



UTC Cambridge 16-19 Bursary Policy

Lead member of SLT: HRM/Business Manager
Designated Governor: Finance and Audit Committee Chair

Legislation and reference:

EFA Academies Financial Handbook [Academies Financial Handbook 2015 - Publications - GOV.UK](#)

Associated documentation

EFA 16-19 Bursary Guidance

UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.
By respecting one another we enhance our experience and benefit from different perspectives.
We take individual responsibility, ensuring team delivery.
By respecting our environment, our world, we make a difference.
We celebrate positive contribution and aspire to excellence.
We are morally and ethically responsible in scientific and environmental innovation.

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Review date: August 2016

1. Introduction

- 1.1. The purpose of this policy and procedure is to clarify the eligibility, administration of 16-19 Bursary offered by UTC Cambridge hereafter known as UTCC.
- 1.2. 16-19 Bursary was introduced by the government to assist students from households of low income so that every young person can participate in and benefit from education and training and so that finance does not become a barrier to learning.
- 1.3. UTCC is committed to providing funding support where it is available and we would actively encourage learners to apply for support where appropriate, in accordance with UTCC policies.

- 1.4. The 16-19 bursary consists of two funding streams however a student would be eligible for one bursary at a time. The two streams are the 16-19 Full Bursary or the 16-19 Discretionary Bursary.
- 1.5. This document should be read in conjunction with the EFA 16-19 Bursary Guidance.

2. Aims of the Policy

- 2.1. This document sets out the arrangements governing the disbursement, administration and eligibility for UTCC bursary funding.
- 2.2. The aim of this policy outlines a fair, equitable and objective criteria for applications.

3. General Principles

- 3.1. The 16-19 Bursary is funding from the government which is allocated to every school in addition to their main school funding.
- 3.2. UTCC is free to spend the 16-19 discretionary bursary at their own discretion, as they believe is appropriate, to assist these young people in adherence to the EFA guidelines. However it is expected that the funding will be used to support, where necessary, students in this group to make the same progress as their peers.
- 3.3. The 16-19 full bursary is designed to assist students in a defined vulnerable group.
- 3.4. An application does not mean an entitlement to a bursary.
- 3.5. Awards are only ever a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs.
- 3.6. Each application will be assessed and if funds are available, an award will be allocated subject to meeting the UTCC's eligibility criteria.
- 3.7. As funds are limited, it may be necessary to close a bursary at any point during the academic year.
- 3.8. The financial contribution is only to support items which are considered essential to complete your course.
- 3.9. Awards paid by UTCC for any item will count as part of the student's bursary.
- 3.10. There will be no support for any overseas visits.
- 3.11. Any award for ICT items may be deemed the property of UTCC and students will be requested to return it at the end of each academic year or if they withdraw early.
- 3.12. Attendance and behaviour will be monitored. Should a learner not achieve the required standard, then interventions and/or sanctions may be used to improve outcomes. These may include bursary payments being withdrawn.

4. Eligibility

- 4.1. A Student must be aged over 16 and under 19 on the 31st August in the academic year in which you start your programme of study

AND one of the following

- have been resident in the UK or EEA for the past three years
- have a passport that shows right of abode in the United Kingdom
- have lived in a British Overseas territory for three years
- Students who are children of Turkish Workers where the Turkish worker has been lawfully employed and resident in the United Kingdom and where the learner has been resident in the United Kingdom, EEA or Turkey for the full past three years.

To be eligible for the Full Bursary

4.2. Meet the criteria of 4.1 and a student who

- is in the care of the local authority or have recently left the care of the local authority.
- is in receipt of Income Support (or Universal Credit in place of Income Support) in their own name.
- is disabled and is eligible for both Employment and Support Allowance (ESA) or Universal Credit and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own name.

To be eligible for the 16 -19 Discretionary Bursary

4.3. Meet the criteria of 4.1 and a student from a household in receipt of a household income ordinarily below £20,000 which can be demonstrated by one of the following forms of evidence and is dated within last six months:

- Be in receipt of Free Meals from your local authority supported by written evidence
- Tax Credit Award Notice
- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Guaranteed element of State Pension Credit
- National Asylum Seekers Support
- Universal Credit
- By providing the last three months bank statements and wage slips for each working member of the household.
- For those who are self-employed, a photocopy of the Self-Assessment Tax Return or a letter from your accountant stating the projected earnings for the forthcoming year.

5. The Application Procedure

- 5.1. Students and or parents must complete the relevant application form and return to the UTCC Finance Coordinator.
- 5.2. All sections of the relevant application form must be completed otherwise a decision may be delayed until the form is completed.
- 5.3. Current evidence dated within the last six months to support the application must be submitted.
- 5.4. Evidence must confirm the same address as that of which the students resides.
- 5.5. Students/parents will receive written confirmations within 15 working days of the outcome of their application and whether further information is required.
- 5.6. All awards will be processed by the Finance Coordinator and authorised by the Principal.
- 5.7. In exceptional circumstances where a decision cannot be made, the case will be referred to the chair of the UTCC Finance and Audit committee.

6. Disbursement of Funds

6.1. UTCC will use bursary funds to make a contribution towards:

- text books and revision guides.
- trips and visits essential to the participation on the current course the student is studying.
- the cost of public transport.
- Additional personal ICT provision to support independent learning and research.
- Breakfast Club provision from 8.00am – 8.30am.

6.2 Funding contributions towards text books, revision guides, trips and visits and breakfast club will be transferred internally.

6.3 Enhanced funding contributions towards the cost of public transport will be paid upon UTCC receiving either receipts or tickets. Payment will be made through BACS into a UK bank account on a monthly basis.

6.4 For the Full Bursary, BACS payments will be made on a monthly basis into a UK bank account subject to attendance.

6.5 ICT provision will be on loan by the UTCC IT department.

7. Appeals

7.1. Where an application for support has been refused, the student/parent will be notified in writing of the decision and will be provided with the reason for not meeting the criteria. All appeals will need to be made in writing addressed to the Principal who will respond within 15 working days.

8. Management of the Fund

8.1. The UTCC Finance Coordinator will be responsible for ensuring that a suitably robust recording system is in place that shows each individual application and transaction.

8.2. The recording system will ensure information is available on current expenditure, free funds and committed funds.

8.3. This will be available for review by the Principal at any time.

9. Storage of Records

9.1. All records must be kept at all times in a locked filing cabinet in accordance with the Data Protection Act 1998.

9.2. Records will be kept for six years from the end of the academic year in which the application was made before being destroyed in accordance with the Data Protection Act 1998.