

## 16 – 19 Bursary Policy

Bridge Training Ltd have been given an allocation of funds by the government in order to be able to provide support for young people aged 16 – 19, who are in financial hardship. This policy sets out the guidelines of how the funds will be administered, assessed, recorded and monitored, in line with YPLA guidelines.

This policy is divided into the following sections:

1. Eligibility
2. Application and Assessment
3. Payments
4. Appeals
5. Fraud
6. Audit Management Processes
7. Policy Review

### **1. Eligibility**

The 16 – 19 Bursary is divided into two eligibility categories:

#### i. Vulnerable Groups

16 – 19 year olds who are either in receipt of Income Support, in care, a care leaver or in receipt of Employment Support Allowance **and** Disability Living Allowance will be entitled to a bursary of £1200, to go towards food subsidies, travel, accommodation costs, training equipment costs etc.

#### ii. Discretionary Funds

A learner who does not fall into any of the above categories, may still apply for discretionary funding for any of the above. An assessment will be conducted with the young person, and they will be informed if they are eligible for the funding.

### **2. Application and Assessment**

- i. A learner wishing to access the bursary will need to speak to **Marina Pulido**, who will assess the learner's circumstances using a standard assessment form (see Appendix A). If they are ineligible, this will be recorded on the reverse of the form, together with the reasons for refusal. A learner wishing to appeal against this decision should follow the procedure set out in part 4.

When assessing a young person, BTL will determine whether a learner is already accessing another form of financial support, such as EMA, Income Support, Child Benefit etc. If they are in receipt of benefits, this does not necessarily make them ineligible to accessing the discretionary funding, as the financial need will still be assessed.



### 3. Payments

The bursary and discretionary awards are designed to help young people overcome barriers that might otherwise prevent them from attending Bridge Training. Examples of what the money may be used for are set out below, although this is not an exhaustive list.

#### i. Travel

Learners eligible for the £1200 bursary will have their travel subsidised using this money.

Students who are not eligible for the bursary, may still be eligible for a grant to subsidise their first month's travel costs. This is assist the learner whist they look into applying for EMA, Income Support or any other benefit they may be entitled to. Reimbursement of travel costs will be paid either daily or weekly (depending on the type of ticket), and only on production of a valid bus or train ticket.

#### ii. Course-related costs

Learners can access money from the bursary/discretionary fund to buy equipment such as course materials, workbooks, materials that will enable them to progress onto further study (eg hairdressing kits) etc. Any equipment bought will remain the learner's own and may be kept by the learner when they leave BTL.

#### iii. Items for the home

The discretionary fund can be used to purchase items for a learner's home, for example cutlery, crockery, saucepans etc but cannot be used to purchase 'white goods' such as refrigerators or freezers. This will be purchased by BTL and the receipt attached to the 'Notification of Spend Form' (See Appendix B) for monitoring purposes.

#### iv. Subsistence

Learners who are eligible for the bursary, will be able to receive a weekly food card, to the value of £7.50 for their period of training

Learners not eligible for the bursary may be able to access the discretionary fund to provide food subsistence to in times of hardship. This could take the form of a food shop, a one-off lunch subsistence payment, or a weekly food card (worth £7.50 per week). Any food individually bought, will be bought by BTL and the receipt attached to the 'Notification of Spend Form' for monitoring purposes.

#### v. Temporary Housing Support

Learners can use the discretionary fund to temporarily cover costs of living, such as rent or household bill payments. This will, wherever possible, be paid by BTL direct to the landlord or utilities company. A receipt will be required and attached to the 'Notification of Spend Form' for monitoring purposes.

vi. Purchasing Services

BTL can use the discretionary fund to purchase services that are directly provided to the student, or to secure support through a third party. This could apply to, for example, counselling sessions, where a single session could be paid for, or a block payment for a certain amount of sessions. Receipt would be via invoice to BTL which will be attached to the 'Notification of Spend Form' for monitoring purposes

Additional Comments:

- The DLSF will not be used as a routine replacement for existing benefits (eg EMA, Child Benefit), nor to pay for Higher Education course fees, or to assist with childcare costs.
- BTL may use up to 5% of the DLSF allocation towards administration costs. These spends will be recorded on the main spreadsheet for audit purposes.
- The age eligibility for accessing the DLSF is 16 years 0 months to 18 years 11 months inclusive

**4. Appeals Procedure**

If a learner wishes to appeal against this decision, they can request to speak to Sally Hammond, who will investigate the circumstances for refusal and meet with the learner with a final decision no later than 5 working days from the initial meeting. This decision will be final.

**5. Fraud**

Fraudulent claims for bursary or discretionary allocations will be treated very seriously. Learners found to have made fraudulent claims will be required to refund all payments received and may be exited from programme.

**6. Audit Management Processes**

- All applications for bursary/discretionary funding will be recorded on an assessment form and kept in a confidential file, within a locked cabinet.
- BTL will create, and maintain, a spreadsheet in order to track spends and monitor the funding budget. At the end of each financial year this will be printed off and placed in the file with the assessment forms.
- BTL will notify the YPLA if there are any unspent funds at the end of the academic year, in order to arrange repayment of this money.
- All assessment and monitoring documentation will be held by BTL for six years.

**7. Policy Review**

This policy will be reviewed annually, to take into account the money allocated for that academic year

**Bursary/Discretionary Learner  
Support Fund Assessment Form**

**1. Contact Information**

Mr/Miss/Ms	Surname:	First Name:
Date of birth:		
Address (including postcode)		
Contact mobile number:		
Have you previously received financial help from the bursary/discretionary fund during the past 12 months? <span style="float:right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span>		
If yes, how much?     £_____		

**2. Why you need financial help?**

	Date	Subject/Course	Cost	Approved (yes/no)
Materials, books or Resources				
Educational visits				
Exam or registration fees				
Transport				
Meals on course				
Others (please specify)				



### 3. Personal Circumstances

	Yes	No
Are you in Local Authority Care, a care leaver, or living with foster parents?		
Are you in receipt of income support?		
Are you disabled and in receipt of Employment Support Allowance and also Disability Living Allowance		
Have you be in receipt of free-school meals?		
Do you or your parents receive any of the following benefits?	Please tick	Amount per week
Educational Maintenance Allowance		
Income Support/JSA/ESA		
Child Tax Credit		
Working Tax Credit		
Other income based benefit (Please specify)		

### 4. Assessor's Conclusions

Total Funding Given	£

### 5. Declaration

<p><b>It is a serious offence to give false information. We have a duty to protect the funds we control. We may use this information you have provided on this form to prevent and detect fraud.</b></p> <p>I confirm that the information given on this form is true and correct.</p> <p>In order to facilitate continuity of support, I agree to my details being shared with another provider should I transfer my studies to that provider.</p> <p>Student signature: _____ Date: _____</p>	
Assessor's name _____	Date: _____
Signature _____	

### Procedure

1. Application form to be completed by the Bursary Assessor.
2. Within 5 working days the application will be assessed.
3. You will then be informed of the decision within 2 working days: reasons will be given for rejection of an application in whole, or in part.
4. You are entitled to appeal against any decision (see Bursary Policy for further details)
5. Some provision may be available for immediate emergency payments.
6. If a student who has received financial assistance leaves before the completion of their course they may be required to repay all or part of their grant.



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## DLSF NOTIFICATION OF SPEND FORM

### Appendix B

<b>Learner's Name</b>		<b>Date of Birth:</b>	
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<b>Assessor's Name</b>	
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Why the funding is required and what the expected outcomes are from using the funding?

Identified Need	Outcome	Expenditure Detail:  Please explain exactly what you are spending the fund on.	Cost £ :  Please give the amount that you are requesting and ensure that the total spend is correct.	Funding Sources: please tick which apply				
				DLSF	Charity or Grant Application	BTL Hardship Fund	Family Contribution	Other
Total Cost								



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**PAYMENT DETAILS BOX:**

Please tell us exactly how you want the payment to be made by choosing from the payment methods below.

**INVOICE** –**AMOUNT REQUESTED: £****NAME of COMPANY:****CHEQUES** - Cheques can be raised and made payable to any family member or to a supplier that cannot be invoiced (eg a shop).**AMOUNT REQUESTED: £****Cheque made payable to:****Payee's address:****CASH** –.**AMOUNT REQUESTED: £****Will this payment be made direct to the young person? ( If yes, please ensure that you obtain a signed receipt of the monies)**

YES/ NO

**Assessor's Signature****Date:**



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