



Market Field College

Bursary policy

Approved by trustees

Date: 14th July 2022

Market Field College 16-19 Bursary Policy

ELIGIBILITY

To be eligible to receive a 16-19 Bursary in the 2022-2023 academic year, the student must be aged 16 or over and under 19 on 31st August 2022.

Students must also satisfy the residency criteria set out in the Education and Skills Funding Agency guidance (A person on 1 September who is settled in the UK, and has been ordinarily resident in the UK and Islands for the three years preceding the 1st September). If you are in any doubt, please speak with the designated college administrator.

Students should be participating in a provision that is funded within the relevant guidelines and subject to inspection by a public body that assures quality of education. Enrolment at Market Field College fulfils these criteria.

In all cases of students applying for a bursary, the College will take into account individual family circumstances that may affect household income. For example, whether the young person lives in a single parent household or if there are other children or young people living in the household.

BURSARY FUND LEVELS

LEVEL ONE – (£1,200)

Students in the following defined vulnerable groups will be eligible for a bursary of up to £1,200 a year: young people who are in care; young care leavers, young people in receipt of Income Support or Universal Credit in their own right; and young people in receipt of both Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance (ESA) in their own right.

An application form is available for students who believe they are eligible for a Level One Bursary.

Requests, in each instance, will be subject to review by the Market Field Bursary Awards Panel with payments issued on a per claim basis.

All bursary funding requests and purchase receipts should be sent via email to bursarypayments@marketfield.essex.sch.uk. Please note that, in all instances, students will need to provide receipts either prior to or post purchase for auditing purposes.

Approved awards will be paid to student's bank account by BACS transfer.

Students will be informed of any non-payment in writing. However, students should check their payments regularly and, in the case of non-payment, contact the designated college administrator for clarification.

LEVEL TWO - (Up to £900)

Students who are in receipt of free school meals or have a total household income of £16,190 or less can apply for a bursary. Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. All evidence of household income will be held in the strictest of confidence.

An application form is available for students who believe they are eligible for a Level Two Bursary.

Requests, in each instance, will be subject to review by the Market Field Bursary Awards Panel with payments issued on a per claim basis.

All bursary funding requests and purchase receipts should be sent via email to bursarypayments@marketfield.essex.sch.uk. Please note that, in all instances, students will need to provide receipts either prior to or post purchase for auditing purposes.

Approved awards will be paid to student's bank account by BACS transfer.

Students will be informed of any non-payment in writing. However, students should check their payments regularly and, in the case of non-payment, contact the designated college administrator for clarification.

LEVEL THREE – (Up to £500)

Students who have a total household income of between £16,190 and £30,000 can apply for a discretionary bursary for specific educational purposes. These include:

- Cost of transport associated with attending college or linked work experience placements.
- IT equipment to support learning
- Course related books and equipment
- Educational trips and visits

Household income can be evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income. All evidence of household income will be held in the strictest confidence. No student will receive more than £500 per year.

An application form is available for students who believe they are eligible for a Level Three Bursary.

Requests, in each instance, will be subject to review by the Market Field Bursary Awards Panel with payments issued on a per claim basis.

All bursary funding requests and purchase receipts should be sent via email to bursarypayments@marketfield.essex.sch.uk. Please note that, in all instances, students will need to provide receipts either prior to or post purchase for auditing purposes.

Approved awards will be paid to student's bank account by BACS transfer.

Students will be informed of any non-payment in writing. However, students should check their payments regularly and, in the case of non-payment, contact the designated college administrator for clarification.

REQUEST FOR FUNDS & CLAIMS

Students will be notified in writing following the initial application decision. At this time, a request for funds can be made. All requests will be dealt with in the strictest of confidence.

For personal transport claims, students will be required to complete our mileage form. Claims are calculated on a 45 pence per mile basis for distanced travelled between College and the student's home address. This form is available on request.

Personal transport claims do not apply to those students receiving subsidised transport assistance through Essex County Council.

Where appropriate, the College can manage award requests on a 'payment-in-kind' basis. As such, we would purchase books, equipment, meals and travel on a student's behalf. Where equipment or enrichment activities are a course requirement or deemed necessary to further a student's attainment, the college may assign use of bursary monies for this purpose. In this instance, the student will be appraised of any planned deductions.

ASSESSMENT

The Market Field Bursary Awards Panel will assess each application. The issuing of funds will be determined by how bursary monies are being utilised to further the student's educational opportunity. Purchase receipts are required for all monies awarded.

Any student who believes they are eligible for any level of funding from the 16-19 Bursary Fund should complete and submit an application, with supporting evidence, as soon as possible following their admission in September.

BANK ACCOUNTS

Only initial payments can be directed to parents or carers bank accounts - individual or joint accounts are a fund stipulation.

CHANGE OF CIRCUMSTANCES

A student in receipt of any level of bursary must inform the designated college administrator of any changes to family circumstances that may affect their level of support. Students who become eligible during the academic year should notify the designated college administrator and submit an application.

ATTENDANCE REQUIREMENTS

Students must maintain a minimum of 90% attendance in all timetabled lessons and registrations to remain eligible for award payments. Attendance is calculated termly or over the course of the academic year, dependant on individual circumstance. Authorised examination study leave and approved educational trips or representative activities will be counted as attendance. Holidays during term time, even if authorised by the Head of College, will count as unauthorised absence in accordance with recording attendance data guidelines.

PROOF OF PURCHASE

We are required to evidence proof of all purchases to the penny. Paper receipts can be given to college office staff or, if digital, can be emailed to bursarypayments@marketfield.essex.sch.uk.

A running total for each drawdown of bursary funds paid to a student will be monitored and claimed back if receipts can not be substantiated.

Please note that giving false or incomplete information that leads to incorrect overpayment may result in future payments being withheld and any incorrectly paid funds being recovered.

APPEALS

LEVEL ONE, TWO AND THREE

Eligibility - Parents, guardians and students will have the right of appeal to the Market Field Bursary Awards Panel in all cases, if it is felt that the application or specific claim has been refused without justification. In such an instance, we would ask that you notify the Head of College, within one week, of your intent to appeal the decision and on what basis (with supporting evidence if appropriate). If students are unable to independently support an appeal claim, we would ask that parents and carers of the individual support this process.