



Education
Funding
Agency

16-18 Residential Bursary Funding Guide for 2013/14

May 2013

Contents

<u>Introduction</u>	3
<u>Student eligibility</u>	3
<u>Allocations to institutions</u>	4
<u>Assessment and payment of RBF</u>	5
<u>Governance and monitoring</u>	6
<u>Further information</u>	7

Introduction

1. This guide provides information to all institutions receiving 16-19 Residential Bursary Fund (RBF) allocations in 2013/14. It sets out the requirements for the administration of the funding and describes how the Education Funding Agency (EFA) will collect monitoring information for the scheme.

Residential Bursary Funding (RBF) in 2013/14

2. RBF is intended to provide financial help towards the costs of accommodation for young people attending one of the designated providers of specialist provision, where that provision requires the young person to be resident in order to participate because it is not available locally and/or because it requires students to be available at unsociable hours on a regular basis.

3. RBF should be used to help young people with the costs of accommodation whilst they are learning; the accommodation may be owned or managed by the institution or be owned by a private landlord. It is anticipated that the majority of RBF funding will be used to cover accommodation costs, however, RBF may also be used to help with travel costs between the young person's lodgings and the institution where appropriate.

4. RBF is intended to provide a contribution towards residential costs for those young people whom the institution identifies face the most significant financial barriers to participation. It is not intended to provide support to all young people on residentially delivered provision at an institution; nor is it intended to necessarily cover the full costs for each student.

Residential Bursary Funding and other forms of financial support

5. Young people who are receiving support from the 16-19 Bursary Fund may also receive support from RBF. However, RBF should not be used to fund the costs of meals, books and equipment or other course costs. These costs should be funded from the 16-19 Bursary Fund. Students who require help with childcare costs should be guided to apply for support from the Care to Learn scheme.

6. Institutions are not permitted to vire funds between the RBF and the 16-19 Bursary Fund. No virement of funds is permitted between RBF and adult discretionary learner support funds.

Student eligibility

7. To be eligible for RBF, a young person must be aged under 19 on 31 August in the academic year in which they start their programme of study. Where a young person turns 19 during their course, they can continue to be supported to the end of the academic year in which they turn 19 or to the end of their course, whichever is sooner. RBF is only payable to young people who are aged 16 and over on 31 August before the academic year in question.

8. The young person must also satisfy the residency criteria set out in the 2013/14 EFA Funding Guidance. This document will be available at:
<http://www.education.gov.uk/aboutdfe/executiveagencies/efa/funding/fundings/a00222378/funding-guidance-2013-to-14>

Allocations to institutions

9. Allocations are made to institutions to manage at their own discretion but in line with this guide. Allocations for 2013/14 are based on actual expenditure at each institution over a two year period and an assessment of trends over the same period. This allows us to reflect actual activity at each institution and offset in year anomalies as far as possible. A number of institutions who have consistently underspent on RBF have been given reduced allocations in 2013/14 in order to release funds to institutions where a greater demand for RBF funding has been identified.

10. Allocations for RBF can only be used to support students aged 16 to 19. The money cannot be used to support adult learners (those aged 19 or over at the start of their course) for whom there is separate funding allocated by the Skills Funding Agency.

11. Institutions who are made an allocation for RBF are responsible for:

- Staying within budget (although they may choose to top-up the RBF budget from their own sources)
- Paying out funds to contribute to the residential costs for young people who meet the criteria for support
- Reporting any anticipated underspend to the EFA
- Completing the Individualised Learner Record (ILR) to report learners receiving residential support (and inform future allocations) and providing minimal additional Management Information to the EFA on an annual basis (usually by the end of October for the previous academic year) on student numbers, awards and expenditure.

12. Institutions may use up to 5% of their RBF allocation to cover administrative costs. The EFA would like to remind institutions that the 5% administrative costs are part of their allocation total; they are not an additional 5% on top of the allocation total.

13. Where institutions identify that they will be unable to spend the majority of their RBF allocation, they should notify the EFA as soon as possible to arrange to repay the excess. The EFA will aim to distribute any returned funds to other institutions that can make use of further funding. The EFA may also recover funds from institutions which are undistributed at the end of the academic year.

14. The EFA cannot guarantee to reimburse any overspends by institutions as this is dependent on funds becoming available for recycling. Institutions are therefore advised not to overspend in the expectation that there will be a reallocation of funds later in the year as this may not be the case.

