



Student Financial Support 2021-2022 Guide – for Website

Employ My Ability (EMA) receive a small budget from the Government for financial bursaries each academic year. These bursaries can help with the cost towards traveling to and from EMA, course equipment, college activities. This financial support helps students in completing their courses.

EMA also receives money from the Government to support eligible students with free meals whilst at college.

The funding we receive from the Government is not set and changes from year to year depending on what they have available to spend.

All applications are on a first come first served basis and can be submitted each term.

Introduction

This guide provides information on the Discretionary Bursaries, which are funded by the Government and the College to support students in their educational development, particularly those who are disadvantaged. The funds provide support in areas such as: travel to and from college, course materials, equipment, trips and lunch. This guide explains the eligibility criteria and full application process.

1. Discretionary Bursary

Bursaries are income assessed, eligible students receive funds if they meet the colleges terms and conditions. The Bursary is to support those who face financial barriers with the costs associated with education. Applicants will need to provide details of their parents / guardians' income as part of the assessment. If you do not meet the eligibility criteria you can apply for an Exceptionally Hardship Bursary using the application form and

For further information click the link:

<https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2021-to-2022-academic-year>

Eligibility Criteria

- ✓ Applicants must have a combined household income of £25,000 or below
- ✓ Applicants must meet the residency requirements - proof of residential status is required if you were born outside the UK. Must have lived in the UK for the past 3 years. *Evidence required: passport or home office documentation*
- ✓ Be enrolled on an ESFA funded programme with EMA

Bursaries can help towards

- ❖ Help with travel costs to and from college (if you are not funded for travel by your Local Authority).
- ❖ Help towards books, equipment and protective clothing
- ❖ Educational trips and residentials
- ❖ Help towards other course associated costs

2. Exceptional Hardship Bursaries

If you do not meet the criteria above but are experiencing exceptional hardship due to your current circumstances, then we will consider your application on a case-by-case basis.

3. Free Meals

Free Meals are eligible for disadvantaged students that meet the criteria. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one 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 guaranteed 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 (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)

For further information please refer to the Department for Education's guidance using the link below:

<https://www.gov.uk/guidance/free-meals-in-further-education-funded-institutions-guide-for-the-2021-to-2022-academic-year>

Onsite

If you are eligible for free meals, you will receive a sandwich / roll, piece of cake, packet of crisps and a piece of fruit. This will be collectable from the café each day, please let us know any allergies.

Offsite

If students are taking part in off-site activities (including off site work experience) a lunch meal may be provided if advance notice is given, alternatively a fixed amount of £3.00 can be given to the student to pay towards their lunch.

4. Further Information

Attendance and Behaviour

We believe attendance and behaviour have a big impact on students achieving the most from their time at EMA. Failure to achieve 90% attendance could lead to financial support being withdrawn. When assessing applications for financial support EMA will look at attendance and behaviour and any concerns could impact the application being approved.

Applying

Please complete the Bursary Application Form and send (either post or drop into reception (Moreton campus only) with original copies of your required evidence to: Sadie Paradise EMA The Walled Garden, Moreton, Dorset DT28RH, email: Sadie@employmyability.org.uk

Your application will be assessed and if we agree to award you funding, you will be notified in writing with details of the amount, what the funding is for and how it will be provided.

Decisions on bursary applications are usually made within two weeks of the receipt of the application form. The offer of support will also include all of the terms and conditions which you will be asked to comply with in order to receive the funding. Applications can be made each full term as long as funds remain available.

Amounts of support

Discretionary bursaries

The amount you receive will be specific to your needs and the claim you have submitted. If has been purchased before application approval – a full receipt needs to be admitted with your application.

Please be advised there are maximum awards and funds are limited maximums are:

Work boots	£20.00
PPE	£50
Course related costs	£30
Free Meals	£3.00
Travel	Discretionary
Tools and equipment	£50
IT support	Discretionary

All equipment funded by the college remains college property. If you withdraw from your course all funding or equipment needs to be repaid or returned to the college. Decisions around this is at the college discretion and will be looked at on a case-by-case basis.

5. What happens next

Once your application has been processed the outcome will be communicated to you in writing with details of the award you have received and how and when you will receive the award. Awards may be paid in your bank account or items purchased by EMA on your behalf.

If your circumstances change and affect your eligibility for the Bursary or free meals – you are obliged to inform the college immediately. Failure to inform the college may result in you being liable for any funding already received.

Fairness

EMA has a set criteria for awarding financial support. Students have the right to appeal if they do not agree with the decision that has been made. We welcome students feedback using the Compliments and Complaints process. The funds are monitored through internal and external audits.



6. Appeals

You have the right to appeal if you are unhappy with the decision that has been made in relation to your application. Appeals should be sent in writing to: Sadie Paradise, The Walled Garden, Moreton Dorset, DT2 8RH / sadie@employmyability.org.uk

7. Data Protection

EMA has a legal requirement to adhere to the Data Protection Act 2018 and the General Data Protection Regulations (GDPR). All data requested for financial support is used only in reference to the financial support being requested. Information collected for financial support may be required by Education & Skills Funding Agency (ESFA) all data will be anonymised.

8. Contacting us

For further information and support please contact Sadie Paradise on 01929 405685 or email: Sadie@Employmyability.org.uk

Applications can be downloaded from our website:

<https://employmyability.org.uk/student-financial-support/>

To submit your application and supporting evidence you can post it to: Sadie Paradise
Financial Support, The Walled Garden, Moreton DT2 8RH,
Email: Sadie@Employmyability.org.uk