



## Background

The College recognises that financial assistance has an important role to play in removing barriers for some students in accessing and completing education. Financial support, through various bursary funds, can offer support to students who are encountering financial barriers to learning.

Please note that funding should not be assumed and is not guaranteed. All payments are subject to eligibility, attendance, behaviour and attitude to work and learning.

## 1 Middlesbrough College Bursary (MCB) Types

The MCB fund will be administered to ensure that the students who face the greatest barriers to continuing in education are provided with the most support. The MCB is divided into two types – A and B.

The students who fall into either Group A or Group B will be required to:

- Complete an application form.
- Provide evidence of the benefit(s) or income that they/their parents are in receipt of (for authorisation and audit purposes).
- Provide a letter from their local authority showing that they are in care or a care leaver.
- Meet the qualifying conditions for payment outlined in Appendix A.

### Type A – Priority Bursary

This is for students who are eligible to receive a bursary of up to £1,200 a year which is payable weekly.

- 16-18 year-old students who are:
  - in care
  - care leavers / care experienced (in care for 13 weeks or more since the age of 14)
  - receiving 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 a child or partner
  - receiving Disability Living Allowance or Personal Independence Payments in their own right **alongside** Employment and Support Allowance or Universal Credit in their own right.

## Type B – Discretionary Bursary

This is for students who are eligible to receive a bursary of up to a maximum of £350 which is paid in half termly instalments throughout the academic year.

To be eligible to receive a bursary in the 2023 – 2024 academic year students must:

- A student must be aged 16 or over but under 19 at 31 August 2023 to be eligible for help from the bursary fund in the 2023 - 2024 academic year. (If a student turns 19 during their programme of study, they can continue to receive the bursary until the end of the academic year in which they turn 19).
- Students aged 19 or over are only eligible to receive a discretionary bursary if they:
  - are continuing on a study programme they began aged 16 to 18 (19+ continuers).
  - have an Education Health and Care Plan (EHCP)
  - meet the household income criteria

Students must be:

From a household income of less than £25,000 per year *and/or*: whose parents are in receipt of one of the following:

- Universal Credit
- Income Support
- Income Based Job Seekers Allowance
- Disability Living Allowance (Must be in receipt of another benefit alongside)
- Personal Independent Payments (PIP) (Must be in receipt of another benefit alongside)
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income which does not exceed £16,190 as assessed by His Majesty's Revenue and Customs
- Guarantee element of Pension Credit

## Payment Schedule

In order to maximise performance and progression, the College has introduced a **Student Performance Report** which will be produced at five assessment points throughout the year. For this academic year, bursary payments will be linked to elements of the Student Performance Report for Attendance and Behaviour. Please refer to Appendix A for further details.

All applications for the MCB Type B must be submitted within the first two months of enrolment on a course and any applications submitted after that date will not be eligible for any back payments. Bursary payments will only be backdated to the start of the current half term that

the application form was handed in. Please do not delay handing in your form as it may result in a delay in your payment or non-payment.

The table on the next page shows the schedule of payments for those eligible.

<b>CALENDAR 2023 / 2024</b>	<b>Amount Payable - based on the Student Performance Report</b>	<b>Notes</b>
<b>HALF TERM 1</b> 04 September – 27 October (8 weeks) 11 September – 27 October (7 weeks)	£10.00 per week (£80 or £70 depending on the start date of induction)	<b>For the first half term, the bursary will be paid weekly for all eligible students.</b> <b>Note:</b> A student's Performance Report in this first half term will determine whether a payment is made at the start of the second half term.
<b>HALF TERM 2</b>	£70 full payment. £35 half payment.	<b>Scheduled to be paid Friday 17.11.23</b> This is based on the Student Performance Report between 04.09.23 - 27.10.23
<b>HALF TERM 3</b>	£70 full payment. £35 half payment.	<b>Scheduled to be paid Friday 19.01.24</b> This is based on the Student Performance Report between 06.11.23 - 20.12.23
<b>HALF TERM 4</b>	£50 full payment. £25 half payment.	<b>Scheduled to be paid Friday 01.03.24</b> This is based on the Student Performance Report between 08.01.24 - 09.02.24
<b>HALF TERM 5</b>	£50 full payment. £25 half payment.	<b>Scheduled to be paid Friday 19.04.24</b> This is based on the Student Performance Report between 19.02.24 - 22.03.24
<b>HALF TERM 6</b>	£30 full payment. £15 half payment.	<b>Scheduled to be paid Friday 14.06.24</b> This is based on the Student Performance Report between 08.04.24 - 24.05.24

