



### Who should read these guidelines?

The information in this guide is for students who will be aged 19 or over on 31 August. If you will be 16, 17 or 18 on this date please see the Bursary Fund Guidelines for Under 19's. If you paid for your course with an Advanced Learning Loan please see the Bursary Fund Guidelines for Advanced Learning Loans. Students who are 19-24 with an EHCP if eligible, will be funded from the under19's bursary.

### What is the Adult hardship fund?

The Adult hardship fund is to support students 19+ who face financial hardship barriers in full time further education.

### Who is eligible to apply for the Adult hardship fund?

Applicants must have applied for, been offered or have accepted a place on a full-time further education course of at least 12 hours per week. Applicants must be aged over 19 on 31st August. People whose residency status is that of overseas student and who have a UK student visa or a UK visitor's visa will not be eligible to apply for a Student Bursary. You will not receive a 19+ award from the College if:

- You are under 19 years old on 31 August, if You have any outstanding debts to the College
- You are planning to enroll on a course that does not receive government funding (you can check this with staff in Student Records)
- You are receiving funding for a Higher Education course
- You are on an Apprenticeship
- You are on an Adult & Community Learning course
- You are an offender who – is serving a custodial sentence – has been released from a custodial sentence on temporary license – has been remanded to a secure institution

### Will the Plumpton College Adult hardship Bursary be Income Assessed?

Yes – the Hardship Bursary will be assessed on the household income of the student's where they live. If the student lives with a spouse or partner – the household income of the both will be assessed. We will look at the student's income only if: The student lives independently and is supporting themselves. The student is receiving Employment and



Support Allowance in their own right as well as Personal Independence Payments or Disability Living Allowance. The student is receiving Universal credit or Income support in their own right.

### What is the Income threshold?

To be eligible to apply for a Plumpton College Adult Bursary household income must be: £27,000 (before tax) per year or less This is slightly higher for assistance with accommodation, a full annual household income of £50,000 (before tax) whether through salary and/or benefits per year or less. Students aged 19+ may be eligible for a course fees if they are studying a level 3 course which is on the government's 'National Skills Offer' list. To find out whether your course is on the National Skills Offer list please contact our Student Records team or the Education, Advice and Guidance team (EAG)

### What income is taken into account?

All taxable earnings, income and benefits are considered. Disability Living Allowance, Attendance Allowance, Personal Independent Payment payments are not counted. But full statements must be provided for proof of receipt.

### What sort of financial help is available to successful applicants?

The money can possibly help to pay for things such as:

- Meals and travel/fuel assistance (max. £50 per week)
- Course materials and equipment
- Childcare (aged 20+)
- College Residential Costs

Please note that you must purchase your own kit. Some kits costs can be expensive and the maximum contribution the bursary fund can make is £400.00 If you are studying for example a Dog grooming course, please contact the Department for guidance regarding the purchase of your kit. Please ensure that you submit your receipts for any essential kit items that you have purchased, once received, we will be in a position to reimburse you, providing your application is successful. \* We will only cover kit/equipment that is deemed essential by the curriculum area \* Please refer to the course kit lists on the website. [EAG@plumpton.ac.uk](mailto:EAG@plumpton.ac.uk) can assist.



### 19+ childcare bursary

The below criteria must all be met in order to apply for the above.

- If you are aged 20 and over you can apply for the 19+ childcare bursary. (Childcare assistance is only available for the time you spend in timetabled classes during term time at College – not half term, Christmas, Easter and summer break.)
- You must be in receipt of one of the listed benefits on the application form and evidence of this must be provided.
- The childcare provider that you provide must be Ofsted registered.
- Payments will be made to you directly; you must make payment directly to the Childcare Provider. All invoices must be provided for payments to be made to you.

If your child is aged between two and four you may be eligible for free early years education. All three and four-year-olds in England are entitled to 15 hours of free education each week for 38 weeks of the year and some two-year-olds are also eligible. Full information is available on [gov.uk/free-early-education](http://gov.uk/free-early-education). If you are eligible for early years' free entitlement, we expect you to use this first. The bursary fund will possibly cover the balance for you up to £3,000.

**Payments will depend on your attendance at College. You will be expected to attend a minimum of 90% all of your timetabled classes. If you withdraw from the College, or have any payments declined due to poor attendance, the College will take no responsibility for the payment of any outstanding fees to childcare providers.**

It is your responsibility to inform us if your timetable changes or if your weekly childcare costs increase or decrease. We cannot guarantee that we will be able to meet rises in costs throughout the year - our ability to meet any increases will depend on the funds we have available at the time. If you fail to inform us of any changes, you could be asked to pay back any overpayments



