



Introduction

Financial support available to students of Loreto College consists of:

- 16 – 19 Bursary Fund
- Further Education Free Meals

Application Process

To be considered for support, a student must apply using the relevant application forms. There are two applications that may be used:

- 16 – 19 Bursary (Appendix 1)
- Further Education Free Meals (Appendix 2)

All new students will receive a copy of these application forms in their enrolment packs which are sent out to students in the first week of August. Each application is distributed with detailed guidance notes to assist the person making the application. The guidance notes detail eligibility criteria, what evidence is required and any conditions attached to awards e.g. attendance.

A form can only be processed if all sections have been completed and relevant evidence is attached. Failure to comply with this requirement will result in delays to your application.

All successful applications are published on a student's myLoreto profile. This will contain details of how to access awards or detailed payment plans.

Unsuccessful applicants will be emailed within three weeks (five weeks if the application is made in September). The email will contain details of the appeals process.

All correspondence regarding an application will be made via the student's Loreto email account so it is important that this is monitored by students.

Applications will be backdated at the college's discretion. Ordinarily, awards will commence from the month a completed application was received.

Requests made by the Finance Office, to the student, for information to assist with the processing of an application will be made three times. If the college receives no response after the third attempt, the application will be held on file until the student makes contact with the Finance Office. The application will be considered to have been received when the student makes contact with the Finance Office.

Payment of Bursaries

If you are eligible to receive the 16 – 19 Bursary, awards are paid monthly by BACS transfer in to the account provided on the application form. The college is not responsible for checking the accuracy of the bank details provided and is not responsible for delays in payment caused by incorrect information being provided.

Payments are expected to clear in college accounts by the last day of each calendar month.

Accessing Your Free Meal

If you are eligible to receive Free Meals, £2.50 will be added to your meal account each day; there is no cash alternative for students studying on site.

To access these funds, you must have your college ID card with you in the cafeteria. Your ID card will be given to you when you start college. Free meals will be available at all three catering outlets in the College. Select your meal from the selection of hot or cold options; if you have any specific dietary requirements the catering team will be able to advise accordingly. Take your meal to the cashier and swipe your College ID Card against the card reader when asked to do so.

If you/or your parents/carers wish to do so, you can credit additional funds to your food account online via Wisepay. This can be accessed through the Loreto College website.

If your purchase comes to more than £2.50 you will be asked to pay the difference; this can be done by paying cash or using funds that have been added to your account by your parent/carer via Wisepay; no change will be given if your purchase is less than £2.50

At the end of each day any money left on your account will be removed, you cannot save the money to make a larger purchase at the end of the week.

Food purchases must be made for yourself only, your ID card cannot be used by another person.

If you lose your ID card you must inform reception immediately. Please note, replacement ID cards cost £5 and can be paid for in the Finance Office.

If you are out of college on a work placement or trip, a cash alternative will be provided however it is your responsibility to notify the finance office of upcoming placements or trips.

Appeals Process

Upon receipt of an email confirming your application has been unsuccessful, you may appeal this decision by writing to your Head of Hall. All appeals should include:

- The reasons for your appeal
- Any additional evidence that might help us reassess our decision

The decision following the appeals process will be the final one. If there is a significant change in financial circumstances following the appeal, you may reapply with new evidence.



What is the Bursary Fund?

The Bursary Fund is a Government grant designed to help support those young people whose access to, and completion of, education might be inhibited by financial constraints.

Who is eligible to apply?

Students enrolled at the college who are under the age of 19 as at 31 August will be eligible to apply for a bursary. You must have been living in the UK for at least three years (or provide written confirmation that you satisfy the government’s residency criteria, if not already held by the college) and must be able to provide sufficient evidence to enable us to process your application. The bursary fund will be prioritised as follows:

	Group A	Group B	Group C
Criteria	Any young person: <ul style="list-style-type: none"> - In care - Care leavers - In receipt of Income Support / Universal Credit - In receipt of Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living (DLA) or Personal Independence Payments (PIP) in their own right 	Young people eligible for free college meals or from households with annual income below £16,190.	Other young people in financial hardship may receive a bursary at the discretion of the college.
Evidence	Written confirmation of the student’s current or previous looked-after status from the relevant Local Authority. A letter setting out the benefit to which the student is entitled. The benefit must be payable to the student to qualify.	Free meals application. Proof of household income in the form of a tax credits statement; we must see all pages of the document.	Proof of household income in the form of a tax credit statement; we must see all pages of the document. If you do not have a tax credit statement, then we require three months of payslips and three months of bank statements.
Award	£1,200 per year paid over 10 instalments subject to satisfactory attendance.	*Up to £600 per year paid over 10 instalments subject to satisfactory attendance.	*Up to £600 per year paid over 10 instalments subject to satisfactory attendance.

*The amount payable will be set depending on the number of applications received to ensure the fund is not overspent.

Application and Assessment

Applications for a bursary must be submitted using this application form. It is expected that students will apply for these bursaries at the start of the academic year however applications will be accepted throughout the year. Please note, bursaries will commence from the month the application was received.

