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Bursary Fund – Learner Fact Sheet (for Foundation Learners only)

What is it?

The Bursary fund replaced EMA in August 2011 and is for learners joining and attending the Foundation Learning Programme at Paragon.

You will have to apply for Bursary funding and there are criteria which you have to meet in order to receive it. Please speak to your tutor if you would like an application form.

If your application is successful you will be expected to attend training regularly and behave in line with the code of conduct that you agree to when you join the course. If you don't payments will be reduced or withheld.

Can I get it?

You have to be under 19 years of age to receive the bursary and be in care, a care leaver, receiving income support or be a disabled young person in receipt of Employment Support and Disability Living Allowance.

In extreme cases we will also accept applications from other young people; however there is no guarantee that your application will be successful. This will depend upon the amount of discretionary bursary we have access to and your personal circumstances. Don't be afraid to ask – if you really are struggling with meeting the costs of coming to training and you live in a household that is in receipt of the following benefits we might be able to help.

- Jobseeker's Allowance;
- Council Tax Benefit;
- Housing Benefit;
- Income Support;
- Working Tax Credit with a household income of less than £16,190;
- Credits (Guarantee Credit only)
- Income-related Employment and Support Allowance (ESA)

How much will I get?

This will vary from person to person and may or may not be in the form of cash. Sometimes it may be decided that bursary's will be provided in voucher form e.g. a supermarket food voucher.



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It may be a regular or a one off payment, again that will depend upon your circumstances. If the payment is in cash we will need your bank account details.

The maximum that anyone will receive is £40 per week.

How quickly will a decision be made?

Once you have submitted your application form and this has been received by the Learner Welfare Manager they will process this as quickly as they can. The longest time that you would wait for a decision is two weeks. Payments will be backdated to the date that your application is received.

Do I have to come in every day to be paid?

Yes; you will be paid in line with the following attendance requirements;

- For those receiving regular bursary payments;
 - A minimum of 10 hours attendance must be achieved for full bursary payment to be made
 - Learners attending between 6-9 hours attendance will receive 50% of their weekly payment
 - 5 hours or less attendance- no payment will be made

If you breach the code of conduct you may not be paid even if you have attended training.

What is 'attendance'?

- Classroom activity i.e. lessons
- On-site job search (under guidance from a tutor)
- Attendance at interviews/placements/community projects (where these are agreed by your tutor)
- Home study as agreed with your tutor

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You can take a maximum of 12 hours as authorised absence during the programme. This is to be used for holiday, sickness, bereavement and attending medical appointments. Where possible this should be agreed in advance with the tutor. This would then be classed as 'attendance' and paid for.

I have a question – who do I ask?

Either your tutor or the Learner Welfare Manager will be able to help.

I am not happy with the decision – what do I do?

You are able to appeal a decision. You need to do this by writing to the Learner Welfare Manager who will then review your application again. If you are still not happy then you can submit a formal complaint to the Quality Manager. Your tutor can help you with all of this.