### Important notice regarding availability of funding.

The total amount of funding from the college is limited. **Application and eligibility is not a guarantee that award will be made.** Bursaries are assessed yearly and maybe subject to changes in amount of support given from any previous year's awards, due to funding availability and may not cover 100% of your costs. Funding is limited and offered on a strict first come, first served basis. Whilst we aim to help all eligible learners, this may not always be possible. If your application is successful, you will be awarded from the date all the correct evidence is received by the College. The application asks for personal and financial information. Please ensure sign the declaration to confirm that the information you have given us is correct. If you are awarded funding on the basis of false information, you may have your funding withdrawn and you may also be asked to return any funds you have received

### When can I apply to the Bursary Fund?

We would encourage all prospective and returning students who think that they might be eligible to apply for assistance to complete and submit the Student Bursary application form during the summer period in order that their application can be assessed before the start of term. Early application will help us ensure that any assistance awarded can be put in place as close as possible to the start of the September term. Applications can be made throughout the year. Application forms and guidance notes will be available from the College website.

### Do I need to submit evidence with the application form?

Yes, it is very important that the correct evidence is submitted with the application. The evidence is required for each type of earnings – all pages must be supplied.

- **Tax credit award for current financial year.** We can accept provisional tax credit award letters or the award if this roles into the current year;
- **Universal Credit** – 3 x the most recent monthly award notices or statements from online account. Take home pay must also be provided along with 3x monthly Universal Credit statements to assess total household income, net earnings must not exceed £7400 per year.
  
- **Proof of earnings in the household** – 3 x most recent wages slips and/or P60 for all 18+ adults and or the most recent self-certificate for self-employment
- **Child Tax Credit**
- **Working tax credit**
- **Council Tax Benefit** (excluding single person allowance).



- **Copy of the Guarantee element of State Pension Credit**
- **Benefit letter** - dated within the last 3 months (Income Support, Employment Support Allowance, Job Seekers Allowance, PIP)
- Please supply any other relevant information regarding your income in the last twelve months, including furlough payments, exceptional benefits, redundancy payments, Business Support Grants etc. We may need to speak to you or ask for more information to complete the assessment.

Photocopies are preferred but if you send in the forms they cannot be returned to you. If the correct evidence is not submitted the form **cannot** be assessed and an award cannot be made. If this is the case, we will email the student to inform them of what further evidence they need to submit. It is the responsibility of the student to make sure that they do this promptly. Sending all evidence to [bursary@plumpton.ac.uk](mailto:bursary@plumpton.ac.uk) .

### **Are there any other conditions for receiving assistance from the Bursary Fund?**

Yes, any payments will be conditional on good attendance at 90%, good behavior and satisfactory academic progress (for example completing and handing in work set on time). These conditions are the same as those outlined in your Learner Agreement which you will sign when you enroll at Plumpton College.

### **How will students know if they have been successful?**

We will email all students informing them of the outcome of their application. Successful students will get an award notice which tells them what their award is including where applicable if they are entitled to free college meals. This means that wherever possible most eligible students will know what level of assistance they can expect when they start their course.

Students who make later applications to the fund will receive an award notice as soon as an assessment has been made.

We will also communicate to all unsuccessful students informing them of the reasons for the College's decision.

### **Changes in Circumstances.**

Students may submit further evidence should a change occur in their circumstances which may result in them being assessed for a higher level of assistance. Except for Vulnerable Bursary students and where eligibility for Free College Meals has been identified, all other further awards will be subject to availability of funding. Students are also required to disclose any change in circumstances – personal, financial or educational that may make them ineligible for funding. Failure to do so may make the students liable for the cost of funding already received.



**PLUMPTON**

COLLEGE

**Bank Accounts**

## 2024/25 Student bursary for over 19's

As a learner in receipt of a bursary, you must have your own bank account; this must be a current account (not a savings or Post Office or similar). If you do not have your own bank account, we will require signed authority confirming your agreement to payments being made to a third party of your choice. If the latter is applicable, please make this known as early as possible.

### **What should I do if I am not happy with any decision that has been made regarding my application?**

Students can appeal against any decision made regarding their application in writing to the complaint administrator (Principle's PA) [complaints@plumpton.ac.uk](mailto:complaints@plumpton.ac.uk) .

Initial assessments of applications and initial award decisions are made by the bursaries officer for the Student Financial Assistance team. In order to ensure impartiality, appeals will be investigated by the complaint administrator (Principle's PA) who has no part in the original decision making.

### **Other sources of funding:**

Turn2Us is a charitable service that helps people access the money available to them – through welfare benefits, grants and other help.

<https://www.turn2us.org.uk/forfurtherdetails>

(Please check as there is more information on the Plumpton College website)

**If you have any other questions or queries about the bursary please contact: The Bursary officer, Finance Department**

**Phone: 01273 892102**

**Email: [bursary@plumpton.ac.uk](mailto:bursary@plumpton.ac.uk) Queries on the courses email: [studentrecords@plumpton.ac.uk](mailto:studentrecords@plumpton.ac.uk) or [EAG@plumpton.ac.uk](mailto:EAG@plumpton.ac.uk)**