

Financial Support Guidelines 2020/21



Long Road Sixth Form College is committed to helping students overcome financial barriers to successful participation and completion of their studies. The College receives government grants each academic year specifically to provide financial support to students.

When enrolling on a course at Long Road Sixth Form College, consideration should be given to the costs involved such as travel costs, meals, equipment, books, trips, stationery and childcare. To ensure that finance is not a barrier to learning, funding is available to support students from a low income household. To be eligible for Financial Support, you will need to demonstrate that your annual household income is ordinarily below £20,000. Long Road Sixth Form College is committed to providing support where it is available and we would actively encourage students to apply for possible support as soon as they can.

Long Road Sixth Form College administers these funds at its discretion and in line with its policy and procedure. There is no entitlement to a Bursary. Awards are only ever a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs. Each application will be assessed and if funds are available, an award will be allocated subject to meeting the College's eligibility criteria. There are different funds available to help different groups of students and the rules for each are different. Therefore, please be aware that each award is individual to your circumstances and may be different to others. As funds are limited, it may be necessary to close a bursary at any point during the academic year.

What to do next:

The applicant should complete all relevant sections and sign this form. Please supply recent photocopies of appropriate evidence dated within last six months. To be eligible for financial support you will need to demonstrate an annual household income ordinarily below £20,000 (gross taxable income). Please supply a recent **photocopy** of the full document(s) that are applicable to the household that you live in (dated within the last six months). The preferable form of financial proof is a Tax Credit Awards Notice (TCAN) starting 06 April 2020 or Tax Credit Annual review ending 31st July 2020. If you do not have any of the evidence, proof of household income under £20,000 must be supplied. This can either be done 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 2019/2020 will be required.

Free Meals

These are available to learners under 19 on 31st August 2020, who are from a household in receipt of the following benefits; Income Support; Income-based Jobseekers Allowance; Income-related Employment and Support Allowance (ESA); Support under part VI of the Immigration and Asylum Act 1999; the guarantee element of State Pension Credit; Child Tax Credit (no entitlement to Working Tax Credit) and the household annual gross income has been assessed as below £16,190; Working Tax Credit run-on-paid for 4 weeks after someone stops qualifying for Working Tax Credit; Universal Credit with net earnings not exceeding £7,400 pa Also available for learners students aged 19 or over if they are continuing on a study programme they began aged 16 to 18 (19+ Continuers) or have an Education Health Care Plan.

We are unable to process incomplete applications, which includes those with missing documents, and this may result in delaying the award.

If you need any advice or help to complete this form, then please do not hesitate to contact us by e-mail: financialsupport@longroad.ac.uk, telephone 01223 631141 and asking for finance, or by visiting the Finance/Registry office.

Please return all completed applications to the Financial Support team:

- By e-mail to financialsupport@longroad.ac.uk
- by post to the Financial Support team, Long Road Sixth Form College, Long Road, Cambridge, Cambs, CB2 8PX, or
- [in person by visiting the student helpdesk](#)

All information will be treated in the strictest confidence and will only be seen by the Assessment Panel for Financial Support purposes.

Guidelines

Bursaries for young people in defined vulnerable groups

Monthly payments are available up to a maximum of £1,200 for the academic year for students aged over 16 but under 19 on 1 September 2020 who specifically are:

- In or recently left local authority care
- Disabled and you receive Income Support/Universal Credit in your own name
- Disabled and you receive Employment & Support Allowance (ESA) or Universal Credit and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name
- Disabled and you get Universal Credit in your name

Any other fees essential to the course will be deducted and the remainder will be paid equally each month, during term time, into the student's bank account.

Financial Support (16 – 18 Discretionary Bursary)

Transport:

If Long Road Sixth Form College is the nearest appropriate post-16 education provider to your home offering your chosen course, and you are under 19 as at 1 September 2020, and in receipt of an eligible benefit, you should contact your local County Council in the first instance to check whether you qualify for subsidised public transport. If your application is rejected, then you can apply to the College's 16-18 Discretionary Bursary for assistance. The amount you receive will be based on where you live and on the cost of public transport via the cheapest method including passes, irrespective of your mode of transport. Your attendance will be assessed and based on this, payment will be reimbursed by BACS into your bank account. Students are encouraged to check whether a cheaper fare or season ticket is available from a local public transport provider. In cases of partial or full distance learning, transport payments may either be adjusted accordingly or suspended.

