

**16-19 Bursary Fund / Free College Meals Information and Eligibility Guide**

Runshaw College offers a range of financial support through our 16-19 Bursary Fund to young people who need some financial support to help them stay in education. You must be aged 16-18 on 31 August 2021 or aged 19 and on the second year of a 2-year course. We have two bursary schemes:

**Discretionary Bursary**

All students can apply for this bursary. Awards will vary from student to student taking into account household income, household make-up and course/subject requirements. We will give priority to:

- students eligible for Free College Meals
- students whose families receive benefits and/or gross annual income of £25,000 or less
- students who are young carers (either for their own child or close family member)

Most awards will be in-kind payments using e-vouchers (not cash) on RunshawPay and can help with the cost of:

College Travel ID	We will pay a maximum of £375 to the college Transport Team
Essential specialist course clothing, books, equipment	If available to purchase from the college’s online shop, we will issue an e-voucher
UK-based trips	Trips up to £50 fully funded, 75% towards trips costing £50 or more (up to a max. of £200)
UCAS (University) Application Fee	Fully funded, please email <a href="mailto:funding@runshaw.ac.uk">funding@runshaw.ac.uk</a>
Additional help may be available towards travel costs to mandatory work placements, university interviews and open days, email <a href="mailto:funding@runshaw.ac.uk">funding@runshaw.ac.uk</a>	

**Vulnerable Student Bursary**

Students aged 16-18 could get up to £1,200 if at least one of the following applies:

- You are in or recently left local authority care
- You receive Universal Credit (or Income Support) in your own name
- You are in receipt of Employment Support Allowance *and* Disability Living Allowance (or Universal Credit *and* Personal Independence Payments) in your own name

Payment of this bursary will be in-kind support, for example paying for the College Travel ID pass, plus a weekly payment of £30 (term time only) into your bank account, subject to attendance

**Free College Meals**

This entitles eligible students £2.80 each day to spend on a variety of healthy meal options at College. Free College Meals are only available to students who qualify for the vulnerable student bursary and those whose parent(s) receive one or more of the following benefits:

- Universal Credit with net earnings under £7,400 a year
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment Support Allowance (ESA)
- State Pension Credit (guarantee element)
- Child Tax Credit (provided you are not working/not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190
- Support under part VI of the Immigration and Asylum Act 1999

## How to Apply

Application is made through the PayMyStudent Portal on the college website <https://runshaw.paymystudent.com/portal/>. This online system enables you to fill out an application form and upload the necessary evidence that we will use to assess your eligibility. The following instructions are intended to help you make an online bursary application.

- *Register* for an account using your student number, eg ABC12345678, enter your date of birth and create a password.
- Once you have registered, you will be sent a link to *activate* your account via your choice of either text (SMS) message or email (don't forget to check your junk folder in case the email appears in there). Click the link to take you back to the login page, and login using your details and the password you created.
- Follow the link to the Application Form where you will be asked to provide details about your personal circumstances and the household you live in. Your responses will indicate which evidence will be required to support your application. If you have access to a scanner, a smart phone or other digital camera, you can take copies of the required evidence and then upload them. Please note, your application will not be assessed without income/benefit evidence.
- Enter your bank account details
- *Review* your answers on the final page, then read the declaration at the bottom of the page. Type your name in the signature box and then click on 'Submit Application'

You will receive an automatic confirmation email.

After you have submitted your application you will still be able to make any necessary changes until it has been approved by Student Services. Once your application has been assessed, you will receive an email notification.

## Care to Learn

Care to Learn can help with childcare costs while you study. You must be aged under 20 at the start of your programme of study.

How to Apply: If this is your first application, apply online at [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn). If you have received Care to Learn in 2020/21 you can log in to apply for the new academic year.

If you need further help or advice, email [funding@runshaw.ac.uk](mailto:funding@runshaw.ac.uk)