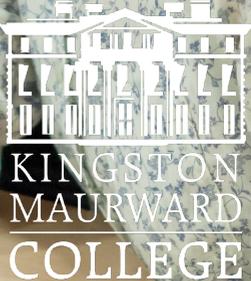




Kingston Maurward College

Student **Financial Guide**
2020/21



Introduction

This guide provides information on Financial Support funds which are partly 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.

Available Bursaries:

If you are aged between 16-18 on the 31st August you can apply for a:

- Vulnerable student bursary
- 16 - 19 Bursary

If you are aged 19 and over on the 31st August you can apply for a:

- 19+ Bursary

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.

Please note: This information does not apply to Apprentices or students at Degree Level.

- The College receives limited funds for bursaries, except for vulnerable student bursaries; once the funds are exhausted, no further bursaries will be issued.
- You are advised to apply for financial help by 1st October, or two weeks after your course has started if this begins later in the year.

Eligibility:

To be granted a bursary you must:

- have been a resident in the British Isles or European Union for the last three years or your passport must be endorsed to show you have the right to live in the UK
- have 'settled status' in the UK
- study a Further Education course with us.

Please note: If you are studying a two year course you will be able to apply for a 16 - 18 bursary for your second year, even if you have reached age 19 at the start of this year.

How do I apply?

Please fill in a bursary form which can be downloaded from our website or collected from The Student Welfare Team located in the ground floor of the LRC. Forms should be completed and submitted by the **beginning of October** at the latest, or **two weeks before your course** begins if the start date differs.

When completed, please return to the Student Welfare Office or the Bursary Administrator located in the LRC with any relevant **photocopied** documents listed on the form.

Please send in photocopied receipts for uniform etc. by the **1st November**.

What happens next?

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

- Applications for refunds for essential kit and clothing will require your teacher's halfterm report on your attendance and progress.
- These decisions are likely to be made at the mid-November meeting.
- If accepted, you will receive an offer letter and two copies of the conditions and award acceptance document.

- You will be asked to confirm the details you have provided are accurate.
- Please sign and date one copy, and return to The Student Welfare Team. The other copy should be kept for your records.
- If refused, you will receive information about why your application hasn't been processed, and how you can appeal if you disagree with the decision.

To appeal, please write to:
Deputy Principal of Finance & Commercial Services, Kingston Maurward College, Dorchester, Dorset, DT2 8PY.

16 - 19 Bursaries

Bursaries worth £1,200 are available for students aged 16 to 19 if they are in one of the following vulnerable groups:
(Please note this will be pro-rata if your course is less than 30 weeks per year or part-time.)

- You have recently left local authority care
- You receive income support or Universal Credit because you're financially supporting yourself
- You have a Disability Living Allowance (DLA) in your name and either an Employment and Support Allowance (ESA) or Universal Credit
- You have Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

- Cash payments are not normally issued for this bursary until any course-related assistance has been offered first. This is likely to include College bus or transport plus essential kit and clothing for your course. We can also arrange for College meals and fund College trips.
- If you are receiving cash, these will be made direct to a bank account in the recipient's name and paid in monthly or at the end of each term. They are calculated weekly.
- To receive the regular payments, a student must have no unauthorised absences and maintain good conduct and progress on their course.

Please note:

Who can receive bursary support?

You can apply for this bursary if you are aged between 16 and 19 on the 31st August and attend a College course where your net household income (after tax etc. deductions, but including certain benefits) is £23,000 per annum or lower.

- If your combined net household income is above £23,000 per annum the Bursary Panel will not be able to help.
- If you are aged under 19 on the 31st August and are still living in the family home or a shared house you will be required to declare details of parental or other supporting household income

What is the bursary award for?

This will help cover costs which are incurred as a result of attending your course which include:

College or service bus transport.

The maximum support you are entitled to receive is 90%. Travel costs will be awarded as a subsidy towards the total travel fees charged each term for the College transport provided by us.

Please submit all applications for transport assistance by 1st October, if your course is starting in September.

If you are starting your course at a later date, please apply within two weeks of your date. You will only need to apply for support towards transport once per 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.

Service bus costs can be refunded, for eligible students, on presentation of monthly or weekly purchased tickets.

If you have a combined household income of the following you will receive:

- Up to £15,000: 90% awarded
- Between £15,001 - £19,000: 70% awarded
- Between £19,001 - £21,000: 35% awarded
- Between £21,001 - £23,000: 20% awarded
- Over £23,001: No award



Essential Kit and Clothing Bursary

This bursary is only available to students with a net household income no higher than £15,000 per annum.

Please refer below for capped refunds which will be dependant upon the presentation of your receipts and teacher's report on your attendance and progress by the Autumn half term.

Please buy the items yourself, retain the receipts and we will then issue a refund.

Your course tutor provides a list of the essential kit/clothing, with guide prices, for your course.

If you are in Agriculture, Animal Welfare, Horticulture, Construction, Public Services, or Military Preparation the maximum Learner Support allocation is £50.

If you are doing Outdoor Adventure, you will receive a maximum of £150.

If you are on a Floristry or Equine course, you will receive a maximum of £150.

Free Meals

For eligible students, a free meal to the value of £3.00 will be provided by the college each weekday, not including weekends. These will be available when you are scheduled to be at College, including any off-site trips, and work placements within term time.

To receive these, you must receive, or have parents/carers who have one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you've applied on or after the 1st April 2018 your household income must be less than £7,400 per year. (After-tax and not including any additional benefits).

Childcare

If you are aged under 20 years of age and require childcare, please visit www.gov.uk/care-to-learn for more information.

Exclusions

The 16 - 19 Bursary cannot support exam fees, general clothing, College trips, meals and stationery.

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

Hardship - Kingston Maurward Foundation

Our College Governors have a small charitable fund which can help students in severe need, generally already on 90% bursary award because of low income, with some college costs. Please contact Student Welfare on 121@kmc.ac.uk for more information.

We can also provide students with vouchers for Dorchester Food Bank.

19+ Bursaries

There are two bursaries available to students studying over the age of 19. These are:

- 19+ students
- Advanced Learner Loan (ALL)

These are government funds to aid those whose studies may be affected by financial hardship.

Please note: cash payments from your bursary will be available in exceptional circumstances. Most bursary awards are in-kind and relate to your course.

Bursaries do not cover your general living costs.

Who can receive Bursary support?

These bursaries can help those who have household incomes of up to £23,000 per year. Please refer to *page 6* for income thresholds.

If you are aged over 19, and living in your family home or a shared household and are financially supported by another such as a relative or partner you will be required to declare details of their 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.

You must agree to inform the Bursary Administrator of any changes to income or financial circumstances during your course.

What is the bursary award for?

The award helps to cover costs incurred as a result of attending your course. For students over the age of 19, these could include:

• College or service bus transport

The maximum support you are entitled to receive is 90%. Travel costs will be awarded as a subsidy towards the total travel fees charged each term for the College transport provided by us.

Please submit all applications for transport assistance by 1st October, if your course is starting in September.

If you are starting your course at a later date, please apply within two weeks of your start date. You will only need to apply for support towards transport once per College year.

Service bus costs can be refunded, for eligible students, on presentation of monthly or weekly purchased tickets.

Please refer to *page 6* for household income and bursary allowances.

Petrol Subsidy

Please speak with our Bursary Administrator at the start of your course. The contribution amount of refund per week will be based on your home to College travel distance.

Payments to cover petrol will be issued on a half-termly basis on the presentation of relevant receipts.

Refunds cannot be greater than the total amount on receipts submitted. Please note that your attendance will be checked for weeks when petrol costs are claimed.

Meal Subsidy

A value of £3.00 per meal will be made available for those on the 90% threshold.

A small number of students aged between 19 and 25 years old, who are vulnerable are eligible for a free meal in college. Please speak to Student Welfare at the start of your course.

Childcare

These are for students aged 20 and over and will be paid directly to the registered childcare provider on receipt of an invoice.

The maximum bursary support is 90%, however, you could also be eligible for an alternative scheme.

Please note this covers term time only.

Essential Kit and Clothing Bursary

Please speak to our Bursary Administrator. Your teacher may need to confirm that the items you require are essential to your course activity.

Refunds will be dependant upon the presentation of your receipts and your teacher's report on your attendance and progress at the Autumn half term break.

Please buy the items yourself, retain the receipts, and we will then issue a refund.

Your teacher provides a list of the essential kit/clothing, with guide prices, for your course.

There is a course fee reduction for students aged 19+ on full-time courses. For eligible students, £500 will be available.

If you have an income up to £16,000 you will receive a Learner Support allocation of £500.

Fee reduction from the bursary is available to the following students:

- Aged 19+ on full-time courses due to pay the total course fee in the first year.
- Continuing into Year 2 of your course, aged 19+
- Aged 19+ due to pay fees for courses below Level 3.

Please note: If you are aged 19+ on Level 3 courses or above, including both full-time and part-time, there is an Advanced Learner Loan which can help to pay course fees.

There are other Government funds available to pay course fees entirely which are not a loan. This is based upon your age, level of course or if you receive certain benefits. You must be up to 23 years of age for this fund.

Hardship - Kingston Maurward Foundation

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



Further Information

Please visit www.gov.uk/1619-bursary-fund for further information from the Government.

Alternatively, please contact us:

Student Welfare: 01305 215121
121@kmc.ac.uk

Bursary Administrator: 01305 215165
shelley.collins@kmc.ac.uk

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 ask Student Welfare for a copy.

kmc.ac.uk/college | 01305 215000
Dorchester | Dorset | DT2 8PY

