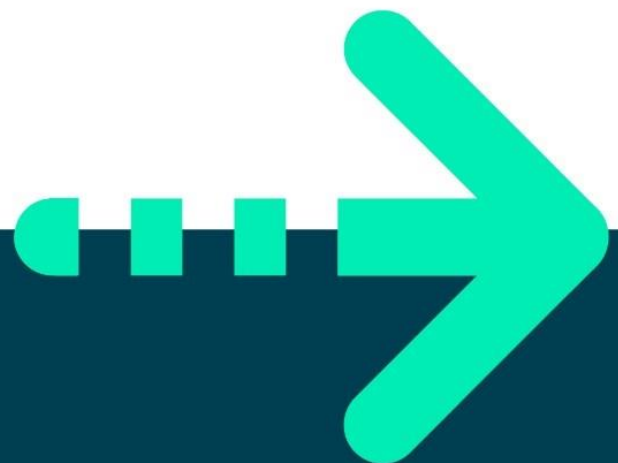




# QAHE

## Care Leaver Bursary

Date of Issue: November 2022





---

# CONTENTS

INTRODUCTION AND GUIDANCE	3
ELIGIBILITY FOR A CARE LEAVER BURSARY	3
TO APPLY FOR A CARE LEAVER BURSARY	4
DOCUMENTATION & EVIDENCE REQUIRED TO ASSESS YOUR APPLICATION	4
APPEALS AND ANY FURTHER QUESTIONS	4
APPLICATION FORM	5
STUDENT INFORMATION	5
EVIDENCE <u>REQUIREMENTS</u>	<u>5</u>
BANK DETAILS	6
SIGNATURE OF APPLICANT	6



## INTRODUCTION AND GUIDANCE

QAHE is committed to providing Care Leavers with as much support as possible whilst studying with us.

The QAHE Care Leaver Bursary is available to eligible undergraduate students, studying at our Manchester, Birmingham or Rosebery Avenue-London campuses, in each year of their studies.

The bursary is £1000 per year for eligible full time undergraduate students.

### ELIGIBILITY FOR A CARE LEAVER BURSARY

To be eligible for a Care Leaver Bursary, you must:

- be a UK home student enrolled on a full-time undergraduate programme at one of our QAHE campuses (Manchester, Birmingham or Rosebery Avenue and Fitzwilliam House, London)
- be a Care Leaver\* and be receiving support from your local Authority's Leaving Care Service
- have applied online to be income assessed by Student Finance
- have a UK Student Support Number (English, Scottish, Welsh and Northern Irish students)

\*We define a Care Leaver as students under the age of 25 when they start their programme, who have been looked after by their local authority for a period of at least 13 weeks from the age of 14 and were in care on or after their 16th birthday. They will not have reconciled with their parents between leaving care and starting their course. Those over 25, but who returned to full time education before their 25th birthday AND are also being supported by their Local Authority Leaving Care Team will also be eligible for the bursary.

### TO APPLY FOR A CARE LEAVER BURSARY

To apply for a Care Leaver Bursary, you must:

- Make an appointment with a Welfare Advisor
- Complete the application form and submit this to the Welfare Team, with all the documentary evidence requested (see below).

If you received a bursary payment, you must remember to re-apply at the beginning of every academic year as the bursary is not automatically reassessed every year and we do rely on an application from you each year.



## **DOCUMENTATION & EVIDENCE REQUIRED TO ASSESS YOUR APPLICATION**

For the Welfare Team to fully assess your eligibility for an award, for a Care Leaver Bursary, you must be able to provide the following evidence:

- That you have applied to be income assessed by Student Finance England
- That you are a Care Leaver
- That you are engaging with your studies

## **CARE LEAVER BURSARY PAYMENTS**

The bursary will be paid in four instalments during your academic year. We will review your engagement and commitment to your studies, prior to the release of any instalment. We will not be able to release your instalment if you fail to meet the minimum attendance requirement and /or demonstrate satisfactory engagement on programme. If you miss one of your instalments, this means that the amount of your bursary will be reduced for the academic year. Any further instalments will be reviewed prior to the next instalment date.

