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POLICY FOR FINANCIAL SUPPORT

Managed by: Director of Finance, Assistant Principal, Head of Finance and the Transport and IFS Officer

NOTES FOR STAFF

The 16 to 19 Bursary Fund provides financial support to help students overcome specific barriers to participation so they can remain in education.

At Itchen, the Bursary Fund is used to provide tiered, means-tested financial support based on household income. New arrangements were introduced in the 2017-8 academic year, to provide a transition from the IMA arrangements used previously.

Under the IFS (Itchen Financial Support) arrangements, there are four tiers:

Tier F

Tier F (Full Bursary) is available for students in the following categories:

- Young person in care
- Care leavers
- Young person claiming Income Support in their own name ☐ Young person claiming Universal Credit in their own name
- Disabled young person who receives both Employment Support Allowance and Living Allowance in their own name

In addition to the tier A support (below) the student will receive a weekly payment of £20 for 30 weeks (paid into their own bank account) as long as they attend lessons fully.

Tier A

The Parent/Guardian's household income is less than £18,525 (evidenced) Financial support in the form of:

- Travel to and from college (contract bus pass or termly Blue Star passes)
- Essential Course materials / resources (see college online shop) Essential college trips

As the household income is low the student could be eligible for £4 per day to spend on food in college shop. Applications for Free College Meals to be made separately via the Hampshire County Council; www.cloudforedu.org.uk/ofsm/fe-apply .

Tier B

The Parent/Guardian's household income is less than £26,000 (evidenced) Financial support in the form of:

- Travel to and from college (contract bus pass or termly Blue Star passes) • Essential Course materials / resources (see college online shop)

Tier C

The Parent/Guardian's household income is less than £30,000 (evidenced) Financial support in the form of:

- Travel to and from college (contract bus pass or termly Blue Star passes)

THE APPLICATION PROCESS

Application packs are distributed to parents and students at various transition events throughout the year (e.g. Welcome Event, Open Days etc.). In addition the letter sent to students in June detailing enrolment procedures invites students and parents to request a pack by emailing transportandifs@itchen.ac.uk.

Completed application forms are processed prior to enrolment, when supporting documentary evidence will be checked. Applications received after enrolment should be taken to Finance Department.

HARDSHIP FUND

In addition to the Itchen Financial Support (IFS) arrangements, the college is prepared to consider applications from students for financial support in isolated cases of hardship. Since funds are extremely limited, such awards can be made usually only on a one-off basis (i.e. non-recurrent) and are therefore likely to be **suitable only to help a student overcome a particular isolated problem of a short-term nature.**

Funds for such purposes will be allocated from the “special” account formed from part of the voluntary college fund payable by students on entry to the college. This “special” account also covers student identity card costs, and other student support contributions. The remaining part of student subscriptions is controlled by the Students’ Union and is used to support other student activities. All such funds are accounted for and audited in accordance with college financial regulations.

Procedure

Students will seek support in the first instance through the Finance Department. This will be publicised to staff and student through the Bulletins. For applications to the Hardship Fund, students will be interviewed by the DSL or Head of Support who will investigate the case and give a recommendation if appropriate to the Assistant Principal of Finance or the Head of Finance that the student should receive support. They will then determine the level of support appropriate and authorise payment of an appropriate sum. All parties then complete the payment documentation.

Students wishing to apply for financial support from the Hardship Fund should bear the following in mind:

- Applications should normally be in support of a college-related activity and not for general living expenses (exceptional cases will be considered).
- Awards will only be made in cases of genuine hardship.
- The size of the award will normally be limited to a maximum of £100 in any year.
- Limited funds are available and so some worthy applications may be turned down.
- An award received in one academic year will not imply any undertaking by the college to continue the support in any later year.
- When an award is made, claims will normally need to be supported by evidence that the award will be, or has been, spent in approved manner.
- Payments of the award will normally be in stages when expenditure is spread over period of time.
- False claims, or spending on other than authorised expenditure, may result in claimants being asked to repay any awards made. Dishonesty may result in exclusion.

Further guidance: <https://www.gov.uk/1619-bursary-fund/eligibility>

[16-19 Bursary Fund](#)



Hardship Fund - Financial Support Request Form (not to be used for an IFS application)

Name:

Student Services Contact:

Reason:

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Date:

Payment Details:

Repayment method: Itchen Financial Support ☐ Non Repayment Plan ☐

Received by: Date:

Signed:

Student Services Contact

Signed:

Director of Finance