

Bursary Terms, Conditions and Eligibility Criteria

Let us help you with the costs of coming to College!



Travel - 16-18 year olds in Greater Manchester can apply for a free bus pass called Our Pass.

You should apply for this scheme to help you with your travelling expenses. There is an application fee of approx £10, you can apply for a refund of this fee from the Bursary. For more information about 'Our Pass' please visit www.ourpass.co.uk

If you are already 18 or over on the 31/08/2020 and live over 1 mile from college you should apply for the bursary for help towards your travelling expenses as you are not eligible to apply for Our Pass.



Books/Equipment - If you need specific books or equipment to complete your course, we may be able to contribute to the cost by making payment direct to your course department upon request. **(aged 16-18 ONLY)**.



Educational Trips - If you have the opportunity to attend a course related trip, we may be able to contribute towards the cost upon request. **(all age groups)**.



Meals - We can help towards the cost of a meal whilst you are in college. If you do qualify, we will add a meal allowance to your student ID card, to be used in the college café **(aged 16-18)**.

If you are aged 19 or over, you may qualify for meals payments to help towards the cost of meals whilst you are in college.

UCAS UCAS Related Expenses - We will reimburse the cost of your university application fee (UCAS Fee) should you apply.



Childcare - If you are a parent and need childcare for the days you are in college, we may be able to support with the costs. You can choose the childcare provider but they must be Ofsted registered. **(Age 20+)**

The College has its own onsite Nursery called Butterflies, which we are proud to say has been rated **'Good' by Ofsted**. For more information, please contact the nursery directly on **0161 785 4090** or have a look at the details on our website:

oldham.ac.uk/college-life/butterflies-nursery

If you are a young parent **under the age of 20**, the government **Care to Learn Scheme** may be able to assist you with your childcare costs. For more information or to apply online, visit www.gov.uk/care-to-learn



Work experience / work placement - Most courses contain some work experience. If you expect to incur additional costs for your travel or meals expenses whilst you are on work experience, please ask the Bursary Team to see if additional funds are available.



Vulnerable Learners Bursary (for 16-18 year olds only) - An alternative Bursary is available to help with the costs associated with coming to college, if you are:

- In Care / Care Leaver
- Receiving Income Support or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner
- Receiving DLA/PIP and ESA/Universal Credit in your own right.

It's easy to apply!



You can apply online at: www.oldham.paymystudent.com/portal



If you need help completing your online application please contact the Bursary Team on: **0161 785 4147** or email: bursaryteam@oldham.ac.uk

You can apply if:

- Your household income is less than £30,000 per year (Payments are awarded by scale dependant on income)
Band A household income up to £16,190, **Band B household** income from £16,191 - £30,000
- You are studying on an eligible course.
- You have been approved for an Advanced Learner Loan - **if applicable.**
- You are eligible to study in the UK.

We are unable to make payments into anybody else's account so please provide your own bank account details. For help opening a bank account please visit - www.moneyadvice.service.org.uk/en/articles/basic-bank-accounts

How will it work? – Once your application has been assessed, we will send an email to your college email account to let you know the outcome of your application and what support you are eligible for. The email will detail any payments awarded to you and the frequency of these payments. **Payments and their frequency / amounts may be altered during the academic year in response to COVID 19 Government Guidance.** All payments are subject to your progression, performance, achievement and behaviour along with an expectation you achieve at least 90% attendance, which is checked regularly, in line with your payments. If your attendance falls below the expected level your payments may be reduced accordingly or withdrawn altogether. **Please note: the level of support available for learners on part time courses will differ to those learners studying on a full time basis.**

How do we know the College will be fair? – Bursary funds are used to provide financial help to students whose access to or completion of further education might be hindered by financial constraints. In doing so, the College will endeavour to raise participation and achievement levels of those groups of students considered most vulnerable to economic and social exclusion. The College shall take the necessary steps to ensure that the management and systems of financial control are such that the funds are used for the purposes for which it is intended and to comply with the terms and conditions attached to it. More specifically the funds will be managed to ensure fairness and equality, transparency and targeted to those in greatest need.

Equality and Diversity – Oldham College will promote the bursaries and take the necessary actions to ensure that all students access information and advice on financial help and enable students to apply. The College is committed to widening participation and providing assistance to those students who may need it. We will ensure all applicants are treated fairly according to their individual circumstances/needs.

Oldham College Privacy Notice for Application for Bursary Funding – Oldham College is collecting this information from you for the purpose of **Student Bursary Funding** and may update existing data, to fulfil our Public Task, Contractual and Legal Obligations. The information collected is stored in a secure, protected environment, not transmitted outside the EU and kept in line with the **College Data Retention Schedule**. This information may be accessed by college staff and its partners who will help us deliver our services. It may also be shared with government agencies, departments or their agents. You may have the right to withdraw your consent, make a complaint or make an enquiry about your information that we hold.

To do so or gain further understanding of your rights please access the website: www.oldham.ac.uk.

Compliments and Complaints – Compliments and Complaints can be made via the Oldham College Website www.oldham.ac.uk or alternatively please contact the college directly on: **0161 785 4000**

Bursary Terms & Conditions

1. Bursary support is not an entitlement and is not guaranteed. Applications will be individually assessed in line with the eligibility criteria, individual financial needs and the availability of funds.
2. Bursary support may be used to assist with help towards course related costs. Payments may be subject to change without prior notice and subject to the availability of funds.
3. Progression, performance, achievement and behaviour along with an expected attendance of at least **90%** are checked on a regular basis. Where your attendance falls below the expected level, your funding may be reduced accordingly or withdrawn altogether. This includes payments for childcare to childcare providers.
4. Payments from the Bursary scheme may affect entitlement to claim other benefits (e.g. Income Support/Universal Credit). It is the responsibility of your household to declare any funds received to your benefits office. The College reserves the right to contact any relevant benefits agencies in order to clarify any information provided.
5. Applications will not be accepted until fully completed online, digitally signed and the correct supporting evidence uploaded. If your application is successful, payments will be approved from the date we receive your fully completed application.
6. To guarantee payments starting in September, fully completed applications and evidence of household income need to be completed and submitted online before **31st July 2020**. Applications submitted after this date may have their payments delayed.
7. If you withdraw from your course, funding will stop and the College reserves the right to request the return of all monies paid, this could include monies paid for childcare to childcare providers.
8. If it is found that false or misleading information has been provided in support of this application, this could result in withdrawal, suspension or refusal of funding, disciplinary proceedings and the matter may also be referred to the Police for investigation, which could lead to prosecution.
9. If you are paying your course fees with an Advanced Learner Loan your loan must be **approved** before your bursary application can be assessed. Any expenses accrued (including childcare) whilst waiting for your loan to be **approved** (or in the event that you are declined for a loan) are wholly payable by you, and the College accepts no responsibility for any such expenses.
10. You are required to inform us immediately of any change in circumstances (including course change) as this may affect eligibility for funding.
11. Bursary Support is intended to help students overcome financial barriers to their education. If for any reason your application is declined, you can submit an appeal by email providing reasons why we should consider your request. Appeals should be emailed to: bursary@oldham.ac.uk

Further Information

For more information and the official government guidelines for the Bursary Funds you can visit: www.gov.uk

Bursary support is government monies administered by the college from the 16-19 Bursary Fund, the Adult Education Budget and the Loans Bursary Fund (ESFA).