 16-19 Bursary Funds on residency grounds and can provide suitable evidence of proof if required.
10	By signing and submitting this application, both I and my parents/carers, agree to the collection of the personal and financial information contained in this form which will be held in accordance with General Data Protection Regulations – see Part E.

Student Signature: Date:.....

Parent/Carer 1 Signature: Date:.....

Parent/Carer 2 Signature: Date:.....

Please return this completed form to: The Bursary Office, St John Rigby College, Gathurst Road, Orrell, Wigan, WN5 0LJ
(emailed copies of this application form will not be accepted).

Please note that you can submit your evidence in the same sealed envelope or email your evidence to bursary@sjr.ac.uk

FOR OFFICE USE ONLY:			
All required evidence received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Decision:	<input type="checkbox"/> Approved Bursary <input type="checkbox"/> Approved Discretionary Award <input type="checkbox"/> Rejected <input type="checkbox"/> Further Information Needed		
Reason for Approval:	<input type="checkbox"/> CIC / Unaccompanied Asylum Seeker <input type="checkbox"/> Care Leaver <input type="checkbox"/> Claiming IS/UC in own right <input type="checkbox"/> Receives ESA and DLA (or PIP) in own right <input type="checkbox"/> Household Income under Threshold for 1 Dependant <input type="checkbox"/> Household Income under Threshold for 2 Dependants <input type="checkbox"/> Household Income under Threshold for 3 Dependants <input type="checkbox"/> Household Income under Threshold for 4 Dependants <input type="checkbox"/> Household Income under Threshold for 5 or more Dependants		
Reason for Rejection:	<input type="checkbox"/> Household Income over Threshold <input type="checkbox"/> No financial need evidenced <input type="checkbox"/> No response to contact attempts within 8 weeks of application receipt		
Applicant Notified of Decision:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Comments:			
Appeal Letter Received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Result of Appeal:			
Applicant Notified of Result:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>

Dear Student

16-19 Bursary Discretionary Award – Self Declaration

You were entitled to receive the 16-19 Bursary Discretionary Award during the 2022/23 Academic year as your family’s household income was below <<amount>>. If your family’s personal circumstances have **not** changed then you will continue receiving the Bursary Discretionary Award during the 2023/24 Academic year. However, you must sign and return the reply slip below for **Government Audit purposes**.

If you have any queries regarding the content of this self-declaration, please contact the College on 01942 214797, visit our website www.sjr.ac.uk or e-mail bursary@sjr.ac.uk as soon as possible.

Yours faithfully

Peter McGhee
Principal

Name of Student: <<Forename>> << Surname>> **Student ID** <<ID>>

I have spoken to my parents/carers and can confirm that our financial circumstances have not changed (since our initial bursary application) and therefore our household income is still below <<amount>>.

Signature:

Student Signature: Date:

Please return this section to Reception for the attention of Steph Turner, Office Manager by Friday *** .
Alternatively, you can take a picture of this self-declaration, once it has been signed by all parties, and send the picture to bursary@sjr.ac.uk.**