



Student Bursary and Free College Meals 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 2024-25 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 2024-2025

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). Some students may be entitled to all elements of the bursary (travel, meals and other associated costs), some may be entitled to one element of the bursary (such as travel) and others potentially could not be entitled to any.

- 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:

The table below shows the household income bandings for one dependant. If an application is received from a household with more than one dependant, then their household income total will be deducted by £5000 for each additional dependant before the following thresholds are applied:

Band	Discretionary Bursary	Meals/FCM	Full Travel Pass	Additional Funds for Other Essential Costs Associated with Attending College **
A	HI £10,000 - £25,000	£6.00 per day	Yes	£200
B	HI £25,001 - £30,000	£6.00 per day	Yes	£150
C	HI £30,001 - £35,000	£6.00 per day	Yes	£100
D	HI £35,001 - £40,000	None	Contribute £100 if live over 3 miles away	£50
E	HI £40,001 - £45,000	None	Contribute £50 if live over 4 miles away	None
F	HI £45,001 - £50,000	None	None	None
G	HI £50,000 +	None	None	None

**The College could potentially provide additional financial support for courses which incur extra costs (in addition to the figures in the final column).

Private Bus Pass £200 this year (approximate subsidy of 50%)

Students eligible to FCM only (and not bursary) will have £3.00 per day on their student ID card

- Emergency 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.
- In exceptional cases, the bursary fund may be used to provide further help with childcare costs for those young parents already in receipt of Care to learn (C2L). This would only occur if the childcare costs exceed the C2L scheme's weekly maximum rates. Only childcare provision eligible under the C2L scheme rules can be used and the claimant must hold evidence that the maximum amount is already being paid by the C2L scheme, thus confirming that a top up is required. Any such top-up will be paid directly to the childcare provider, not to the student.

5. Students can apply for Free College Meals as a standalone entitlement (when they are not eligible for the actual bursary).

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 2024, 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 2024 whilst the applications are reviewed. On 1st October 2024, bursary payments to students whose applications have been unsuccessful will stop.

Applications will reopen on 1st October 2024 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: All of the information or evidence provided to complete this application will be treated confidentially. If you require any help completing this form contact bursary@sjr.ac.uk or call 01942 214797

16-19 Student Bursary and Free College Meals Application Form

Section 1: 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:	

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:

Section 2: Course Details

Course Title/s:	
-----------------	--

Please write the full name of the course(s). If you have received an offer letter it will be on there.

Section 3: Travel to and from College (see bursary guidelines)

Do you intend to use an 'Our Pass' for journeys to and from College? Yes <input type="checkbox"/> No <input type="checkbox"/>

If you will not be using an 'Our Pass', please choose one of the following as your main transport method:

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"/>
------------------------------------	--------------------------------	-------------------------------------	--------------------------------	-------------------------------	-------------------------------------

If you will not be using an 'Our Pass', please provide an estimated cost of a daily return journey to and from College:

Estimated Cost: £

Section 4: Free School Meals Entitlement

Were you entitled to receive Free School Meals on 1 April 2024? Yes <input type="checkbox"/> No <input type="checkbox"/>
--

Section 5: Other Information

Please tell us what IT equipment is available for you to use at home:

--

Are you (the student) a parent yourself and responsible for at least one child for whom you claim child benefit:

Yes <input type="checkbox"/> No <input type="checkbox"/> <input checked="" type="radio"/> If yes, please provide evidence that you receive child benefit.

Do you (the student) consider yourself to be a Young Carer? (please see bursary guidelines):

Yes <input type="checkbox"/> No <input type="checkbox"/>
--

Section 6: Student's Personal Circumstances

Please read through the statements below and tick the one which applies to you (only tick one box)

A	<input type="checkbox"/>	I claim Income Support or Universal Credit in my own right because I live independently or financially support someone living with me such as a child or partner Please go to section 7 →
B	<input type="checkbox"/>	I am in the care of the Local Authority, a care leaver or living with foster parents Name of social worker _____ Contact number _____ Email _____ Please go to section 7 → <input checked="" type="radio"/> If this is a private foster care arrangement please tick box E
C	<input type="checkbox"/>	I claim Employment and Support Allowance or Universal Credit AND Personal Independence Payment or Disability Living Allowance Please go to section 7 →
D	<input type="checkbox"/>	I live independently My circumstances are not any of those described above. <input checked="" type="radio"/> If you have ticked this box – we will require additional evidence that you live independently (please see bursary guidance)
E	<input type="checkbox"/>	I live with at least one of my parent(s) / carer(s) / guardian(s) who is/are mainly financially responsible for me. Please ask your parent(s) / carer(s) / guardian(s) to fill in Section 8 and 9 →
F	<input type="checkbox"/>	I live with my spouse or partner. Please fill in Section 8 and 9 with your spouse or partner →

Section 7: Evidence Required if you have ticked Boxes A, B or C

If you have ticked boxes A, B or C please complete this section.

Personal Circumstances	Evidence Required	Please tick to confirm evidence enclosed
In receipt of Income Support or Universal Credit and live independently or financially support someone living with you (for example, child or partner)	Copy of up to date award letter which states entitlement to Income Support or Copy of three most recent Universal Credit Full Award Statements which show your monthly income (for example, earnings reported by an employer) and any deductions. We may also ask for evidence of living independently (for example, a tenancy agreement in your name).	<input type="checkbox"/>
In care of Local Authority, living with foster parents (not a private foster care arrangement)	Copy of a letter from your local authority which confirms this.	<input type="checkbox"/>
Care Leaver (This includes a Special Guardianship Order providing evidence specified of being a Care Leaver is provided).	Copy of a letter from your local authority which confirms you are a young person who was previously looked after for a period of 13 weeks which began after the age of 14 and ended after the age of 16 If you are also in receipt of Universal Credit, Income Support or ESA in your own right, please also provide evidence of this.	<input type="checkbox"/>
In receipt of Employment and Support Allowance or Universal Credit AND Personal Independence Payment or Disability Living Allowance	Copy of up to date award letter which states entitlement to Employment and Support Allowance or three most recent Universal Credit Full Award Statements which show your monthly income (for example, earnings reported by an employer) and any deductions. AND letter showing receipt of Personal Independence Payment or Disability Living Allowance	<input type="checkbox"/>

Section 8: Household Details

Please provide the details of Student's Parent(s) / Carer(s) / Guardian(s) or Partner, if applicable, in the table below. If the student lives with both parents/carers/responsible adults, please enter both of their details.

Adult A	First Name:	Surname:
	Relationship to Student:	
Adult B (if applicable)	First Name:	Surname:
	Relationship to Student:	

Please provide the details of all other people who live in the household (for example brothers, sisters, grandparents etc.).

Name	Relationship to Student	Date of Birth

Section 9: Household Income Details

Please tick all boxes which apply to your household and show your current financial circumstances.

Do not include any money the student may be earning from part time employment.