Stationery/Art Equipment

Where a contribution of £10 has been agreed to cover stationery costs or an award made for Art equipment then this will be processed via BACS direct into the Student's bank account - with the payment being mid-September/early October (or the first month after the award has been approved).

Equipment/Books/Revision Guides

Where the College contributes to costs for these items, then the college will order these on a student's behalf. Once the items have arrived, the student will be notified via e-mail to collect them from the Student Helpdesk/College Shop. If a student has brought an item themselves, consideration may be given for a refund however this may not be for the full amount and will be at the discretion of the panel.

College Services Fee/ Equipment Deposit/ Starter Packs

An internal transfer will be made to the College finance department once a student enrolls on a course at the college for the College Service Fee and Equipment Deposit if applicable to their course.

Additional Activities/Visits/Trips

Support will be given only for additional activities, visits or trips considered essential to your participation on the course. There will be no support for any overseas visits. An internal transfer will be made to the College department. However Parental consent will still need to be given for each trip by logging into ParentPay.

Print Cartridges/Paper

In the circumstances of distance learning, print cartridges and paper can either be ordered through the student helpdesk. or a refund will be made for ink cartridges and paper brought by themselves. If a student has brought an item themselves, consideration may be given for a refund however this may not be for the full amount and will be at the discretion of the panel.

Free Meals

A credit of £3.50 per day will be issued to the student's 'Parent-Pay' account for use in the College's Food Centre. In the circumstances of distance learning, then regular BACS payments will be made for each College day.

Section 5: Priority Groups

Please tick any of the statements which apply to you and provide the evidence requested. (Please remember these statements relate to the **STUDENT**, not the parent.)

I am in care /classified as a 'Looked After Child' by the Local Authority

⚠️ 1 See Below

I have been in care and am now classed as a 'Care Leaver'

⚠️ 1 See Below

I live with my parents/guardians including step-parents or parent's partner

I live with my single parent

I live with relatives/friends

I live independently or Other

(Please include a letter detailing your circumstances)

Please enclose the following additional evidence to support your claim, where this is applicable: ⚠️¹
Letter from Local Authority confirming your status as 'Looked After' or 'Care Leaver'

Section 6: Household Details & Financial Circumstances

Please tick any of the statements which apply to you and provide the evidence requested.

Tax Credit Award Notice 2020/21 ⚠️ Tax Credit Award Notice starting 06/04/2020 (all pages)

Income Related Jobseekers Allowance

⚠️ Award letter – dated within last 6 months

Income Support

⚠️ Award letter – dated within last 6 months

Income Related Employment & Support Allowance ⚠️ Award letter – dated within last 6 months

Guaranteed element of State Pension Credit

⚠️ Award letter – dated within last 6 months

In receipt of Universal Credit

⚠️ Copy of last 3 months award notice

In receipt of Working Tax Credit Run on

⚠️ Award letter – dated within last 6 months

Support under part vi of the Immigration & Asylum Act 1999 ⚠️ Award letter – dated within last 6 months

I am under 19 and in receipt of Income Support/Universal Credit in my own name ⚠️ Award letter – dated within last 6 months

I am under 19 on 31/08/2020 and in receipt of Employment and Support Allowance/Universal Credit AND Disability Living Allowance/Personal Independence Payment ⚠️ Award letter – dated within last 6 months

We are not in receipt of any benefits but have enclosed last three consecutive months bank statements/paylips for everyone in the household

Section 7: Declaration and Signature

- Attendance will be monitored and must be at least 80% with all absences explained.
- Student behaviour should be acceptable in line with the College's Policy
- Should a student withdraw from their course before completion or complete early, they may be required to repay all or part of any award made.

I confirm that the information provided in this application is accurate and I have enclosed the relevant evidence dated within the last six months. I am aware that if I choose to discontinue my studies during the period for which the support was given I may be required to repay some or all of the support provided. If this form is submitted electronically unsigned, then you are agreeing to the terms and conditions

Signature:

Date: