



Student Financial Support Policy

August 2024
(Next review date August 2026)

Safeguarding Statement SupaJam is a post-16 specialist provider, specialising in Music, Maths, English and Life Skills. All staff, volunteers and partners are committed to safeguarding the welfare of every person within SupaJam. Our mission is to help young people to engage and achieve within a safe and inclusive environment.

1. Purpose of the policy

1.1 - The 16-19 Bursary has been set up to support the most vulnerable young people to participate and benefit from post-16 education and training.

2. Eligibility

2.1 - To be eligible to receive a bursary the student must be aged under 19 on 31st August in the academic year in which they start their programme of study. When a student turns 19 during their programme of study, they can continue to be supported until the end of the academic year in which they turn 19. Students over the age of 19 who have an EHCP may still be eligible for the Discretionary Bursary.

2.2 - There are three categories of student financial support:

- Vulnerable Student Bursary - for vulnerable young people, up to £1200 per year
- Discretionary Bursary - for students whose household income is below £30,000 per year
- Free College Meals fund

2.3 - Vulnerable Bursary - The most vulnerable young people will be eligible for a bursary of up to £1200. This group covers young people who are under 19 and are;

- In care (looked after child)
- Care leavers (previously looked after child)
- 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
- 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

Evidence will be required in the form of:

- A letter setting out the benefit to which the young person is entitled
- Written confirmation of the young person's current or previous looked-after status from the local authority which looks after them or provides their leaving care services

Learners in this category over the age of 19 are not eligible for a Vulnerable Learner Bursary but may wish to consider applying for the Discretionary Bursary.

2.4 - If a student qualifies for the Vulnerable Bursary they will have a meeting with the Operations Manager, or any other relevant staff member, to establish what they (the student) needs in order to access their education under the sum of £1200. From there, the Operations Manager will oversee applications to the Student Bursary Support Service (SBSS) in order to claim funding.

2.5 - Once the funding has been approved by the SBSS and SupaJam has received the payment, the Operations Manager will coordinate the purchasing of the agreed item(s) and the student will be required to sign a declaration form.

2.6 - Any items purchased during this time remain the property of SupaJam and may once the student is unenrolled.

2.7 - Discretionary Bursary - The Discretionary Bursary criteria is determined by SupaJam and is used to support students to access education on a case by case basis. SupaJam is free to determine which students should be eligible to receive a Discretionary Bursary and how much they should receive. Payments may be limited by the level of demand for bursary support.

2.8 - A student's household income will be assessed as evidence by receipt of benefit, P60 or Tax Credit Award Notice if employed, or SA302 form or certified accounts if self-employed. If a student's household income exceeds £30,000 per year, they will not be entitled to access the Discretionary Bursary in the first instance, but may be able to access funds later in the year depending on the budget allocation. This decision will be made on a case-by-case basis.

2.9 - SupaJam's Discretionary Bursary is primarily designed to assist students with their travel costs to college. However, applications will also be considered for students who apply for funds to support in other areas such as, college trips, equipment and other resources designed to allow students to fully access their education. Funds for non-travel related support will be assessed on a case-by-case basis. All requests will be considered but all decisions will be at the discretion of the Operations Manager, in conjunction with the other members of the Assessment Panel.

2.10 - If a student is awarded the Discretionary Bursary, receipt of the bursary will be conditional on the student:

- Meeting the attendance criteria (outlined in our Attendance Policy, available on our website)
- Abiding by the SupaJam Expectations
- Signing the declaration on the bursary application form (see appendix A)
- Signing the Discretionary Bursary Agreement when their application has been approved (see appendix B)

2.11 -If a student is awarded the Discretionary Bursary for travel purposes, payments will be made directly to the student via bank transfer when they present evidence of travel costs to the Administration office. The evidence must be:

- A train/bus ticket or pass;
- A receipt for a train/bus ticket/pass.

2.12 - Travel costs cannot be refunded if this evidence is not produced.

2.13 - Discretionary Bursary payments for travel costs will be made via BACS. Payments will usually only be made to a student's bank account.

2.14 - Payments will not be made into another person's account, except in exceptional circumstances where a student is unable to administer their own account. SupaJam reserves the right to request evidence of this.

2.15 - Payments may be made to a joint account, as long as the student is one of the account holders.

2.16 - If a student has a Post Office account, it should be noted that these accounts do not accept payments by BACS.

2.17 - Students will be required to sign an agreement when their bursary has been approved.

2.18 - A letter detailing what the student has been awarded will be sent to their parents or guardians, where appropriate, so that they are fully aware of what their child is receiving.

2.19 - If a student has a taxi funded by the Local Authority to and from SupaJam, they will not receive bursary payments for travel unless their Local Authority has requested a contribution towards the cost of a taxi. If this is the case, SupaJam will require evidence of this request. The student's application will then be reviewed by the Assessment Panel (see 3.2) to determine if they will receive a contribution towards this cost and if they do, what amount they will receive and when/how this will be paid to the student, their parents/guardians or directly to the Local Authority.

3. Applications and payment process

3.1 - The closing date for applying for a bursary for the academic year 2024-2025 is 18th October 2024. All applications must be submitted to the Operations Manager using the application form (appendix A).