*Please note that the College reserves the right to make changes to the criteria for the bursary payment and to the payment schedule without prior notice. Any support is subject to funds available and is not guaranteed. The College also reserves the right to request repayment of all or part of any bursary payment a student has received; and/or return of equipment provided if a student withdraws from their course.*

## 3 Support with Study Costs

### 3.1 16-18 Students

16-18 students who are from a household with an income of below £30,000 per year will be eligible to apply for support towards study costs e.g. purchases of equipment, uniforms, Personal Protective Equipment (PPE) and mandatory course related residential costs.

### 3.2 19+ Students

19+ students who are from a household with an income of below £30,000 per year will be eligible to apply for support towards study costs e.g. purchases of equipment, uniforms, Personal Protective Equipment (PPE), mandatory course related residential costs.

Assistance with tuition fees may also be available; this will depend on your personal circumstances and is not guaranteed. All applications must be submitted via the Financial Assistance application form within 8 weeks of your course start date, any claims after this deadline will be looked into on an individual basis and could be refused. If you are successful with your claim, the maximum we can award is 75% towards the cost of your course; you will be liable for any outstanding amount.

Please note that support with study costs is from a discretionary fund and not guaranteed. Approval is based on the assessment of personal circumstances and the availability of allocated funding.

## 4 Support with Childcare

### ***Care to Learn (Childcare for students aged under 20 year old)***

Care to Learn provides financial support to parents under the age of 20 years at the start of their course with the costs of childcare to ensure they are able to continue in education. The young parent must be taking an eligible full-time course and must be using an Ofsted registered childcare provider, who is not a relation. Care to Learn is administered by an external funding body. The weekly payment depends on the cost of childcare but can be up to £180 per child per week.

Care to Learn only covers childcare costs for teenage parents. Details are available from Student Services. Some young parents will also be eligible for Income Support or Universal Credit, in which case they are entitled to a £1,200 Bursary.

Care to Learn use an online Student Bursary Support Service which enables students to apply and check the status of their application as well as allowing Childcare Provider(s) and the named administrator for the Learning Provider to upload the information immediately which speeds up the process. As the Learning Provider signs to confirm they have seen the child(ren)s original birth certificate and Child Benefit, this must still be brought to Student Services. **You must be receiving the Child Benefit for the child to be eligible for Care to Learn.**

## ***20+ Childcare Support from Discretionary Learner Support Fund (DLSF)***

The DLSF provides funding for childcare support for students over the age of 20 years who are at risk of not participating or remaining in learning. Students who are from a household with an income of below £25,000 per year will be eligible to apply. 20+ childcare funding will only be awarded to fund childcare with an Ofsted registered provider.

Students who are entitled to the free government childcare (15/30hrs) are expected to use this entitlement before any funding is applied for through the College.

If your application is successful, Middlesbrough College can pay up to £180 per child per week for your timetabled lessons only. To support your application, we require certain evidence. Please note we cannot assess an application without all of the evidence:

- Child's full birth certificate
- Student's birth certificate or passport
- Income evidence
- Copy of student's course timetable

If your attendance falls below 90%, you will be asked to meet with the Senior Student Services Assistant to discuss the matter. Middlesbrough College reserves the right to withdraw childcare funding and you will be liable for any outstanding fees. Any changes to timetable **must** be given to Student Services in advance of these being implemented.

All payments will be paid directly to the Childcare provider.

Please note that this is a discretionary fund and not guaranteed. Approval is based on the assessment of personal circumstances and the availability of allocated funding. **You must not start using the childcare provider until confirmation of funding has been provided by the Senior Student Services Assistant as you will be liable for any costs incurred before approval.**

## **5 Advanced Learning Loans Bursary (ALLB)**

The ALLB is designed to support students who have taken out an Advanced Learner Loan to pay for fees. If you qualify for the support we can help with childcare, travel,

books, equipment costs and a meal entitlement of £3 per day, loaded on to your ID card and to be used on your timetabled study days.

If you are 20+ at the start of your course and require assistance with childcare, the same process as above needs to be followed.

