

Financial Support Application 2024-2025

Dear Student, Parent/Guardian,

The Government allows Sixth Form Colleges to allocate financial support to students whose financial situations act as an obstacle to learning. This fund is administered by KEC College, and **all enrolled students** are eligible to apply. This letter outlines the different financial funding categories and provides advice and guidance on how to complete the form correctly. **A new application must be completed at the start of each academic year.**

If you have applied previously, you should still read this letter as there may be changes to the scheme that apply to you. The money awarded by the government for these funds changes each year so the amount you receive may change even if your household income remained the same. Assessments for student support are based on **recent relevant evidence of household income** and **must** be provided to receive any funding.

The Vulnerable Groups Bursary

A bursary of £1,200 is per year paid in monthly instalments to enrolled students in care of local authority/leaving care, in receipt of Income Support/Universal Credit in their name or are disabled and receiving Disability Living Allowance or Personal Independence Payments as well as Employment Support Allowance or Universal Credit **in their own right**. Students who meet the general eligibility criteria will also need to provide the following evidence to support their application:

- Looked after child or care leaver- a written confirmation from the local authority or social worker confirming the looked after status of the student.
- Living independently claiming benefits- written confirmation from any benefit providers of the benefits received. Letters should not be more than 40 days old, unless current bank statements are also provided showing the benefits paid.
- Disabled young person- DWP letters for Disability Living Allowance or Personal Independence Payments and Employment Support Allowance or Universal Credit. Letters should not be more than 40 days old, unless a current bank statement is provided showing the benefits paid.

16-19 Discretionary Bursary Fund and 19+ Discretionary Fund

These funds are available to support students aged between 16 and 19, and students aged 19 and over. Students are responsible for spending any money received appropriately, covering or contributing to the costs of meals & transport. Any visits if authorised will be paid in 'kind'. To be eligible for travel students must live more than two miles away from the college.

At present, funding is intended to support students from low-income households **under the limit of £27,500**. However, all students are encouraged to fill out the application, as some benefits declared are not taken into consideration in our assessment. Students who meet the general eligibility criteria will need to the following evidence to support their application:

- Parent/Guardian working- a P60 for 2024
- Parent/Guardian recently unemployed- a P45 or Tax Credit Award Notice 2024-2025

- Parent/Guardian in self-employment- Details of self-employed status verified by HMRC (either an accepted self-assessment tax form or Tax Credit Award Notice 2024-2025)
- Parent/Guardian claiming benefits- written confirmation from the benefit providers to which that they are entitled.
- Universal Credit the **3** most recent monthly statements complete with all pages that show calculation. The application will be returned if you submit the front page with the amount only that you receive
- Other benefit letters should not be more than 40 days old, unless current bank statements are also provided showing the benefits paid.

The first term payments will be made in full, but absences will then be taken into account for any further payments. If the student's attendance is lower than 90%, the next term's payment will be reduced accordingly, if it's below 70% no payment will be made.

Where possible, students who are awarded a term travel payment this will be processed by BACs transfer to the **student's bank account on the 1st of October 2024. RECEIPTS OF TRAVEL MUST BE PROVIDED BY EMAIL TO bursary@ke6n.ac.uk**

In special circumstances we can transfer payments to an account shared with a nominated parent/guardian or to a parent/guardian account if they have Power of Attorney (proof will need to be proved).

How to complete the application form

1. Complete all the relevant sections within the Pay My Student application form online via the link [Ke6n.ac.uk/Support/Bursary/online application/](https://www.ke6n.ac.uk/Support/Bursary/online%20application/) Pay My Student Website. by **Monday 30th September 2024.**
2. The income section must be completed by a parent/guardian/carer with details of all the household income i.e. include all contributing household members. If you are living independently, please fill out the income section with details of any income/benefits.
3. Provide evidence of the income declared.
4. Include all the household contributions so we can make an accurate assessment of your status. Child Benefit and Housing Benefit are not included in the assessment but declaring Carer's Allowance and who it is for helps us understand the family situation.
5. Complete the student bank account details. **Students must open their own account.**
6. Please read the declaration carefully on the back page and ensure that you and a parent/guardian or carer sign it.

Incomplete forms and inaccurate or insufficient evidence mean the application will have to be returned and is likely to delay payments. Photocopies of all relevant original documents will be kept for audit purposes and originals can be collected after the assessments are completed. **All documents, copies and originals will be securely stored, and shredded after the end of the academic year if not collected.** When all the assessments have been completed you will be notified by letter via your college email.

We endeavour to treat all students fairly, equitably and offer support appropriate to each circumstance. If having read the details above you have any queries, please do not hesitate to contact us via email finance@ke6n.ac.uk or by phone on 02476328231. We will be happy to help.

Yours Faithfully

Finance team.