### **Support whilst studying**

As a Care Leaver you will be assigned a personal Welfare Advisor, who will arrange regular support meetings with you.

We will also liaise with your personal advisor and Leaving Care team to ensure that a holistic approach is provided for your support. If we have any concerns relating to your wellbeing and/or studies, we may contact your personal advisor for further support and guidance.

## **APPEALS AND ANY FURTHER QUESTIONS**

You can submit a written appeal addressed to Assistant Director of Safeguarding Student Life and Wellbeing if you are unsatisfied with the outcome of your application: [qahe.welfare@qa.com](mailto:qahe.welfare@qa.com)

If you have any questions please do not hesitate to contact us:

Email: [QAHE.Welfare@qa.com](mailto:QAHE.Welfare@qa.com)

Telephone: 0203 921 0163



# APPLICATION FORM

## STUDENT INFORMATION

TITLE (MR/MS/MISS/MRS)	FORENAME AND MIDDLENAMES	SURNAME
DATE OF BIRTH	STUDENT NUMBER	STUDENT FINANCE NUMBER

## EVIDENCE REQUIREMENTS

Evidence	Documents required
Income assessed Student Finance application	Screenshot for Student Finance England portal or Notice of Entitlement letter
Care leaver	A letter or email from your Personal Advisor from your Leaving Care Service who can verify that you are a care leaver.



## BANK DETAILS

If you are successful in applying for financial support, through our Care Leaver Bursary, the Welfare Team will arrange for a bank transfer of the awarded amount to take place.

Please provide details for a United Kingdom bank account in your name below:

<b>ACCOUNT HOLDER NAME</b>	
<b>BANK NAME</b>	
<b>ACCOUNT SORT CODE</b>	
<b>ACCOUNT NUMBER</b>	

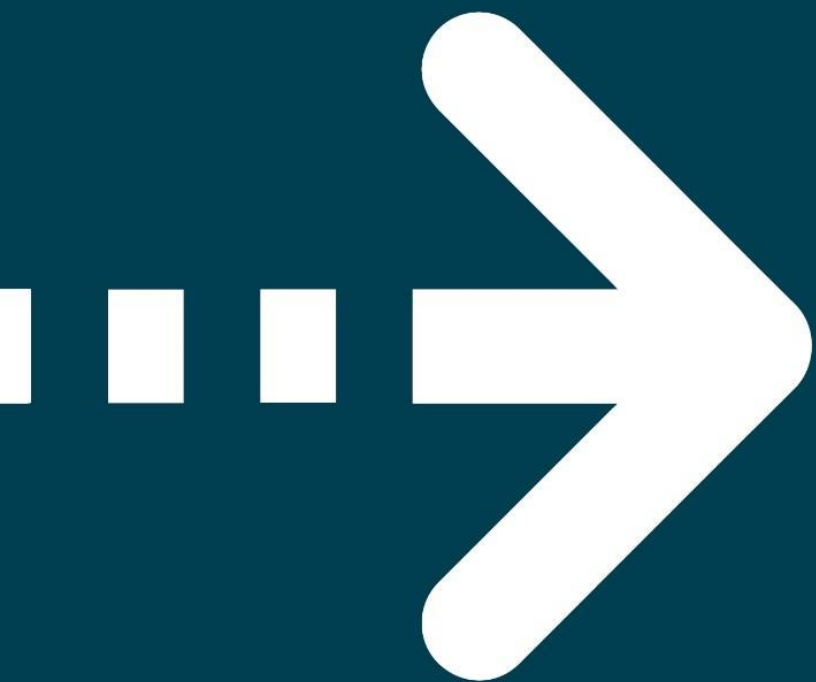
## SIGNATURE OF APPLICANT

I consent to the University processing the information provided on this form for administrative purposes, including the consideration of my application, but only insofar as it permitted to do so within the regulations governed by The General Data Protection Act 2018.

I also consent to QAHE liaising with my Personal Advisor and Leaving Care Team.

The information which I have provided on this form is complete and accurate. My signature below denotes that I have read, understood, and accept all of the terms and conditions detailed on this document.

Student Signature:		Date:	
--------------------	--	-------	--



QA