Please note that this is a discretionary fund and not guaranteed. Approval is based on the assessment of personal circumstances and the availability of allocated funding through the Financial Assistance application.

## **6 Free College Meals**

When you submit a Financial Assistance application we will automatically assess your eligibility for Free College Meals.

If you are successful, £3 per day will be uploaded on to your College ID Card for use in any of the College's food outlets. Any unspent money will be removed at the end of each day.

### **16-18-Year-Old Students**

If you or your parent(s) are in receipt of one or more of the following benefits, you may be eligible for Free College Meals:

- Universal Credit (Not exceeding £7,400pa earned income)
- Income Support
- Income Based Job Seekers Allowance
- Disability Living Allowance (Must be in receipt of another benefit alongside)
- Personal Independent Payments (PIP) (Must be in receipt of another benefit alongside)
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income which does not exceed £16,190 as assessed by His Majesty's Revenue and Customs
- Guarantee element of Pension Credit

### **19+ Year Old Students**

Students who are 19-23 years old and subject to an Education, Health and Care Plan will also receive FCM; you must still meet the household income criteria to be eligible. Students aged 24+ and in receipt of Advanced Learning Loan please refer to section 5.

## **7 Travel Benefits**

### **Free\* Bus Travel:**

We offer free\* weekday bus travel to full-time students across the Tees Valley on Arriva, Stagecoach and Compass Royston. You can plan your journey to and from College at **Connect Tees Valley** or alternatively pick up a timetable from Student Services.

## **Compass Royston – MC Mover:**

Students are able to access a free shuttle bus, the MC Mover, which runs between BBC Tees and Middlesbrough College throughout the day. It also serves TTE on a morning and on an afternoon. Timetables are available on the College website and from Student Services.

## **Stagecoach:**

Free\* weekday travel up to 7pm effective from Monday 4th September 2023 until Friday 28 June 2024 inclusive, on the Stagecoach North East while services are in operation. You can travel on weekends and holidays (not including summer holidays) at a reduced fare of £1 per journey when you show your ID card.

## **Arriva:**

Free\* weekday travel up to 7pm effective from Monday 4th September 2023 until Friday 28 June 2024 inclusive. This will cover the Teesside and East Cleveland area only. You can travel on weekends and holidays (not including summer holidays) at a reduced fare of £1 per journey when you show your ID card.

## **Whitby:**

### **Term Time**

Direct travel to/from Whitby to Middlesbrough using Service X4 or X93 on College days only up to 7pm weekdays only.

### **After 7pm / weekends / holiday periods:**

X4 – you can only travel to/from Whitby at the reduced fare of £1 per journey.

X93 – reduced rate of £1 per journey valid to Guisborough only and NOT valid to/from Whitby on weekends/holiday periods.

***\*Please note, there is a £5 administration fee for your travel sticker and this is payable each term.***

We also offer a number of free and direct bus services to Middlesbrough College with Arriva on a morning, as follows:

- MC1 – Ingleby Barwick
- MC2 - Easington via Saltburn & Marske
- MC3 – Great Ayton via Stokesley & Hutton Rudby

- MC5 – Guisborough via Ormesby

## Free\* Train Travel

Students in full time study, whose journey commences from the following stations (terminating at Middlesbrough Central Station) are eligible for rail refunds:

***Darlington North Road, Darlington Bank Top, Dinsdale, Allens West, Seaham, Hartlepool, Seaton Carew, Thirsk, Northallerton, Yarm, Eaglescliffe, Thornaby and Stockton.***

All students aged 16/17 years applying for rail travel reimbursement on eligible routes will be expected to purchase the new 16 – 17 Railcard which gives a 50% discount on rail travel. The College will reimburse the fare paid using this Railcard for those eligible. The College will only reimburse 50% e.g., the discounted fare, where a student is eligible for a Railcard but has not purchased one. For students who are 18 years plus, the normal fare ticket will be reimbursed.

Eligible refunds will be refunded by our Student Services department. You must pay for the ticket(s) up front and bring to Student Services for reimbursement the following week. Tickets **must** be handed in on a weekly basis to ensure reimbursement, there is also an option to email tickets to [studentservices@mbro.ac.uk](mailto:studentservices@mbro.ac.uk), you must ensure your name, price and journey is clearly stated. Any tickets that are received by 5pm on a Monday will be paid on the Friday. Failure to hand tickets in regularly may result in you not receiving reimbursement.

College ID cards will not give students free/discounted train travel.

For further information on eligibility and the process of refunds, our Student Services department will be happy to help on **01642 333606**.

***\*Please note, there is a £5 administration fee for your travel sticker and this is payable each term.***

## 8. Other Benefits

You may also be eligible for discretionary funding through the Student Support Scheme and/or Student Union budgets for University interviews etc. Applications need to be submitted in advance. Please see Student Services for more information.

Part-time students can apply for assistance with travel expenses and this is based on household income and the distance a student lives from the College.

All full-time students are also entitled to a free College gym membership on payment of a £10 administration fee, 20% discount on hair & beauty treatments plus 1 free haircut per year and a printing allowance.



Access to buy a TOTUM Card for only £14.99 online, entitling you to hundreds of discounts. <https://cards.totum.com/join>

All students also receive 10% discount in the College's food outlets when their ID card is scanned.



## APPENDIX A

### BURSARY CONDITIONS

#### 1 Attendance & Behaviour

##### 1.1 Student Performance Report Monitoring

The College operates a BRAG (Blue/Red/Amber/Green) rated Student Performance System for which a report will be issued every six weeks to students and parents / carers.

Student Performance Report						
Bursary Payment Criteria						
Attendance	Behaviour	Industry Placement	Curriculum 360	Progress Towards Target Grade		
		A	A	Main Programme	English	Maths

A BRAG rated colour scheme will be deployed for each element on the report card:

Blue	Exceptional Performance
Green	Motivated
Amber	Below Standard
Red	Concerns

For bursary payment purposes, attendance, behaviour and attitude to work/learning will be monitored, and payment of the bursary is based on the following:

- **100% Bursary Payment** will be made for students who have a full Blue and / or Green profile for their Attendance & Behaviour
- **50% of the Bursary Payment** will be made for students who have a Blue and / or Green profile and one Amber for their Attendance & Behaviour
- **The Bursary Payment will not be made** for any student who has more than one Amber and / or any Red in their profile – 0% Bursary Payment.

## 1.2 Authorised Absences

Sickness, whilst it may be unavoidable, will usually be recorded as unauthorised.

It is recognised that there may be mitigating circumstances that require a deviation from this policy for students who have particular needs or extra barriers to overcome. This will be determined on an individual basis.

Absences will only be authorised by the College for the following reasons upon receipt of evidence:

- Hospital appointment which is set by the hospital
- Emergency doctor / dentist appointment
- Driving / theory test
- University visit / interview
- Job interview
- Funeral of immediate family member e.g. parent, grandparent, brother / sister, aunt / uncle, spouse / partner, child, niece / nephew
- Religious holidays / festivals
- Court appearance
- Jury service
- Care of a relative or person where the student is a registered carer
- Cross-College Student Council meetings

Students are expected to make medical appointments outside of timetabled hours wherever possible. However, where a student knows in advance that they are unable to attend a lesson, they must report the absence to the Attendance Officer / Department Administration Office and provide evidence of the absence in advance, so that the absence can be noted as 'authorised' if appropriate.

***Evidence must be provided to support the absence before this will be authorised. You will only be given time for the appointment and travel time either side, a full day will not be given.***

## 1.3 Reporting Sickness Absences

All absences from College must be reported prior to the start of a student's first timetabled session of the day.

Students / Parents / Guardians are required to contact the Department Attendance Officer / Department Administration Team if their son / daughter is unable to attend College for any reason.

A list of contact details will be provided to students and to parents / carers upon enrolment.



## APPENDIX B

### FRAUDULENT BURSARY CLAIMS AND APPEALS

#### 1 Fraudulent Claims

Fraudulent claims of any sort on the scheme will not be tolerated. If fraud is identified, appropriate action will be taken, as per the College's Disciplinary Procedures. Any criminal activity on the College premises may be immediately reported to the Police.

#### 2 Appeals

Where a decision has been taken that you should not receive or be entitled to a payment, you have the right of appeal. In order to appeal you must write to the Vice Principal for Staff & Students, giving the following information:

- Full name and date of birth
- Details of the benefit or a payment that you are disputing
- Reasons why you dispute the original decision

Appeals must be received within 10 days of notification of an unsuccessful claim or payment being withheld. All appeals will be assessed by a panel which will include the Vice Principal for Staff and Students and a member of the Departmental Management Team.