



COUNCIL OF THE ISLES OF SCILLY

POST 16 BOARDING ACCOMMODATION & TRAVEL ALLOWANCE INFORMATION & GUIDANCE

BACKGROUND & CRITERIA

The Education Funding Agency (EFA) annually sets the rate of funding available for the Boarding Accommodation & Travel Allowance for costs incurred while attending Post 16 education on the mainland. In order to qualify for the grant the student must be:

- a permanent island resident
- aged 16-18*
- going in to their 1st/ 2nd year(s) of further education.

This funding is not guaranteed and we work hard with the EFA to secure funding each year.

For students attending work-based learning, such as an apprenticeship please contact Children's Services to discuss individual circumstances and funding support available.

If you are not sure where you fit in; or if you qualify, please contact Children's Services and we will let you know what type of support could be available to you.

HOW TO APPLY

During the summer prior to the start of the academic year in which Post 16 Education will commence the Children's Services team will send you a pack with all the information you need in order to apply for the allowance. Included in this pack is the Post 16 Boarding Accommodation & Travel Allowance Application form. Complete this form ensuring all sections are fully completed and that both the student and guardian have signed the accommodation and travel agreement sections. Return the completed form to the Children's Services by the deadline date stated in the application pack letter.

You will receive a letter, within seven working days of the application deadline, advising whether or not the application for funding has been successful. If the application has been successful the initial accommodation payment will be processed at this time.

Please note failure to; complete forms in full and/or submit forms by the stated deadlines will result in a delay of processing your application and any payment of funding.

BOARDING ACCOMMODATION

The EFA has granted a boarding accommodation grant to the maximum of £5115.99 per student, per academic year. Payments are made in *advance* and will usually be issued in six installments of £852.66. The timing of payments for boarding accommodation allowances is arranged to assist with making timely payment to the accommodation provider and prevent difficulties for learners.

The accommodation schedule of payments are listed below.

Term	Claim period	Approximate date payment will be made following submission of receipts previous half terms receipts	Final deadline receipts for this period should be submitted by
Autumn	September to October Half Term	1 st payment – End of August	
	October Half Term to Christmas Holiday	2 nd payment – October half term holiday	
Spring	January to February Half Term	3 rd payment – Christmas holiday	
	February Half Term to Easter Holidays	4 th payment – February half term holiday	
Summer	Easter Holiday to Summer Half Term	5 th payment – Easter holiday	
	Summer Half Term to July	6 th payment – Summer half term	

Receipts for accommodation must be forwarded to Children’s Services along with a fully completed Claim form as soon as possible, failure to do so will delay future grant payments. If the schedule of payment does not meet your needs please indicate this on the application form and a member of the Children’s Services Team will contact you to discuss this and we will endeavor to devise a payment schedule that is suited to you and your accommodation provider.

Where the submitted receipts show that the amount paid to you is greater than the amount paid to the accommodation provider the next payment of £852.66 will be adjusted to reflect this difference. At the end of the academic year the total cost of accommodation will be compared to the total amount paid and any adjustment will be made.

If subsistence is not part of your agreement with your accommodation provider receipted evidence will be required to facilitate claims.

Please note that the amount of allowance paid to you is a contribution and any shortfall in accommodation cost is the responsibility of the student and their guardian.

Students who are living with a parent on the mainland are not eligible for the boarding accommodation allowance; however they may still claim the travel allowance to return home to the islands.

TRAVEL

Each student can apply for a maximum of six return journeys in each academic year. This means that they can travel home every half term.

The cheapest fares to and from the students educational establishment are calculated and that amount is the maximum that can be claimed - claims are capped at £100 per return. Valid receipts for travel must be provided with the Claim form, and payment is made retrospectively. Travel grant payment will only be made once all the travel receipts have been submitted for the relevant claim period.

Students have access to reduced travel fares from the islands. Please remember to ask for these when making your booking, and also to keep membership to loyalty schemes up-to-date.

Submit all receipts for travel (boat, train, taxi etc) – including ones over and above the amount you are eligible to claim for. This enables us to demonstrate the costs incurred by students in Post 16 education on the mainland.

The travel claim periods are as follows:

Term	Claim Period	Journey Direction	Payment No.
Autumn	September to October Half Term	Mainland to IOS	1 st
	October Half Term to Christmas Holiday	IOS to mainland	2 nd
Spring	January to February Half Term	Mainland to IOS	3 rd
	February Half Term to Easter Holidays	IOS to mainland	4 th
Summer	Easter Holiday to Summer Half Term	Mainland to IOS	5 th
	Summer Half Term to July	IOS to mainland	6 th

GENERAL INFORMATION

- The allowance must be applied for each academic year.
- All payments will be made by bank transfer (BACS). Please ensure that a BACS form is completed and submitted along with your application form so that payments can be made promptly.
- Please inform the Council immediately if there is a change to the course, if the student leaves their course or finishes their course early.
- Any overpayments of Boarding Accommodation and/or Travel Allowances will be recovered where necessary.
- Confirmation of attendance, on a half termly basis, will be obtained by us from educational establishments.
- At the end of the academic year you will be notified of the final deadline date – *after which no further allowance claims can be made.*
- The Youth Support Officer is available on the mainland to provide pastoral support – contact details below.

USEFUL CONTACTS

Children's Services

01720 424495

Nicola.Lawson@scilly.gov.uk

Helen.McGuinness@scilly.gov.uk

01720 424492

Council of the Isles of Scilly One Stop Shop

0300 1234105

Youth Support Officer

Marie Wilton

Marie.Wilton@scilly.gov.uk

07709176600

or contact Marie via Children's

Services 01720 424492 Or 424495.

* For funding purposes 'age 18' means 'under 19 on 31 August in the calendar year when the learner begins a programme of study'

** Unless there are exceptional circumstances and agreements have been made with both the Council of the Isles of Scilly and the EFA prior to the beginning of the academic year.