Applications submitted without appropriate evidence will be delayed or even declined. Please ensure the evidence is a photocopy of the full document; e.g. all pages of a tax credit statement. Documents submitted with applications will not be returned unless requested.

With the exception of students listed under Group A above, colleges are free to determine which young people should be eligible to receive a bursary, and how much they should receive. The amount payable will be set depending on the number of applications received to ensure the fund is not overspent.

It is important that students regularly check their college emails as the Bursary Officer will contact students via email to request any necessary information to process their application. A successful application will be listed on the students myLoreto profile under finance, students will only be notified by email if their application is unsuccessful; they will be informed of the appeals procedure.

Bursary payments will be made by BACS transfer to a bank account in the student's name. **We cannot make payment in to an account that is not in the student's name.** Payments will be made on a monthly basis by the last day of the month and are subject to students maintaining excellent attendance and making good academic progress.

Checklist to complete before submitting an application

- Do you fall in to one of the groups listed above?
- Can you provide evidence to support your claim?
- Is the evidence attached to the form?
- Have you included details of a bank account in the student's name?
- Have you completed parts A – D of the application form?
- Have you signed and dated your application form?

Once you have answered yes to the above questions your application can be submitted. Please bring your application to enrolment and hand in at the bursary desk. Please note, we will be unable to provide an assessment at enrolment. These guidance notes should be retained for future reference.

Part B: Additional Information

How will you travel to college? (Please circle)

Bus Train Car Walk Bike Other _____

How far away do you live from college in miles?

How many siblings do you have in full time education?

Is there any additional information you would like us to consider as part of your application? (Please continue on to a separate sheet if necessary)

Part C: Evidence

Failure to attach the relevant evidence will result in your application being delayed or even declined.

I attach evidence to support my application

I attach evidence to support the bank details provided in Part A

Part D: Declaration

I can confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the college has the right to make an independent check of any evidence produced and take such action as is deemed appropriate in the event of any information I have given being proven to be incorrect or false.

Signature of student		Date	
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FOR OFFICE USE ONLY:

Date Received							
Category of Support Approved	Mandatory				Discretionary		
Amount Awarded Per Month					From		
Fund	16 - 19		19+		Other	Please specify	
Approved by					Date		

NOTES:



Introduction to Further Education Free Meals

Some students will be eligible to receive free meals whilst attending college. This is worth £2.50 per day and can be spent in all catering outlets across the college.

Who is eligible to apply?

Students enrolled at the college who are under the age of 19 as at 31 August will be eligible to apply for a free meal. You must have been living in the UK for at least three years (or provide written confirmation that you satisfy the government's residency criteria, if not already held by the college) and must be able to provide sufficient evidence to enable us to process your application. Students aged between 19 and 25 who are subject to a Learning difficulty Assessment (LDA) or Educational Health and Care Plan (EHC Plan) will also be eligible to apply.

Free meals are targeted at students receiving, or with parents/carers receiving, one or more of the following benefits will be eligible to apply:

- 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 guarantee 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 HMRC
- Working Tax Credit run-on – paid 4 weeks after you stop qualifying for Working tax Credit
- Universal Credit

Evidence

Applications submitted without appropriate evidence will be delayed or even declined. To ensure there is no delay in processing your application, please attach evidence of receipt of one or more of the benefits listed above. Please ensure the evidence is a photocopy of the full benefit document. Documents submitted with applications will not be returned.

It is important that students regularly check their college emails as the Bursary Officer will contact students via email to request any necessary information to process their application. A successful application will be listed on the students myLoreto profile under finance, students will only be notified by email if their application is unsuccessful; they will be informed of the appeals procedure.

Application and Assessment

Applications for a free meal must be submitted using this application form. It is expected that students will apply for free meals at the start of the academic year however applications will be accepted throughout the year.

Please bring your application along to the Bursary desk at enrolment. Please note, we may be unable to provide you with an assessment at enrolment.

Further Education Free Meals Application Form



Loreto
sixth form college

Student Surname		Forename	
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Student reference number (as shown on your enrolment letter)	S	2	0								
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Date of Birth		Age at 31 Aug		Nationality	
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Secondary School	
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Have you been resident in the UK/EEA for the last 3 years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Are you an Asylum Seeker?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Home Address	
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	Postcode	
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Telephone		Mobile	
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Are you or your parent/carer in receipt of: (You must attach evidence to support your application)

Income Support?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Income-based Jobseekers Allowance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Income-related Employment and Support Allowance?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Support under part VI of the Immigration and Asylum Act 1999?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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The guarantee element of State Pension Credit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Child Tax Credit (but not working tax credit) and have annual gross income of no more than £16,190?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Working Tax Credit run-on?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Universal Credit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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I can confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the college has the right to make an independent check of any evidence produced and take such action as is deemed appropriate in the event of any information I have given being proven to be incorrect or false.

Signature of student		Date	
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OFFICE USE ONLY			
Eligible:		Assessed by:	
Date:		Date:	