King Edward VI College, Nuneaton

**Student Bursary Fund – Procedure Notes**

**Publicity**

* An information leaflet is produced by the college and updated annually entitled “Discretionary Bursary Fund”. This brochure is available to prospective students and their parents at Taster Days and is made available at all information evens such as. Open Evening.
* Information for Bursary is placed outside the Finance Office on the notice board
* All tutors are given a copy of the leaflets mentioned above

**Applications**

* Forms are made available at enrolment from the Finance Team and College Services Centre
* Students are to return their completed application form to the Finance team by the end of September.

On receipt of completed forms, the Student Bursary Administrator checks the details and the documentation are correct and that all signatures are included before adding her signature to the form in the space provided. The Student Bursary Administrator sees students if there are problems in the completion of the form. She also makes a photocopy of the relevant proof of need, in preparation for approval.

**Decision**

* This would be expected to be made in the last week in September/first week in October.
* The Finance Office considers each application and the decision is made on the evidence provided. Travel eligibility and free school meals will be identified from the application form.
* Applications made at times after this initial period will be accepted and considered by the Finance Office, subject to funds still being available.

**Notification**

* Students are notified, by letter of the outcome of their application.
* The letter informs the student that their bursary application has been successful and reminds them that attendance must not drop below 90%.
* The letter will give information on travel/train arrangements. All students are contacted via email/text to inform them of this procedure. The requirement of the two mile distance eligibility is checked via the walkiit.com website entering the college post code and the applicant post code. This procedure is used for all applications that apply for the bursary fund
* Students are contacted via text/email if they have been recognised to receive a free college meal.
* All students are asked in person to return books that have been borrowed/purchased from the bursary fund to return to the finance office when they have completed a course.
* A limited number of laptops are available to loan from the finance office where the tutor recommended that the student would benefit from the use of a laptop at home.

**Payments**

* Where possible awards will be ‘in kind’ for example travel passes. Where payments are made directly to the student the funds will be transferred straight into their bank account.
* Only in exceptional or ‘emergency’ circumstances will cash be paid directly to a student.
* The Student Bursary Administrator will raise orders for books and equipment and/or ensure the correct paperwork is produced for either internal transfer of funds or refunds by petty cash/Bacs.

**Fund Management**

* The Director of Finance holds the budget for Student Bursary Funds
* A detailed cost centre transaction report is produced by the bursary administrator at the end of each term
* The Bursary Administrator maintains a database of students registered as applicants. This also categories awards to each student.
* At the year-end, account is taken of any interest earned by the funds and the 5% administration cost are taken form the fund.

**Appeals**

* If a student is unhappy about the outcome of his/her application, they may initially have a confidential meeting with the bursary administer who can assess a students’ personal circumstance and put a suggested support criteria forward. If the student is still not happy with the outcome of this meeting, the student must put their circumstance and reason for appeal in writing to the Director of Finance, who would expect to review the application within 10 working days.
* The letter notifying applicants of the outcome of their application will inform them of this appeals procedure and explain how it may be follow.

The above procedure is for processing Discretionary Support Bursaries. Vulnerable Students Bursary processes are separate.