3.2 - The Assessment Panel (consisting of one of the CEOs, the Operations Manager and one of the Base Leaders) will assess each claim and authorise payments. The Assessment Panel

will meet to make decisions on applications. Payment decisions must be recorded for audit purposes along with records of applications and evidence.

3.3 - Successful bursary applicants remain eligible for one academic year. Where a student is continuing at SupaJam for more than one year, they will be required to sign a declaration to state that their circumstances have not changed since the original application was approved if they wish to reapply for the bursary.

3.4 - Applications made after 18th October 2024 will be processed only if there is money left that has not already been allocated to other students.

3.5 - Students will be informed of the decisions of the Assessment Panel in writing within three weeks of the Assessment Panel's meeting.

3.6 - In determining payments of the 16-19 Bursary Fund, students will not be discriminated against on the basis of their protected characteristics. Payments are also subject to the public sector equality duty in section 149 (1) of the Equality Act.

For further information relating to bursaries, please see the [gov.uk](https://www.gov.uk) website;

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

4. Administration and review

4.1 - For audit purposes, a combination of electronic and hard copies of documentation for the Bursary Fund will be kept for 6 years. This documentation will evidence the application process, including documents relating to how the learner was assessed and the funds issued.

4.2 - This policy will be reviewed at least every two years, or sooner if any changes announced by the Education and Skills Funding Agency will have an impact on the way the college manages and administers the funds.

4.3 - If you need support with completing your application, please contact the Administration team - Brighton (01273 447554), Canterbury (01227 697976) and Swanley (01322 660845) or email Charlotte O'Brien, Operations Manager at office@supajam-education.org

APPENDIX A: APPLICATION FOR FINANCIAL SUPPORT 2024/2025

This completed application form and relevant evidence must be handed in by Friday 18th October 2024. Applications made after this date will be considered provided sufficient funds are available. It should be completed by the student, although you may need help from your parent, carer or guardian.

STUDENT DETAILS

Forename(s).....

Surname.....

Address.....

Postcode.....

Age on 31st August 2024.....

Applying for **Vulnerable** or **Discretionary** (please tick)

Do you have the right of abode and have been resident in the UK for the last 3 years? (please tick)

FREE COLLEGE MEALS

Did you receive Free School Meals (FSM) at your previous education provider? (please provide evidence)

If you received Free School Meals at your previous education provider, it is very likely that you will qualify for Free School Meals at SupaJam. You need to apply for Free School Meals at each phase of education e.g. between primary and secondary school, and between secondary school and post-16 education. To apply follow this link: <https://www.gov.uk/apply-free-school-meals>

LIVING ARRANGEMENTS

Who do you live with? (Please tick)

- Independent
- Parent(s)/Step parent(s)/Carer(s)
- Partner
- Other family member
- Other, please specify.....

COURSE RELATED SUPPORT

Course related support for which you believe you need financial support for (please tick)

- Travel costs to college
- Equipment (course related)
- Trips (linked to your course/progression)
- Other, please specify.....

STUDENT PERSONAL CIRCUMSTANCES

If you have a social worker, please include details here

Name.....

Phone number.....

Email.....

- Are you in Care?
- Are you a Care Leaver?
- Are you a Young Carer?
- Do you have Asylum Seeker status?
- Do you have Refugee status?
- Do you receive Income Support/Universal Credit in your own name?
- Do you receive ESA/Universal Credit **AND** DLA/PIP in your own name?
- Are you over 19 with an EHCP?

DETAILS OF HOUSEHOLD INCOME

These are the different types of income we require, please see the table below for the evidence we need to consider your application. **The bursary will not be assessed without the supporting evidence.**

Total household income £.....

Income Benefits	Evidence Required
<ul style="list-style-type: none"> • Income Support • Income Based ISA • Income Based ESA • Universal Credit • The Guaranteed element of the State Pension 	Benefit letter for the current tax year (since April) or 3x Universal Credit
A household income of less than £30,000 net	Most recent Tax Credit Award Notice/3x Universal Statement/ last 3 wage slips from all working adults in the household
Self-employed	Tax return or profit & loss account

APPENDIX B: STUDENT BURSARY DECLARATION 2024/2025

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment fully aware that any false statements can lead to withdrawal or refusal of any financial support, and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that the monies I receive under the Bursary Fund will be paid on the condition of standards of attendance and behaviour as explained in SupaJam's Policies.
- When changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify the SupaJam immediately.
- I will notify SupaJam immediately of any changes to my Bank/Building Society details.
- If I am in receipt of the Discretionary Bursary, and use this to cover transport costs, I understand that this money must be used to support my travel to and from SupaJam and the evidence detailed above must be presented to access my bursary.
- I understand that SupaJam cannot give students additional payments for any other purpose.
- I understand that I will need to sign an additional agreement when my claim has been approved.
- I understand that I do not have an automatic entitlement to bursary payments and all payments are based on the information I have provided.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made via Charlotte O'Brien, Operations Manager, but if I feel I have not been treated fairly I can follow SupaJam's Complaints Procedure.

Applicant name:

Applicant signature:

Date: