

FINANCIAL SUPPORT



TOTAL PEOPLE
LEADERS IN LEARNING®



BURSARY POLICY

What is a Bursary?

A bursary is money that Total People has to help learners who may struggle financially with the cost of attending their programme.

Who is eligible?

- To be eligible you must:
- Be living in the UK
- Have lived in the UK for at least three years prior to the course starting
- Be 16, 17 or 18 at the end of August
- Be undertaking a full time Study Programme

The Bursary is available under three categories:

1. Vulnerable Bursary
2. Discretionary Bursary with free meal entitlement
3. Discretionary Bursary



VULNERABLE BURSARY

If you are:

- A young person in care
- A care leaver
- In receipt of Income Support or Universal Credit in your own right
- In receipt of Disability Living Allowance (DLA) and Personal Independence Payments (PIP) in your own right as well as Employment Support Allowance or Universal Credit

You will automatically be entitled to the bursary fund of £30 per week.

*Those who do not qualify for the vulnerable bursary may be entitled to a discretionary bursary to support travel and lunch.

DISCRETIONARY BURSARY

(with free meal entitlement)

If you or your parents (or carers) are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided parents/ carers are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

DISCRETIONARY BURSARY

Learners supported by households earning £25,500 PA or less will be eligible for discretionary bursary. Evidence of household income will be needed in the form of:

- P60s
- Tax Credits Award notice showing income
- Payslip (if this shows income for the year)
- Employment History for 2018 / 19 from HMRC
- Out-of-work benefits letter less than 3 months old. If older, please supply a current bank statement showing any benefits are still live
- Latest verified accounts of Self Employment

For both Discretionary options, you will be entitled to a £4.00 a day meal allowance and bus or train travel to the training centre and placement.



Breakfast Club

Hot drinks and light breakfast snacks will be available free of charge to all Study Programme learners who arrive early for their planned sessions.



Childcare

Learners under the age of 20 and have one or more children, can apply for the Care to Learn scheme to help with the cost of childcare.

You can get Care to Learn if you are a parent under the age of 20 at the start of your course and:

- You are the main carer for your child
- You live in England
- You are either a British citizen or a national of a European Economic Area
- Your course qualifies
- Your childcare provider is registered with Ofsted

Your childcare provider is paid from the beginning of your course if you apply either:

- Before your course starts
- Within 28 days of starting your course

If you apply after that, your childcare provider will only be paid from the beginning of the week that your application was received.

This is not administered by Total People and you will need to apply directly to Care to Learn.