Income/Benefit	Evidence Required	Please tick to confirm evidence enclosed
Earnings from Employment	We need payslips for the last 3 months from each person who is working within the household.	<input type="checkbox"/>
Earnings from Self Employment	We need the most recent Self – Assessment Tax Calculation/Return for each person who is self-employed within the household.	<input type="checkbox"/>
Universal Credit (UC)	We need your three most recent Universal Credit Full Award Statements which state your monthly income (for example, earnings reported by your employer) and any deductions.	<input type="checkbox"/>
Income Support (IS)	Recent award letter dated within last 3 months which states entitlement to Income Support (IS) and the amount to be received	<input type="checkbox"/>
Working Tax Credit and/or Child Tax Credit	All pages of your most recent Tax Credit Award Notice (for 2024/2025).	<input type="checkbox"/>
Job Seeker's Allowance (JSA)	Recent award letter dated within last 3 months which states entitlement to JSA and the amount to be received	<input type="checkbox"/>
Employment and Support Allowance (ESA)	Recent award letter dated within last 3 months which states entitlement to Income Related or Contribution based Employment Support Allowance (ESA) and the amount to be received	<input type="checkbox"/>
Carers Allowance (CA)	Recent award letter dated within last 3 months which states entitlement to Carers Allowance	<input type="checkbox"/>
Council Tax	Council Tax bill showing 25% single person discount (if there is only one adult in the household)	<input type="checkbox"/>
Support under Part V1 of the Immigration and Asylum Act 1999	Arc Card and Asylum Support letter or Section 4 – Support Grant Letter	<input type="checkbox"/>
Guarantee Element of Pension Credit	Recent letter from the pension service dated within 3 months which states entitlement to Pension (Guarantee) Credit	<input type="checkbox"/>
Bereavement Allowance	Recent award letter dated within last 3 months which states entitlement to Bereavement Benefit	<input type="checkbox"/>
State, Occupational or Personal Pension	Recent award letter from DWP and/or letter from relevant organisation dated within 3 months which shows the amount of payment received.	<input type="checkbox"/>
Child Maintenance	Please provide evidence of any child maintenance you receive (such as a letter, bank statement showing last 3 payments etc.)	<input type="checkbox"/>
Child Benefit	Recent award letter or other form of evidence that confirms who is in receipt of child benefit and for how many dependants	<input type="checkbox"/>

Any other income	We need to know if you have any income other than those listed above. Please provide relevant evidence if this is the case.	<input type="checkbox"/>
------------------	---	--------------------------

If you are not sure of what evidence to provide for any of the above please contact bursary@sjr.ac.uk or call 01942 214797

Section 10: Bank Details

If necessary BACS transfers need to be paid to the student’s bank account – they cannot be paid to a Parent / Carer / Guardian’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:	

Section 11: 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.

Section 12: Declaration

Please make sure you have read the declaration below as by completing and handing in this application form to St John Rigby College you are agreeing to the following statements:

<p>You confirm that:</p> <p>You have read and understood the guidelines that accompany this application form. You have exercised your eligibility to other forms of financial support before applying for the 16-19 Student Bursary Fund. You have fully completed each relevant section and enclosed/submitted all necessary evidence. You have provided accurate and correct information when completing this application form and the information provided is a true reflection of your financial status. You will inform the College, preferably in writing, of any change to your circumstances.</p> <p>You agree that:</p> <p>St John Rigby College can process your personal data contained in this form along with any supporting evidence in order to assess your eligibility for the Student Bursary. If you have given information relating to anyone else on this form you have obtained their permission to do so. The conditions for receiving bursary awards are subject to having good attendance and behaviour and making satisfactory academic progress (such as handing in work on time etc.). If these conditions are not met you agree that your bursary award may either be suspended or withdrawn.</p> <p>You understand that:</p> <p>You are applying for Public Funds and that you may be committing a criminal offence if you do not disclose any information that may affect your application. 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. If the student leaves their learning programme they will not be eligible to receive further payments and overpayments may have to be repaid. By signing and submitting this application you are agreeing to the collection of the personal and financial information contained within this form and supporting evidence (which will be held in accordance with General Data Protection Regulations – see Section 11).</p> <p>You undertake to:</p> <p>Repay any award that the student is not entitled to and return any equipment which has been issued to the student during their time at St John Rigby College.</p>
--

Student Signature: Date:.....

Adult A Signature: Date:.....

Adult B 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

College's Self Declaration Letter

]
Dear Student

16-19 Bursary Discretionary Award – Self Declaration

You were entitled to receive the 16-19 Bursary Discretionary Award during the 2023/24 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 2024/25 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>>. If our circumstances change during academic year 2024/2025, I will notify you immediately.

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