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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.

Under the IFS (Itchen Financial Support) arrangements, there are three 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 and living independently
- Disabled young person who receives both Employment Support Allowance and Living Allowance in their own name - students living independently

Tier A

The Parent/Guardian's household income is less than £20,000 (evidenced) Financial support in the form of:

- Travel to and from college via termly contract bus (or Blue Star pass for other routes)
- Essential Course materials / resources (see college online shop)
- Essential College curriculum trips
- £5.00 food allowance (to be used in the college shop only. This is a daily amount and cannot be rolled over to following days)

Tier B

The Parent/Guardian's household income is less than £35,000 (evidenced) financial support in the form of:

- Support towards travel to and from college via termly contract bus (or Blue Star pass for other routes)
- Essential course materials / resources (see college online shop)
- Essential College curriculum trips

THE APPLICATION PROCESS

Application can be made online or via the Finance office.

Completed application forms are processed prior to enrolment, when supporting documentary evidence will be checked. Applications received after enrolment should be taken to the 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. nonrecurring) 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 an account set up using a variety of donations made to the college.

Further guidance: <https://www.gov.uk/1619-bursary-fund/eligibility> and [16-19 Bursary Fund](#)