

Kingston Maurward College

STUDENT FINANCIAL SUPPORT AND BURSARY



Financial Assistance
Help & Guidance



This guide provides information on Financial Support funds which are part funded by the Government and the College. These funds are granted on financial need to help with associated costs such as clothing, equipment for your course and transport.

The Bursaries available at Kingston Maurward College are:

- For students aged 16-18 on 31st August.
- Vulnerable Student Bursary
- 16-19 Bursary Fund
- Residential Bursary
- 19+ Bursary Fund or Students Aged 19 and over on 31st August

This booklet provides information about the types of bursaries you may apply for. Please take time to read this guide before filling in the application form. This provides the eligibility criteria required.

This information does not apply to apprentices nor Higher Education students.

NB The College receives limited funds for bursaries (except for Vulnerable Student Bursaries), so once the funds are exhausted, there will be no further bursaries issued. You are advised to apply for financial help by 1st October, or 2 weeks after the start of your course if beginning later in the year.

Eligibility

To be eligible for a bursary, students must:

- have been ordinarily resident in the British Isles or European Union for the last three years or have their passport endorsed to show they have the right of abode in the UK/
- have 'settled status' in the UK
- be on a Further Education course at this College

PLEASE NOTE: If you are studying a two year course you will be able to apply for a 16 – 18 bursary for the 2nd year, even if you have reached 19 years of age at the start of the 2nd year.

16 - 19 Students - Bursury Fund

Who can receive bursary support?

Bursaries are for students aged over 16 on a college course where the net household income (after tax etc deductions, but including certain benefits – see application form) is £23,000 per annum or lower. If your combined net household income is more than £23,000 per annum the Bursary Panel will not be able to help.

If you are aged under 19 on 31 August and living in the family home or in a shared household you will be required to declare details of parental or other supporting household income.

What is the bursary award for?

The award helps to cover costs incurred as a result of attending your course. For 16 – 19 year olds, these include:

College or service bus transport

Support for College transport = maximum 90% – see grid below

Travel costs will be awarded as a subsidy towards total travel fees charged each term for the transport provided by the College. Applications for transport cost assistance should be submitted by 1st October, if starting in September, for the whole college year. Students starting a course later in the year should also apply within 2 weeks of the start date for their course. Students only need to apply for support towards transport once in each college year. Late applications may not be successful if funds are already exhausted, although some funds will be reserved for students whose courses start later in the college year.

Combined Household Income Learner Support Allocation

Income up to £15,000 90% awarded

Income £15,001 - £19,000 70% awarded

Income £19,001 - £21,000 35% awarded

Income £21,001 - £23,000 20% awarded

Income £23,001+ No award

Service bus costs will be refunded on the same basis (for eligible students), on presentation of tickets purchased (either weekly or monthly).

Essential kit and clothing bursary

This bursary is available only to students with a net household income no higher than £15,000 per annum. Refunds are capped (see grid below) and will be dependent upon production of your receipts and your course tutor's report on your attendance and progress as at the Autumn half term break. You need to buy the items yourself and will receive a refund later. Your course tutor provides a list of the essential kit/clothing, with guide prices, for your course.

Course	Learner Support Allocation
Agriculture, Animal Care Horticulture, Construction Public Services, Military Preparation	£50 max
Outdoor Adventure (other)	£150 max
Equine, Floristry	£150 max

Free Meals

For eligible students, a free meal will be provided by the College on each day (not weekends) the student is scheduled to attend College attendance (including off site trips, and also course work placement days in term time within the college year)

To receive free meals, the student must be in receipt of, or have parents who are in receipt of, one or more 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 (provided they 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

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit during the initial roll out of the benefit, Universal Credit Universal Credit with net earnings not exceeding the equivalent of £7,400pa.

Exclusions

The 16 – 19 Bursary cannot support exam fees; general clothing; College trips; meals; stationery. If your application is refused, you will receive information about why it has been refused together with information on how you can appeal if you disagree.

Hardship – Kingston Maurward Foundation (charity)

Kingston Maurward College Governors have a small charitable fund which can help students in severe need, normally already on 90% bursary award because of low income, with some College costs. Please contact Student Welfare (We can also provide students with vouchers for Dorchester Food Bank).

16 - 19 Students -

Residential Bursary Fund (College Accommodation)

College residential accommodation is an alternative to College transport for students who live too far away to commute. The cost is £110 per week for 35 weeks (College term time only) which includes water, electricity, heating, laundry facilities and daily cleaning of communal areas. Also included is the TV Licence for the communal area television and Wi-fi in all rooms. Students pay a returnable £300 deposit against damage, not supported through the bursary award.

Combined Household Income	Bursary discount for Accommodation	Amount
Income up to £21,000	100% awarded	£3,850
Income £21,001 - £28,000	75% awarded	£2,887.50
Income £28,001 - £35,000	50% awarded	£1,925
Income £35,000+	No award	Nil

NB The cost for meals is charged separately from accommodation at £35.00 per week for two meals per day Monday—Friday. (Either breakfast and lunch or Breakfast and dinner) OR £60.00 for three meals per day Monday—Friday

Food and a compulsory returnable £300 deposit against damage, are not supported through the bursary award.

For support with College free meals (based on receipt of benefits/tax credits), for students that are under 19. Students must still be eligible for college free meals which are worth £2.50 per day and are extra to the half board meals. One of the documents below will need to be copied to Student Support:

- 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 (provided not entitled to Working Tax Credit) with an annual gross income of no more than £16,190, as assessed by HMRC. Whole Tax Credit document required.
- Working Tax Credit run-on: paid for 4 weeks after you stop qualifying for Working Tax Credit during the initial roll out of the benefit Universal Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Childcare

There is a childcare scheme for students under 20 years.

See www.gov.uk/care-to-learn.

16 - 19 Students - VULNERABLE STUDENT BURSARY

Bursaries worth £1,200 are available (pro rata if the course less than 30 weeks per year/ part-time) for 16 to 19 year olds, from September if they are in one of the following vulnerable groups:

- Young people in Care or Care leavers
- Young people on income support (or Universal Credit) in their own right
- Disabled young people receiving both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payments) at the same time, in their own right.

College policy is that we do not normally issue cash payments for vulnerable student bursaries until other essentials are already covered, so we start by offering course related assistance in kind. This is likely to include college bus, transport or College residential accommodation/meals, plus essential kit and clothing for your course. We can also arrange for College meals and fund College trips.

Where cash payments are made, these will be direct to a bank account in the recipient's own name and made monthly, or at the end of each term, and calculated weekly. To receive the regular payments, a student must have no unauthorised absences and maintain good conduct and progress.

19 + Bursary Fund

There are 2 kinds of financial support available to 19+ students and students on Advanced Learning Loans (ALL).

19+ and ALL Bursaries

The 19+ and ALL Bursaries are government funds to help learners aged 19 and over (no upper age limit) whose studies may be affected by financial hardship. They are available at Kingston Maurward to students on low household incomes, of up to £23,000 per year. See below for full details of income thresholds.

NB At Kingston Maurward College cash bursary payments for 19+ students are only made in exceptional circumstances. Most bursary awards are in kind and relate to the college course. Bursaries cannot help you with your general living expenses.

Who can receive Bursary support?

Bursaries are for students aged over 19 on a college course where the net household income (after tax etc deductions, but including certain benefits – see application form) is £23,000 per annum or lower. If your combined net household income is in excess of £23,000 pa the Bursary Panel will not be able to help.

Applicants over 19 living in the family home or in a shared household and financially supported by other/s in the household (eg relative/partner) will be required to declare details of relative/partner's etc income.

If you are over 19 and living away from home, or living in a shared household but not as a dependant, you will be assessed as independent.

Students must agree to inform the Bursary Administrator of any changes in income/ financial circumstances during the time of their course.

What is the Bursary award for?

The award helps to cover costs incurred as a result of attending your course. For 19+ students, these may include:

College or service bus transport

Support for College transport = maximum 90% – see grid on page 5

Travel costs will be awarded as a subsidy towards total travel fees charged each term for the transport provided by the College. Applications for transport cost assistance should be submitted by 5th October, if starting in September, for the whole College year. Students starting a course later in the year should also apply within 2 weeks of the start date for their course.

Students only need to apply for support towards transport once in each college year. Late applications may not be successful if funds are already exhausted, although some funds will be reserved for students starting courses later in the college year.

Service bus costs will be refunded on the same basis (for eligible students) provided there is no accessible college bus route, on presentation of tickets purchased (weekly or monthly).

College accommodation

Support for College accommodation = maximum 90% – see grid on page 7
College residential accommodation is an alternative to college transport for students who live too far away to commute into College. The cost is £110 per week for 35 weeks. All students pay a returnable £300 deposit against damage, not supported through the bursary award. NB The cost for cafeteria meals (if required) is charged separately from accommodation @ £35.00 per week (breakfast and one other meal per day, Monday to Friday).

Petrol Subsidy

Please discuss with the Bursary Administrator at the start of your course.
The contribution amount of refund per week will be based on your home – College travel distance. Payments to cover petrol subsidy will be issued on a half-termly basis on the production of petrol payment receipts. Petrol refunds cannot be greater than the total amount on receipts submitted. Attendance will be checked for weeks when petrol costs are claimed

Meal Subsidy

Subsidy (value = £2.50 per meal) will be made available for those on 90% threshold of the household income grid, ie up to £12,000 of net household income. [Also a small number of 19 – 25 year old vulnerable students are eligible for a free meal in College.] Please see the Student Support office staff at the start of your course. Essential Course Costs (Materials) and Essential Study Trip Subsidies Approval from your Course Manager has to be sent to the Bursary Administrator before refunds can be considered.

Childcare

Childcare costs for students aged 20 or over will be paid directly to the registered childcare provider on receipt of an invoice. Maximum Bursary support is 90% , if not eligible for an alternative scheme. NB This covers college term time only.

Essential kit and clothing

Discuss your needs with the Bursary Administrator. Your Course Manager may need to confirm that the items you require are essential to your course activity.

Refunds will be dependent upon production of your receipts and your Course Manager's report on your attendance and progress as at the Autumn half term break. You need to purchase the items yourself and will receive a refund later. Your course tutor will give you a list of the essential kit/clothing, with guide prices, for your course. Course fee reduction for students aged 19+ on full time courses for eligible students £500 will be available. Please apply asap.

Combined Household Income	Learner Support Allocation
Income up to £16,000	£500 award

Fee reduction from the Bursary is available to students

- (1) Aged 19+ on full time courses due to pay the full course fee (Year 1)
- (2) Continuing into Year 2 of their course, aged 19+
- (3) Aged 19+ due to pay fees for courses below Level 3.

NB1: For students aged 19+ on courses at Level 3 or above (incl both Full and Part Time), there is now usually an Advanced Learning Loan available which can pay course fees. Please contact Admissions (01305 215032) for information.

NB2: There are other government funds to pay course fees entirely – not a loan (based upon either age up to 23 years and level of course; or receipt of certain benefits). Please contact Admissions (01305 215032) for full information.

Hardship – Kingston Maurward Foundation (charity)

KMC Governors have a small charitable fund which can help students in severe need, normally if net household income is £12,000 or lower, with some college costs. Please contact Student Welfare. [We can also provide students with vouchers for Dorchester Food Bank.]

How do I apply?

Applications should be submitted by the beginning of October at latest (or within 2 weeks of the start date for your course if you begin College later in the year).

Application forms are available from the Student Welfare Team (or can be printed from the KMC website). Completed forms should be returned to Student Welfare Administrator, together with the relevant PHOTOCOPIED (not originals please in case lost in the post) evidence, as appropriate (see list on application form)

Photocopied receipts for items purchased (once they are available by 1 November)

What happens then?

Your application will be considered by the Bursary Fund Panel and you will be informed of the decision within seven days of the panel meeting.

Applications for refunds of costs for essential kit and clothing, from the 16 – 19 bursary, will require the return of the Course Manager's half term report on attendance and progress and the first decisions are likely to be made at the mid-November bursary panel meeting.

If you are made a bursary award, you will receive an offer letter (2 copies). You will need to confirm for us that the information you have given us is accurate, to the best of your knowledge, and you will need to accept the conditions stated in the award letter. You need to sign/date one copy and return it to us before your bursary award can be confirmed. You can keep the other copy on record.

If your application is refused, you will receive information about why it has been refused together with information on how you can appeal if you disagree.

Appeals procedure

If you wish to appeal against the panel decision, you will need to write to:

Deputy Principal Finance & Corporate Services,
Kingston Maurward College,
Dorchester,
Dorset
DT2 8PY.

How can I get more information?

Government information

There is government information about the latest financial provision for students, as follows:

16 – 19 Bursary www.gov.uk/1619-bursary-fund

Kingston Maurward College information

Application forms for the KMC Bursaries can be sent to you from the Student Welfare team or can be printed from the Money Matters section at www.kmc.ac.uk

For further information about the Kingston Maurward bursary provision, please contact the 121 Student Welfare team in person, as follows:

Telephone: 01305 215165

The Student Welfare office is upstairs in the Learning Resources Centre

The team are:

Student Services Co-ordinator 01305 215058

Student Welfare Adviser 01305 215121

Bursary Administrator 01305 215165

Please return your completed application forms to:

Bursary Administrator
Kingston Maurward College
Dorchester
DT2 8PY

TRUSTS & CHARITIES

We have a separate list of trusts and charities which you can contact to seek other sources of financial help. Please contact Student Welfare for a copy.

