

Bursary Information Sheet for the 16-19 Bursary and Further Education Free Meal

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face so they can remain in education.

Application Form Access

This 'Bursary Information Sheet' is designed to help you complete the 'Application Form for the 16-19 Bursary and Further Education Free Meal (FE Free Meal)' which is available via the link on this form. The application form is an online application using Microsoft Forms. It should not be necessary to download the programme to complete the form. There is also a link on this sheet for a printable version of the application form should you wish to submit your form via email or by submitting a paper application to College Reception.

Bursary applications can be accepted from June, but may not be approved until after enrolment. In order for a student to receive their first payment before October the initial closing date for applications is **mid-September**. If a student finds out they may be eligible after this date the student and parents/guardians are encouraged to still complete the application form or contact Bursary@reigate.ac.uk ; in these instances Bursary payments will not be back-dated before the application date.

Please note that the terms, eligibility and conditions may change from year-to-year based on government guidelines and the amount of money available.

Bursary Guidelines and College Policy

The full government guidelines can be viewed and/or downloaded from:

[16-19 Bursary
Free Meals in Further Education](#)

Please also see:

The Reigate College Bursary Policy 2024-2025

Overview of application process

- Step 1: Applicant to check eligibility by reading this Bursary Information Sheet.
- Step 2: Applicant to purchase their relevant student discount card for travel.
- Step 3: Applicant to complete the Bursary Application Form and submit supporting financial evidence and receipt of the relevant student discount card for travel.
- Step 4: Bursary team will email student and parent to confirm the application approval.
- Step 5: Applicant to provide receipt or copy of daily return ticket for peak time travel to College in order to receive travel subsidy (if not already submitted with their application).

Step 1: Applicant to check eligibility by reading the Bursary Information Sheet (this document)

There are 2 types of 16 to 19 bursaries available at College:

- Bursaries for defined vulnerable groups
- Discretionary bursaries which institutions award using policies they set, in line with these funding rules

Students can also apply for the Further Education Free Meal (included in the Bursary application form).

Step 2 and 3: Applicant to purchase their relevant student discount card for travel, complete the Bursary Application Form and submit supporting financial evidence

Before you start your online application:

- You'll need to purchase your relevant student discount card for travel and provide the receipt either in your online bursary application or after approval of the bursary application by emailing Bursary@reigate.ac.uk . These can be found below through the Surrey County Council website:

[Travelling by train](#)

[Travelling by bus](#)

- You'll need evidence of a daily return ticket for peak time travel to College. Examples of evidence required include a receipt and copy of ticket. This should be the discounted travel cost (e.g. when using a 16-17 railcard). This can be provided with the online bursary application or after approval of the bursary application. No travel subsidies will be paid without evidence of actual travel costs.
- Students who are travelling to College by car also need to provide evidence for the cost of their travel on a typical College day.
- You'll also need evidence of your financial circumstances (e.g. universal credit award notice, bank statement). See details below for more information on the evidence required.

Your application will not be assessed without the correct evidence

A printed version of the application form can be collected from College reception. Please submit paper application forms, with the supporting financial evidence and travel costs in an envelope addressed to the Reigate College Bursary Officer at the College Reception.

Before completing the form, please read all the following sections and have this sheet to hand when completing your application.

Start your **online Bursary and FE Free Meals application** form by clicking **[here](#)**

Section 1 – Student details

To be eligible to receive a bursary in the 2024 to 2025 academic year, students must be under 19 on 31 August 2024, meet the EFA's residency criteria and be enrolled on a non-fee-paying full-time course at the College.

All communication about the Bursary will go via the student's Reigate College email. New students will be given a College email address after enrolment.

Section 2 – Household Details

Decisions about which students receive an award and how much bursary they receive is based on an individual assessment of each student's individual circumstances and their actual financial need. Any information regarding the household circumstances may help support the bursary application.

Section 3 – Bursary Type

There are two types of 16-19 bursaries;

- Bursaries for defined vulnerable groups (Vulnerable Bursary)
- Discretionary bursaries

The FE Free meal has separate eligibility criteria and can be applied for also through the Bursary application form (see Section 5)

Section 4 – Defined Vulnerable Group Bursaries (Vulnerable Bursary)

Students who can provide evidence of being in one of the four defined vulnerable groups listed below (plus the other criteria for age and residency), **and who have a financial need**, meet the criteria to apply for the Vulnerable Bursary of up to £1,200 per year.

This will be paid weekly, during term time, directly into the student's bank account subject to the student meeting the requirements (e.g., attendance) outlined in the Student & Parent/Carer Declaration listed in Section 11.

Evidence required:

- **I am living in care**
A letter or email from your Social Worker, Key Worker or Local Authority that provides written confirmation of your **current** looked-after status.
- **I am a care leaver**
A letter or email from your Social Worker, Key Worker or Local Authority that provides written confirmation of your **previous** looked-after status. A care leaver is defined as a young person who has been in care for a period amounting to at least 13 weeks which began after the age of 14 and ended after the age of 16.
- **I am receiving Income Support, or Universal Credit**

This is in my own name because I am financially supporting myself or financially supporting someone who is dependent on myself and living with me such as a child or a partner.

- **I am receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own name as well as Employment and Support Allowance (ESA) or Universal Credit in my own name.** Entitlement/award letters should be dated within the last 3 months which confirms your name, address and that you are in receipt of both benefits.

Students in receipt of the Defined Vulnerable Group bursaries may, depending upon needs, circumstances and funds available, be financially supported in the following ways:

- Subsidy of travel costs to College
- College Deposit waived
- Reimbursement for travel discount cards
- Stationary kit
- Essential course equipment (e.g. Art materials)
- Subsidy of some compulsory trips (subject to the student meeting attendance requirements)
- Support for University Open Days, interviews and Work Experience (on request)
- Meal support (if not eligible for the FE Free Meal)

Please be aware the bursary is intended to support students with their studies at Reigate College and not to subsidise living expenses.

Section 5 - Further Education Free Meal (FE Free Meal)

Students are eligible for a FE free meal if they, or their parents, can provide evidence of being in receipt of one or more of the benefits listed below.

A full letter, dated the current tax year, confirming your name, address and entitlement to benefits, should be from one of the following:

- Job Centre Plus
- Department for Work and Pensions
- HMRC Tax Credit Award Letter for current year which shows your income from previous year.

Evidence required:

- **Income Support** - *An entitlement/award letter*
- **Income-based Jobseekers Allowance** - *An entitlement/award letter*
- **Income-related Employment and Support Allowance (ESA)** - *An entitlement/award letter*
- **Support under part VI of the Immigration and Asylum Act 1999** - *An entitlement/award letter*
- **The guarantee element of State Pension Credit** - *An entitlement/award letter*
- **Child Tax Credit** (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)) - *Current Year's Working Tax Credit Award Notice.*
- **Working Tax Credit run-on** paid for 4 weeks after you stop qualifying for Working Tax Credit - *Working Tax Credit run-on Award Notice*

- **Universal Credit** with net earnings not exceeding the equivalent of £7,400 pa - *Full Universal Credit monthly award notice or download of latest universal credit statement in full showing deductions and take-home pay.*

Please state in the application if the student received Free School meals at their previous school.

Students who are eligible for a FE Free Meal will be allocated a credit every day to cover the cost of a nutritional main meal, using their College ID Card, in the College Refectory. Money allocated cannot be accumulated and non-expenditure on a particular day will not be carried forward.

Section 6 - Discretionary Bursaries

Students may qualify for a Discretionary bursaries if they reside in a household which has a household income (including benefits) of less than £35,000 for the most recent tax year.

Evidence required (a full letter, dated the current tax year, confirming your name, address and entitlement to benefits):

- Latest P60
- Self-Assessment Tax Calculation Form
- Universal Credit award notice
- Bank statements

Students who are not automatically eligible for the Bursary can apply for financial help in exceptional circumstances. If a student is not sure if they are eligible but feels they are in need of financial support we would encourage the student to still complete an application so it can be reviewed and the appropriate support offered. Please refer to Section 9 – Additional Information.

Students in receipt of the Discretionary bursary may, depending upon needs, circumstances, and funds available, be financially supported in the following ways:

- Subsidy of travel costs to College
- College Deposit waived
- Reimbursement for travel discount cards
- Stationary kit
- Essential course equipment (e.g. Art materials)
- Subsidy of some compulsory trips (subject to the student meeting attendance requirements)
- Support for University Open Days, interviews and Work Experience (on request)

Please be aware the bursary is intended to support students with their studies at Reigate College and not to subsidise living expenses.

Section 7 - Travel to College

Required for both Defined Vulnerable group bursaries and Discretionary bursaries applications.

Students who are incurring costs for their travel to College will receive a payment made directly to the student's bank account to **subsidise** transport costs, paid in advance, every half term (Defined Vulnerable Group bursary students will receive this payment weekly).

Before payments can commence the applicant must provide a receipt or copy of their daily return ticket for peak time travel to College. This should be the discounted travel cost (e.g. when using a 16-17 railcard). This evidence can be provided at the time of application or as soon as you are enrolled by emailing Bursary@reigate.ac.uk . Your relevant student discount card for travel should be purchased prior to providing your receipts for travel and should be included with your proof of purchase so this can be reimbursed.

We cannot guarantee that this Bursary subsidy will fully cover the costs of your travel to College.

The half term payment is also subject to the student meeting the requirements (e.g. **attendance**) outlined in the Student & Parent/Carer Declaration listed in Section 11.

The payment amount may vary during the academic year and is likely to vary from one academic year to the next, depending on the number of bursary students and the funding received.

We advise all prospective students to research the costs of transport to Reigate College before enrolment, as Discretionary bursary payments may not fully cover the costs of travel.

If you are travelling from two different homes you may want to explain your cost of travel in a typical College week in Section 9 Additional Information, or in an email to Bursary@reigate.ac.uk , with supporting evidence of your travel tickets/receipts.

