

What is the Bursary Fund?

The bursary fund is for learners who have a low household income and/or are in receipt of an income related benefit. We can assist learners in meeting costs associated with their learning and can be used for help with the following:

- Meals (lunches while in attendance at a learning centre),
- Transport costs
- Other related costs

Note that eligibility criteria apply.

Qlympus Academic and Training Services Limited (QATSL) is committed to ensuring learners who are experiencing financial difficulties are not prevented from accessing or completing their learning. Support from this bursary fund will depend on your individual circumstances and this is explained later in this policy. Support cannot be guaranteed and is not an entitlement as funds are limited.

Am I eligible?

You must be:

- Aged 16 or over but under 19 on 31 August 2019 when enrolling in the current academic year (01 August 2019 to 31 July 2020). You may still be eligible if you are 19+ but only if you have an Education, Health and Care Plan (EHCP) - please speak to your learning centre if this is the case.
- Enrolling on an ESF funded contract with Qlympus Academic and Training Services Limited (QATSL)- your learning centre can help you work this out.
- In receipt of an income related benefit as set out later in this policy and/or
- On a low household income as set out later in this policy

What can I claim for?

Support is available for help for:

- Lunches where appropriate
- Costs of getting to and from your learning centre, generally using public transport.
- Other costs, for example support with job interviews.

I am in receipt of an income related benefit, can I apply?

We have identified target groups of learners that will qualify for support from the Bursary fund. These are as follows:

- Unemployed learners in receipt of JSA or ESA (Work Related Activity Group) and actively seeking work.
- Unemployed learners in receipt of any other (income-related) state benefit. Defined by DWP as:
 - Council Tax Benefits
 - Income support for people who cannot work full time due to parenting or caring responsibilities.
 - Housing Benefit/Housing Allowance (private landlords)
 - Budgeting & Crisis Loans

- Tax Credits (Working or Child)
- Employment Support Allowance (Income related)
- Jobseeker's Allowance (Income Based)
- Universal Credit
- The dependant of someone on an income-related state benefit

Please note if you are unemployed and in receipt of JSA or Universal Credit which specifically requires you to participate in training, your travel costs will be met by Job Centre Plus/DWP if appropriate.

I am not in receipt of an income related benefit but think I am on a low household income. Would I be able to claim Learner Support?

Yes. We welcome learners not in the above target groups to make applications to the Bursary fund. We have identified the following categories:

- Learners with no dependants (child(ren) or adults) and that live in a household with annual income of £20,000 or less.
- Learners with dependants (child(ren) or adults) and that live in a household with annual income of £25,000 or less.

Please note that you must be able to prove financial hardship by completing the Bursary fund application form. Household income is defined as: The combined income of all household members (regardless of whether or not they are related) from all sources, including wages, commissions, bonuses, benefits (apart from Disability Living Allowance), dividends, pension income and maintenance.

Are there any conditions?

Yes. We have set out below some key conditions which must be met if applying for Learner Support.

Transport Costs

- Travel costs are provided to use public transport between your home and your learning centre.
- Where using public transport is impractical or inappropriate, exceptions may be made but this will be considered on individual need.

Course-related Costs

- If you have applied for Learner Support to pay for costs for support, once you have completed your learning you must return this to the learning centre so it can be used by other learners.

Other conditions may be set by your learning centre as part of providing Bursary support, for example asking you to attend the learning centre a set number of times or hours per week.

What are my responsibilities?

You must:

- Disclose any support for costs linked to your learning that are being covered elsewhere e.g., by Job Centre Plus or claims to the DWP.
- Advise your Learning Centre if your financial circumstances change. You should re-submit an application form, and this will need to be re-assessed by your learning centre

- Disclose the amount of bursary you have claimed from us to the DWP where appropriate. You should be aware that this could affect your receipt of other benefits.
- Attend you learning centre regularly and complete all parts of your learning and finish by your programme end date.

What do I need to do?

You need to fully complete the application form(s) and provide proof of your benefits or income. You must comply with all the points listed in the declaration at the end of the Bursary fund application form during your learning programme with us. It is important that you enclose the required evidence as we will not be able to progress your application if you do not. We will assess your application according to income and financial hardship and subject to funding availability.

The bursary fund is managed by Qlympus Academic and Training Services Limited (QATSL) and is a finite budget offered without prejudice on a 'first come first served basis'. QLYMPUS ACADEMIC AND TRAINING SERVICES LIMITED (QATSL) strives to ensure all individuals have equal opportunity to access learning and work, however, payments, even for eligible applications, are not guaranteed.

We recognise and value individual differences and aim to remove barriers that put people at a disadvantage. Our Equality & Diversity policy describes how we will put our vision and principles into practice and fulfil our statutory duties to promote equality, value diversity and eliminate discrimination so that all individuals realise their potential.