



**LANCASTER UNIVERSITY  
SCHOOL OF MATHEMATICS**

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**CARDINAL  
NEWMAN  
COLLEGE**



# **BURSARY GUIDE**

## **2024/25**



# Financial Support

The LUSoM bursary is designed to help students who are experiencing financial difficulty in accessing or completing their course. Funds can be provided to help towards the cost of travel, meals, books, equipment, and essential materials needed for your courses. You must be under 19 on the 31 August in the year in which you start your programme of study.








## Vulnerable Bursary

You may be eligible for a Vulnerable Bursary of up to £1,200 a year, plus travel and meals. You can apply for the Vulnerable Bursary throughout the academic year; however, the funds will be allocated pro-rata.

To be assessed for the Vulnerable Bursary, you must have evidence of one or more of the qualifying elements below:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

## Discretionary Bursary

SUBJECT TO THE AVAILABILITY OF FUNDING, THE SCHOOL AWARDS:	FREE LUNCHES	TRAVEL (1.5 miles or more from college)	OTHER SUPPORT including course costs
<p><b>Eligible for Free School Meals:</b> if you or your Parent/Guardians are in receipt of the following benefits:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income Based Job Seekers Allowance</li> <li>• Guaranteed Pension Credits</li> <li>• Income related Employment &amp; Support Allowance</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999</li> <li>• Universal Credit with net earnings no more than £7,400. A Universal Credit monthly award notice or 3 months of Universal Credit statements is required for assessment</li> <li>• Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC</li> </ul>			
Household income below £32,000			
Household income between £32,000 and £34,000			

Support for travel costs will normally be in the form of a bus pass. If a request for the train is received the maximum amount which can be paid will not exceed £705 for a full academic year. Payments will only be made on receipt of valid train tickets showing proof of payment. Students will be expected to pay additional costs.

You must provide household income evidence. We require a copy of your Universal Credit Award Breakdown or a full and complete copy of your 24-25 HMRC Child Tax Credit Award. If you are not in receipt of either Tax Credits or Universal Credit, please upload proof of income documents, e.g. P60 for April 2024.

**Applications will not be processed if proof of income is not uploaded with your online application.**

Applications made in 2023-24 do not continue to 2024-25, please make a new application. LUSoM understands that circumstances may change throughout the year and all applications made will be considered. Please note Bursary Funding is limited, when available funds have been allocated, the scheme will be closed to applications.

Further details about the 16 - 19 Bursary fund can be found at:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

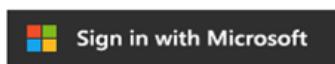
## Online Bursary Application Process

Please type this link into your web browser

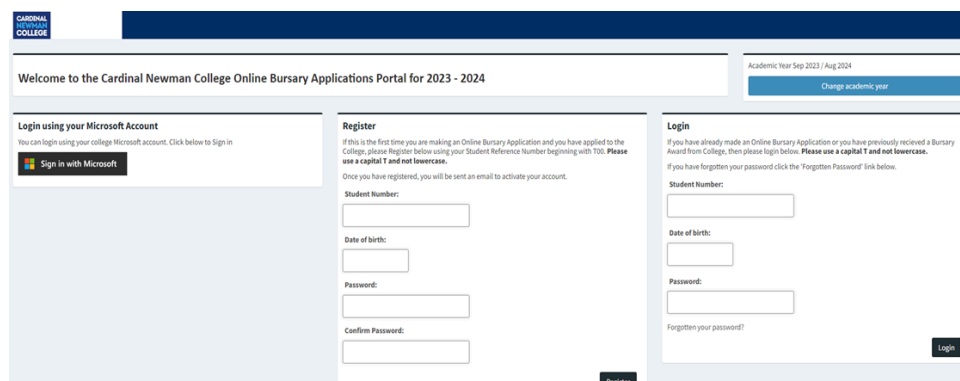
<https://cardinalnewman.paymystudent.com/portal/> or follow the link on the Cardinal Newman College website. If you have already registered or received a LUSoM bursary last year then Login, you can also login using your LUSoM Microsoft account. If you are making an application for the first time please register first.

### Login using your Microsoft account

You can login using your college Microsoft account. Click below to Sign in



Enter your Student Reference Number beginning with L00. Once you have registered an activation email will be sent to you. Please check junk and clutter folders as the email could be classed as spam. Follow the activation link in the email. Once the account has been activated, you can login and start your Bursary Application.

A screenshot of the Cardinal Newman College Online Bursary Applications Portal. The page has a white background with a dark blue header. The header includes the Cardinal Newman College logo on the left, the text "Welcome to the Cardinal Newman College Online Bursary Applications Portal for 2023 - 2024" in the center, and "Academic Year Sep 2023 / Aug 2024" on the right with a "Change academic year" button. Below the header, there are three main sections: "Login using your Microsoft Account" on the left, "Register" in the center, and "Login" on the right. The "Login using your Microsoft Account" section has a "Sign in with Microsoft" button. The "Register" section has fields for "Student Number", "Date of birth", "Password", and "Confirm Password", with a "Register" button at the bottom. The "Login" section has fields for "Student Number", "Date of birth", and "Password", with a "Login" button and a "Forgotten your password?" link below.

If you require any help or advice on making a bursary application, please contact Jill Carr on extension 2260 or email [jcarr@cardinalnewman.ac.uk](mailto:jcarr@cardinalnewman.ac.uk) .

# Bursary Policy Statement

## Introduction

This policy statement sets out how the 16 - 19 Bursary Fund at Lancaster University School of Mathematics will be operated to help support those young people who face the greatest barriers to continuing in education post 16.

LUSoM will actively promote awareness of bursaries, including criteria for eligibility and arrangements for applications, as part of its commitment to ensure young people are able to participate in learning and enjoy LUSoM life to the fullest.

## Distributing bursaries

To be eligible to access Bursary funding learners must be aged 16 or over but under 19 on 31st August in the academic year in which they start their programme of study funded by the ESFA. Learners aged 19 or over are only eligible to receive a Discretionary Bursary if they are continuing a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care Plan (EHCP).

Eligibility is dependent upon the learner's level of household income and/or personal circumstances.

The budget funding for bursaries is limited; learners who are eligible for support are not automatically entitled to discretionary bursaries.

Learners are encouraged and expected to access other forms of financial support. This will be considered when their applications for bursaries are accessed.

Bursaries will be used to help young people pay for the costs related to participation e.g. transport to and from LUSoM, essential books, equipment or specialist clothing and other essential course-related costs. The bursary fund is available to contribute towards attending university interviews/open days and UCAS fees. Bursaries are not intended to support costs not related to education (living costs), extra-curricular or non-compulsory activities.

The payment of awards is in kind, LUSoM will transfer funds to transport providers and college departments to cover essential course-related costs as listed above. Bursary awards will be dependent upon acceptable attendance, behaviour and attitude towards studies. Awards may be withheld if standards in this regard are not met.

## **Determining Defined Vulnerable Groups**

LUSoM will consider guidance from the funding body in regard to young people in defined vulnerable groups and identify these groups who are likely to be most at risk of dropping out of learning.

The defined vulnerable groups are students who are:

- in care
- care leavers
- receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right, as well as Employment and Support Allowance (ESA) or UC in their own right

## **Handling applications**

- Bursary information and online application process will be available on the LUSoM website for all students.
- Bursary applications must be made each year of the learner's programme of study.
- Online applications must be supported by uploaded evidence of circumstances. Applications will not be processed if evidence of circumstances is not uploaded.
- Parents and students are encouraged to make early applications, but they can apply for a bursary at any time during the academic year.
- If a learner feels aggrieved about how their application for a bursary was handled, they should follow LUSoM's complaints procedure by contacting the Operations Manager.

## **Equality and diversity**

Arrangements will not discriminate against students on the basis of any protected characteristics as set out in equalities legislation.

Further details about the 16 – 19 Bursary fund and Equality Act can be found at:

<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year>

<https://www.gov.uk/guidance/equality-act-2010-guidance>