

London Design and Engineering UTC – Sixth Form Bursary Scheme Policy

Who will be eligible for a bursary at LDE UTC?

To qualify you must be aged under 19 on the 31st August in the academic year in which you start your programme of study and a legal resident of the UK or a registered asylum seeker.

There are two levels of Bursary and you can apply for **ONE** only:

Level 1 - Those most in need, such as young people in care, care leavers, young people receiving income support/ Universal Credit and disabled young people receiving both Employment Support Allowance and Disability Living Allowance and can apply for a bursary of up to £1200 per year.

Level 2 - This bursary can be allocated to learners who need support to overcome financial barriers that might prevent them continuing in full time education. Applications must state what the identifiable financial need is and evidence **must be provided** to support this. **The criteria for any support are that the total household income must be less than £30,000 pa and that no other income is available from another household to support the learner.** Documentary evidence is required as detailed below. This award is likely to be dependent upon the level of successful applications by learners / individual financial need, as the college is given a fixed amount to administer the scheme.

We use the fund to provide learners with support to fund:

- Transport
- Books
- Equipment
- Field trips and other course-related costs
- The costs of attending university interviews and open days-

This list is not exhaustive.

Terms and Conditions

A) The awards are dependent on good behaviour, adherence to the Sixth Form Learning Agreement and attendance of at least 95%.

B) What can the money be spent on?

The money is for the books, meals, transport or other course-related costs needed to help a young person stay in education. LDE UTC may choose to pay the bursary as a cash payment or provide 'in kind' support, for example, by bulk purchasing equipment that eligible learners need for particular courses. If funds allow, support may also be given to help learners attend trips which are essential to the course and travel to open days / interviews.

C) If I am in one of the eligible groups what evidence will I need to provide?

The evidence must be current.

- If your parents are in receipt of tax credits or working tax credits, proof of the amount is required. (A copy of the whole annual review document is required)

- If your parents receive Income Support, a letter from the Department of Work and Pensions setting out the benefit you are entitled to and the calculations.
- If you are in care or a care leaver, the local authority will be able to provide a letter confirming this.
- Tax credits, working credits or Universal Credit Award (last 3 months)

D) Free School Meals criteria – do I qualify? The application for this will be through the local authority and they will notify you and us if you qualify.

Parents or guardians receiving the following benefits can claim Free School Meals:

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190, however you will not normally be eligible for Free School Meals if you receive any amount of Working Tax Credit.
- Pension Guarantee Credit
- Universal Credit Award

E) How do I apply?

Please complete the Application Form online(click [here](#)) and remember to include evidence to support your application. Learners are only able to do this with their college email address. Ensure that you are applying for the correct academic year 2024-2025. You need to make an application to the college by **Friday 20th September 2024**.

F) What happens to my application form?

Your application will be considered by the Bursary Panel. The Bursary Panel is made up of the Vice Principal, the Sixth Form Pastoral Team and the Chief Financial Officer. Payments will normally be made to learners direct into their chosen bank account in **October (33.3% of bursary), January (33.3% of bursary) and April/May (33.3% of bursary)**. Applications approved will be monitored as per the previously mentioned Terms and Conditions. Applications not approved will be destroyed in line with our GDPR policy. The bursary may be withdrawn at any time should a learner fail to continue to meet the criteria. **NB** The Bursary payment to schools and colleges is a fixed sum and not on a per learner basis. Bursary amounts may vary to deal fairly with the number of eligible learners.