Assessment and payment of RBF

15. Institutions have the discretion – in line with this guide - to determine which young people receive RBF support and how much support they should receive. Institutions should manage the number and size of RBF awards to keep within their budget, targeting available funds towards those facing the most significant financial barriers to participation.

16. Institutions should assess the young person's actual need for help with residential costs before determining whether to award RBF support. RBF should not routinely be awarded simply because a student is enrolled in residentially delivered provision. Institutions may decide to take account of the young person's household income as evidenced by receipt of benefit and/or P60, Tax Credit Award Notice or evidence of self-employment income before awarding RBF.

17. RBF payments should be made directly to the young person's landlord (which may be the institution itself if they provide accommodation directly or to a private landlord) for accommodation costs and not directly to the young person for living costs (which would be subject to the Social Security Amendment (Students and Income-related Benefits Regulations 2000)). Receipt of other benefits and/or financial support does not exclude a young person from receiving help with residential support if he/she is experiencing financial difficulties in meeting the costs associated with learning.

18. In making decisions about the number and size of RBF awards, institutions should consider that a student's financial circumstances may change during a programme of study, potentially leading them to drop out of learning. Institutions may wish to consider retaining some funds to meet needs which emerge later in the academic year rather than allocating all funds at the start of the year in order to help them to react to such circumstances. Institutions may also wish to consider taking account of any improvements in a young person's financial circumstances during their programme of study.

19. Although the EFA expects that the majority of RBF awards will be made to cover the costs of accommodation, RBF may also be used to help young people pay transport costs between their accommodation (if it is not on site) and the institution. Institutions are allowed to use no more than 15% of their 2013/14 allocation, or £25,000, whichever is the greater, to support young people's travel costs where they are able to travel daily. Funding daily travel costs from RBF must only be considered as a last resort and the use of RBF to help meet transport costs does not replace the statutory duty on local authorities to set out (in an annually published transport statement) the arrangements they will make to facilitate the participation in education or training of young people of sixth form age.

20. RBF should not be used by an institution for any purpose designed to give them a competitive advantage over other institutions; nor should RBF be used for:

- Enrolment or administration fees
- Fees for access to college facilities
- Block subsidy of transport

21. In determining arrangements for payment of RBF, institutions are subject to equalities legislation, which means they must not discriminate against their students on the basis of their protected characteristics. They are also subject to the public sector equality duty in section 149(1) of the Equality Act 2010.

Governance and monitoring

22. The administration and allocation of RBF will be subject to the institution's normal governance and audit regimes. Institutions should also refer to the 2013/14 EFA Funding Guidance which sets out the evidence that is required to confirm student eligibility.

23. If a young person is unhappy about the way in which their request for residential support is handled they should follow the institution's normal complaints procedure.

24. Institutions should have administrative procedures that record RBF awards and the number of students supported (the number, value, purpose etc.). Institutions should complete the Individualised Learner Record (ILR) to indicate the numbers of individuals receiving residential support. The EFA will use this information in developing future allocations.

25. The EFA will also request minimal Management Information (MI) to support its monitoring of RBF and to inform future year's allocations. The information which is required for 2013/14 is as follows:

Accommodation:

- institutions to supply the number of awards made and/or the number of students supported
- institutions to state the total amount spent

Daily travel (where the young person's lodgings are not on site):

- institutions to supply the number of awards made and/or the number of students supported
- institutions to state the total amount spent

Other costs:

- institutions to supply the number of awards made and/or the number of students supported
- institutions to state the total amount spent
- institutions to supply a description of 'other costs' and an explanation for the expenditure

Admin costs:

- institutions should state how much of their allocation (up to 5%) has been spent on administrative costs.

26. The EFA will issue more details about the MI collection in advance of the return being due in October 2014.

27. **As set out in 2012/13 guidance, institutions should note that the EFA will also be requesting this data for their 2012/13 RBF allocation.** The arrangements for collecting this data – which will be due in October 2013 – will be communicated separately.

Further information

28. Institutions should direct any queries about the allocation and administration of RBF to residentialsupport.EFA@education.gsi.gov.uk



Education
Funding
Agency

© Crown copyright 2013

You may re-use this information (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/> or e-mail: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

Any enquiries regarding this publication should be sent to us at residentialsupport.EFA@education.gsi.gov.uk

This document is also available from our website at www.education.gov.uk

Reference: EFA-00112-2013