Introduction

The ASFC Bursary Scheme exists to enable students who have been identified as experiencing the greatest need for financial support to remain in education and thereby improve their choices in life.

We recognise that post-16 education brings with it a financial burden for parents/carers and that, for this reason, we are likely to receive many more applications than we can approve. We are committed to assessing all applications received in a fair, consistent and objective manner.

We cannot know, until the application deadline, how many students are in each financial category, we will initially work with three categories. The thresholds for each category may be adjusted due to higher or lower than expected numbers of applications in each category. All students* aged 16 to 19 with at least 12 guided learning hours or more are eligible to apply for an ASFC Bursary but will need to indicate the category their application falls within.

Eligibility and Criteria

To be eligible, students must satisfy the residency criterion. This means having a British or Northern Ireland passport, or

- having your passport endorsed to show you have the right of abode in the UK
- having ‘settled status’ in the UK.

*Students must be aged under 19 years on 31st August in the academic year in which they start the course.

Students that are aged 19 or over at 31 August 2017 and have an Education, Health and Care Plan (EHCP)

Students that are aged 19 or over at 31 August 2017 and continuing on a study programme they began aged 16 to 18 (‘19+ continuers’)
**Category A**

Students who are Looked After Children (in care), care leavers, those who are on Income Support or Universal Credit Payment in their own name, and those registered as disabled and in receipt of Employment Support Allowance **and** Disability Living Allowance/Personal Independence Payment.

Students in this category will be entitled to a bursary payment, in cash or goods (determined by the college) amounting to £1,200 per year. Category A has been determined externally (by central government) and the Bursary is therefore guaranteed for students in this category.

**Category B**

Students from households with a gross annual income (inclusive of any benefits/tax credits) of less than **£30,000** are likely to be awarded a bursary, but students from households where the gross annual income is up to around this figure are welcome to apply. Students who fall near the threshold are advised to apply as we constantly review the bursary. We require as evidence your **FULL** letter from DWP confirming annual income and allocation of tax credits.

We require a copy of your latest Council Tax Bill and Housing Benefits statement (if appropriate).

**Category C**

Students who may or may not be in the above categories but who are experiencing significant financial hardship due to current/changed circumstances or with an exceptional situation.

Note: Students making a category C application must complete the ‘Additional Information’ (Section 5) section and provide evidence of household income.

You will not be eligible for the college bursary if your household income is above **£30,000** per annum **unless** there is more than one sibling studying at Ashton Sixth Form College or you are making a Category C application.

---

**APPLICATION FORMS**

- Application forms can be obtained from Student Services Reception.
- By phoning 0161 330 2330
- Downloading on line at [http://www.asfc.ac.uk/bursary](http://www.asfc.ac.uk/bursary)

We cannot accept on-line applications. Applications must be submitted in paper form and must be accompanied by **FULL** supplementary evidence copies, as requested.
Incomplete Applications

Please ensure that your completed application form is submitted with ALL SUPPORTING EVIDENCE we have requested. We cannot process your application without the evidence required and this will almost certainly lead to delays in payments or missing closing deadlines.

Please do not send original documents. We do not have the facility to photocopy these and they will be returned to you for photocopying which will delay your application and may mean you will miss the closing deadline.

Deadline for receipt of applications

First Deadline for Applications: 15th September 2017

Application forms received later than 15th September WILL be considered for inclusion in a later Bursary intake. Application for the Bursary never closes, we will always look at new applications. No back payments will be made.

Your Council Tax Bill and Housing Benefits Form (where relevant) must be submitted with your application form.

Bursary Payments

If you are granted a weekly payment from the Bursary Fund, payments will begin as soon as we have processed your application and not later than week beginning 19 September for successful applications made by the deadline. Weekly payments are dependent upon full attendance (100%) in that week and only two occasions of authorised absence may be accepted each term. Three occurrences of lateness in one week will also trigger a missed payment. Bursary payments will be made by BACS on Mondays. You will receive email notification if you are to miss a payment. The College can also stop Bursary payments if you do not adhere to the conditions of your Learning Agreement with regard to progress, attitude or behaviour. Bursaries may be changed from regular weekly payments to travel Passes or food vouchers at the Colleges discretion. All decisions in respect to how a bursary is delivered to a student is completely at the college’s discretion and can be changed at any time.

Reasons why Bursary payments may be withheld

Bursary payments are dependent upon full attendance to College and adherence to the conditions laid out in the College Learning Agreement especially in relation to behaviour, attitude and punctuality.
Appeals

If you believe that the decision regarding your Bursary application is incorrect, you should put in a Letter of Appeal to the Bursary Appeals Committee or Chris Cox, Assistant Principal Student Services at the College address. You will receive a decision on your appeal within two weeks of our receipt of the appeal. If you are still unhappy with the decision, you should use the College’s usual Complaints Procedure.

Future changes to the Bursary Scheme

As the Bursary Scheme is still evolving, we monitor closely its implementation for consistency, fairness, appropriateness and impact. Where we feel that improvements can be made, we will make the necessary changes at appropriate points during the academic year 2017-2018 and a thorough review of the Scheme will take place for the academic year 2018-2019.

Please make sure all documentation and supporting evidence copies are supplied. There are NO PHOTOCOPYING FACILITIES available so please supply copies, if original documentary evidence is submitted they cannot be returned and may cause a delay in processing the documentation and YOU missing the deadline. No backdated payments will be made to students missing the deadline.