Section 8 – Young Carers

For information on what a ‘young carer’ is please visit the following website: <https://carers.org/about-caring/about-young-carers> .

Students who are Young Carers may struggle with the costs of attending College. We encourage you to make a Bursary application so we can assess how we can best support you. Please include details of your circumstances in Section 9 - Additional Information.

Please note your bursary application will still be considered if you cannot provide evidence of your young carer responsibilities.

For further information about your rights and support available as a young carer please visit the following website: <https://www.nhs.uk/conditions/social-care-and-support-guide/support-and-benefits-for-carers/being-a-young-carer-your-rights/>

Section 9 – Additional Information

This part of the form allows the applicant to provide any additional information that may support your application, for example:

- *Caring responsibilities, for example caring for a parent or other relative (please check you have completed section 7)*
- *Living circumstances, such as the number of dependent siblings living in the household*
- *Benefits received that are not described under the criteria above*

Section 10 – Student Bank Account Details

Students will need their own bank account to receive payments from the bursary. If this is in the process of being arranged, please note this in section 9 of the application form and continue to submit your application as normal.

Section 11 – Student & Parent/Carer Declaration

Please read the conditions listed carefully. The applicant will need to enter their student name and parent/carers name which is deemed to be a digital signature stating the applicant agrees to the terms and conditions of being on the Bursary.

The conditions on the application form are listed below:

1. I/ we certify that the information provided is true and to the best of my knowledge and belief is correct in every respect.
2. I/we undertake to supply any additional information that may be required to verify the particulars given.
3. I/we understand that if I/we refuse to provide information relevant to my claim the application will not be accepted.
4. I/we also undertake to inform the College of any alteration to any of the particulars in writing.
5. I/we agree to repay the College in full and immediately any sums advanced to me (the applicant) if the information I have given is shown to be false or deliberately misleading.
6. I/we understand that payments may be delayed or stopped if I do not maintain the minimum Reigate College requirement of at least 95% actual attendance on all my courses, or do not meet the College's expectations for good behaviour and effort.
7. I/we undertake to inform the College immediately if I, the applicant, decide to leave College before completion, the College may attempt to reclaim any monies allocated.
8. I/we are aware that the funding covers only this College year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.
9. I, the applicant, understand that the College may need to contact outside agencies to support this application.
10. I/we understand that the final payment may be reduced if books and/or equipment are damaged or outstanding.
11. I/we understand that the fact that I am claiming bursary support may be shared with other departments in the College.

Signing the declaration states the evidence the applicant has provided is correct and complete to the best of their knowledge and belief. Students and their families should be made aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

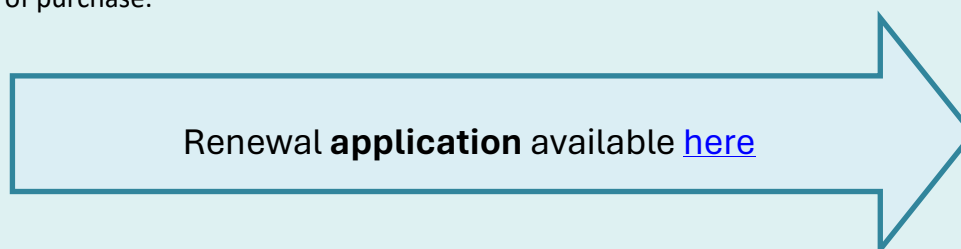
How to submit evidence online

There are links included throughout the online application form prompting the applicant to submit the supporting evidence required to a secure OneDrive folder accessed only by Bursary staff and auditors. When uploading evidence using an email address outside of the Reigate College organisation the OneDrive folder will ask you to include the first name and last name of the student that the application is for. When clicking on the secure link, the OneDrive folder will open in a new webpage. Once you have uploaded a file you can return to the online application form either by clicking the back arrow on

your web browser or searching in your open webpages (tabs). If you are having trouble uploading evidence when completing the online application, please email the supporting evidence to Bursary@reigate.ac.uk. When you have completed and submitted the online application form you are given an option to save the form. If it has not been possible to save please contact the Bursary Officer and a copy of the form can be shared with you if necessary.

Renewal application for the 16 to19 Bursary and Further Education Free Meal

Current students in receipt of the 16-19 Bursary and Further Education Free Meal will receive an email requesting to renew their application towards the end of the academic year. The renewal form will require the applicant to confirm their situation has not changed and include updated evidence of circumstances and travel costs. Any change in travel costs during the year can be communicated by emailing Bursary@reigate.ac.uk with evidence of new tickets costs. Please note travel costs should be the discounted cost after applying the student discount card for travel. Any new student discount cards for travel, purchased for your second year of studies, can be reimbursed if submitted with your evidence of purchase.



Enquiries

In order to receive your first payment before October the initial closing date for applications is **mid-September**. If you find out you may be eligible after this date please still complete the application form or contact Bursary@reigate.ac.uk; in these instances Bursary payments will not be back-dated before the application date.

Updated: June 2024

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