

16-19 BURSARY FUND - INFORMATION SHEET

For Learners, Parent(s)/Guardian(s)/Carer(s)

Please take time to read the information below before filling out the application form. This information should answer any questions you may have regarding eligibility and application for the bursary. If you require further support or guidance please email bursary@pmtraining.org.uk.

To be eligible for the 16-19 Bursary fund learners must be on a Government funded Study Programme or Traineeship programme. Learners who are on 'waged' training (eg an apprenticeship) are not eligible for this fund.

There are two types of bursary: Bursary for 'Defined Vulnerable Groups' and Discretionary which is a fund for Training Providers to distribute. More information on both and the eligibility criteria is shown below.

The aim of the bursary is to provide help for 16-18-year olds to continue in education, where they might otherwise struggle for financial reasons.

Learners aged 19 or over are only eligible to receive discretionary bursary if they are continuing on the same programme of study they began when aged 16-18 or they have an Education, Health and Care Plan (EHCP). (This is in the proviso that it is considered there is still a need for the additional support to continue their participation). If there is no proviso then learners can continue to be supported to the end of the academic year (31st August) in which they turn 19 or to the end of the programme **whichever is sooner**.

Learners who are 19 or over are not eligible for the Vulnerable Group bursary.

The Learner Bursary is income assessed in the following cases:

- Learners who live with Parent(s)/Carer(s)/ Guardian(s) information on the overall household income will be requested.
- If the learner lives with a spouse or partner then the household income of both will be requested.
- If the learner is in independent living OR claims any financial support then only information on the learner's individual income will be requested.

Applications from learners in the care of the Local Authority, care leavers or learners living with foster parents (but not a private foster care arrangement) will not require household income information.

Help is available towards travel, free meals, essential equipment, clothing and other necessary financial needs. This can take the form of cash or be in kind.

Eligibility Guidelines for 'Defined Vulnerable Groups' Bursary

All learners who are in the care of the Local Authority OR are care leavers OR living with foster parents (but not a private foster care arrangement)

All learners who receive Income Support or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as child or partner.

Learners receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.

Eligibility for Discretionary Bursary

Learners living with parent(s)/carer(s) /Guardian(s) OR who live with a spouse/partner who is in receipt of a means tested benefits or has a household income of less than £28,500 per annum:

Evidence required

Eligibility Criteria:	Evidence Required
In care or care leaver	A letter from the Local Authority
Income support	A copy of the full benefits letter
Employment and Support Allowance, Disability Living Allowance or Personal Independence Payments	A copy of the full benefits letter
Universal Credit	3 x Universal Credit monthly assessments, they must be consecutive and the most recent assessments received. Universal Credit assessments are available through the on-line portal and need to be downloaded and printed. If you are having difficulty with this the Job Centre has an Assisted Digital Service or you can ask your work coach at the Job Centre.
Other Income based benefits	Tax Credit Award notice, benefit letter
Household Income	Tax Credit Award notice, P60, wage slips for the past three months or a full copy of the self-assessment tax return.

where individuals are unable to provide full documents as evidence PM Training may accept 2 separate pieces of evidence confirming of household income but reserve the right to request full documentation

Eligibility Criteria for entitlement to Free Meals

Learners who are in receipt of, OR have Parent(s) / Carer(s) / Guardian(s), who are in receipt of any of the means tested benefits below:

Income Support

Universal Credit (must have a net earned annual income of no more than £7400 in order to be eligible)

Income Based Job Seekers Allowance

Income Based Employment and Support Allowance

Guaranteed Element of Pension Credit

Child Tax Credit (and NOT eligible to receive working tax credit) with an income of £16 190 or less.

Support Under Part VI of the Immigration and Asylum Act 1999

Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

We would encourage all prospective learners who think that they may be eligible for support to fully complete the application form, read through the learner declarations and once signed to submit it, with supporting evidence (listed in the table above) before you start with PM Training or at the latest your first day in centre. The evidence can be a photocopy (PM Training will photocopy any evidence if required).

If you wished to email us this information please ensure that all your personal information is sent securely i.e. password protected (and the password given to us by a different method eg phone call). If you are unsure or unable to do this please speak with your Tutor / Development Coach.

The Application Process

We are unable to process any application without the supporting evidence for both Bursary and Free Meals.

Once the assessment has been completed you will be notified of the outcome. If your application is successful, your Tutor/Coach (whoever is the most appropriate depending upon the Centre you are based at) will be informed of the outcome and you will be invited to discuss and agree your individual needs which will determine your entitlement.

If the learner does not agree with the decision, then they can raise an appeal either at the time they are notified of the decision by Tutor / Coach or by emailing bursary@pmtraining.org.uk.

The application will be reviewed by a Line Manager, who would contact the learner separately once this had been completed to give them feedback. If the learner is still not satisfied with the outcome, they can ask for the appeal to be raised with a Superior – who will review the information received and will contact the learner directly with the final outcome.

All bursary support will only be issued once the student has enrolled on their course and has started to attend.

Payment methods will be dependent upon the needs of the individual. Learners may receive direct payments via BACS or they receive payment 'in kind' such as vouchers.

Any payments, whether these are by BACS, cash or 'in-kind' will be conditional and will be dependent on good attendance, engagement, and behaviour in all components of your programme of study. These conditions are the same as outlined upon starting with PM Training. PM Training has the right to reduce or withholds payments if these standards are not met.

Do I need to re-apply?

Learners need to re-apply at the start of each academic year.

Learners can re-apply if there is a change of circumstances for example was not originally entitled to bursary but due to a change in household now has evidence to support bursary claim.

Applications will be accepted at any time throughout the programme, however we are unable to backdate a claim for more than 4 weeks (on the proviso that all criteria are met).

Learners are required to disclose any changes in circumstances whether they are personal, financial or educational that would make them ineligible for funding. Failure to do so may make students liable for the cost of the funding that they have already received.

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families such as Income Support, Jobseekers Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

However if a learner is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child (learner), such as child benefit.

Equality and Diversity Statement:

PM Training will ensure that:

1. All learners are able to apply for the bursary fund.
2. No application to the Bursary Fund receives less favourable treatment that cannot be justified in relation to individual financial/personal circumstance.
3. All support and documentation is monitored and reviewed on a regular basis.
4. Assessment/Eligibility/Payment methods/ amounts will be decided on an individual basis.

Data Protection

Applications and evidence of income are processed by Staff involved in the delivery and implementation of the learner bursary scheme.

PM Training is committed to respecting and protecting your personal data. In certain circumstances we may need to share your personal data with other organisations. When we share personal data to complete a task we will only share the minimum personal data required to complete that task. We will never sell, rent or trade your personal data.

For more information regarding how we manage and process personal data please visit our website <https://www.pmtraining.org.uk>

BURSARY FUND APPLICATION FORM

The bursary is run on guidelines from ESFA, and we have designed the questions to ensure that we meet their requirements. **To ensure that we can make an informed decision of your application we ask that you complete the form as fully as possible to enable us to do this.** This application and evidence are only seen by Staff that are involved in the bursary process.

Learner Name:	Date of Birth:
Which centre are you /will you be based at?	

	Please delete as necessary	FOR OFFICE USE
Have you been on another training programme in the last 12 months? (at College or another training provider)	YES / NO	
If yes, did you receive any payments from the 16-19 Bursary Fund?	YES / NO	
Have you the right of abode and been resident in the UK for the last 3 years?	YES / NO	
What is your residential status? (please tick) <input type="radio"/> British Citizen <input type="radio"/> EU Citizen <input type="radio"/> Asylum Seeker <input type="radio"/> Refugee <input type="radio"/> Other (Please give details)		
Have you ever lived in Care?	YES / NO	
Do you have an Education Health Care Plan?	YES / NO	
Were you entitled to Free School Meals when you were at school?	YES / NO	
Would you like to apply for Free Meals at PM Training? (Please provide evidence to support your application)	YES / NO	
Without financial support will you engage in training?	YES / NO	
How will you travel to and from PM Training / Training Centre? (Please tick) <input type="radio"/> Bus <input type="radio"/> Car <input type="radio"/> Motorbike <input type="radio"/> Bicycle <input type="radio"/> Walk		
How far away do you live from your Training Centre? (Please tick) <input type="radio"/> Less than 1 mile <input type="radio"/> 1 – 5 Miles <input type="radio"/> 5 – 10 miles <input type="radio"/> 10+ miles		

How many dependent children are in the household (including applicant if under 18)? _____

If you live with Parent(s)/Carer(s)/Guardian(s) or Partner/Spouse please provide their name and their relationship to you (for income purposes)

Person 1. (Relationship to you _____)	Person 2. (Relationship to you _____)	FOR OFFICE USE
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Please complete this section if the person(s) who you have named that you live with are employed or Self employed. If you live independently please state your earnings.

	Salary – please circle whether this is weekly / monthly	Total Earned Income per annum	FOR OFFICE USE
Person 1			
Person 2			
Total Household Income			

Please complete this section if you are in receipt of any of the benefits listed. There is also a column for you to identify you are in receipt of the benefit in your own right or it is received by the householder(s) noted above. Please tick all those that you/ your parent/guardian are in receipt of:

Eligibility Criteria	Who is in receipt of this		Please tick to say you have attached the evidence to support this	
	Person 1	Person 2	Person 1	Person 2
Income Support				
Income based Job Seekers Allowance				
Universal Credit				
Income based Employment and Support Allowance (ESA)				
Disability Living Allowance (DLA) or Personal Independence Payments (PIP)				
Child Tax Credit with an income of £16190 or less and NOT eligible to receive Working Tax Credit				
Support under Part VI of the Immigration and Asylum Act 1999				
Working Tax Credit Run On – paid for 4 wks after you stop qualifying for Working Tax Credit				
Guarantee element of State Pension Credit				
Housing Benefit				
Incapacity Benefits				
Council Tax Credit				
Working Tax Credits				

N.B. Without the full supporting evidence your application cannot be processed

Please provide your bank details below, as printed on your bank card or statement. Bursary payments will be paid directly into Learners bank accounts only (by BACS).

Account Name _____	FOR OFFICE USE ONLY
Sort Code _____ Account Number _____	

LEARNER / PARENT/GUARDIAN DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge
- I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour as explained in the Bursary Policy.
- I understand that holidays will be unpaid
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and to be used for items such as travel costs, meal etc
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my institution, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction/Welcome programme.

I confirm I have read the Bursary Fund – Information for Learners which was given to me with this application.
(Please sign and date below)

Learner signature		Print Name	Date
Parent/Carer/Guardian signature			Date

Should PM Training have any queries relating to this Application please note below preferred contact method and details, stating who the details are for e.g. the Learner, Person 1 or Person 2:

Email address:	
Telephone Number	

Support Needs

Name:	DOB:
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If your application is successful and you are deemed to be eligible for support through our discretionary or Vulnerable bursary funds, you will be invited to discuss your individual support needs with your Caseworker to determine what support we can offer.

The table below lists some examples (but is not exhaustive) of what funding may be able to help with, please tick those that you feel you may need to enable you to engage fully in your training programme.

Appropriate formal clothing for employment interview	
Travel costs (where exceptional circumstances mean that you cannot make use of our free bus pass)	
Educational materials such as books, notepads, stationary etc.	
USB wifi Credit to support home learning	
Clothing required for your training environment	
Food Allowance	
Other (please specify):	

Please note that allocation of funds for support will be discussed and agreed and there is no guarantee that we will be able to contribute towards all the support needs you may have identified.