



# **16-19 Bursary Fund**

## **2023/2024**

### **Application Form**

## What is the Bursary Fund?

The 16 to 19 Bursary Fund is a scheme to help young people facing financial hardship to stay in full-time education.

The scheme is made up of two parts:

- Those most in need will be eligible for a bursary of £1,200 a year. This includes young people in care, care leavers, young people receiving Income Support or Universal Credit, and disabled young people receiving both Employment Support Allowance and Disability Living Allowance. This bursary is referred to as the 'full' bursary
- Other students who need financial support to help them to stay in education or training may also be able to claim a bursary to help with costs of transport, food, equipment or other course-related costs. This bursary is referred to as a 'discretionary' bursary.

## Eligibility

For the full bursary of £1,200, you must meet one of the following criteria by being a:

- Young person in care
- Care leaver
- Young person receiving Income Support or Universal Credit\*
- Disabled young person receiving both Employment Support Allowance and Disability Living Allowance.\*

For the discretionary bursary, you must be a student whose parents or carers are in receipt of:

- Income support\*
- Income based Jobseeker's Allowance
- Support from the National Asylum Support Service
- Tax Credits (Working Tax Credit/Child Tax Credit) and have an Inland Revenue assessed annual income of less than £16,190 for the tax year 2023/2024
- Guarantee element of State Pension Credit
- Income related Employment and Support Allowance\*

Or:

- Be in receipt of Free School Meals
- Be providing care to a sick or disabled relative
- Have a long term medical condition that can affect your studies.

\*From 2013 the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance commenced. Where applicable, these benefits will be taken into consideration.

There are additional criteria that need to be met to be eligible for a bursary, but it is anticipated that the majority of applicants will satisfy these criteria. These criteria include course types, residency and age restrictions. We will contact you as part of the assessment process if we believe there will be an issue with meeting these criteria.

## What is the 16-19 bursary fund to be used for?

A bursary is money that you, or your education or training provider, can use to pay for things like:

Clothing, books and other equipment for your course.

Transport and lunch on days you study or train.

## Applying

If you believe you are eligible for a bursary, please complete Section A if you wish to apply for the £1,200 bursary or Section B if you wish to apply for the discretionary bursary. You can only apply for one bursary, not both.

Please enclose supporting evidence as required and detailed in the appropriate section.

The table below is a quick reference guide to eligibility, and lets you know what documents of proof are required.

Section A – Statutory payments for learners of £1200/year as set out in the guidance			
Young person in care or a care leaver		Please supply a letter from your key worker or social worker as evidence	
Young person in receipt of Income Support or disabled young person receiving Employment Support Allowance or Disabled Living Allowance		Please supply a copy of benefits paperwork from the last six weeks as evidence	

Section B – Discretionary payments for learners falling into the following groups			
Learner's parent(s) or carer(s) in receipt of Income Support		Please supply a copy of current benefits paperwork	
Learner's parent(s) or carer(s) in receipt of Income based Job Seekers Allowance		Please supply a copy of current benefits paperwork	
Learner's parent(s) or carer(s) in receipt of Support from the National Asylum Support Service		Please supply a copy of current supporting paperwork	
Learner's parent(s) or carer(s) in receipt of Tax Credits (Working Tax Credit/Child Tax Credit) and have an Inland Revenue assessed annual income of less than £16,190 for the tax year 2023/2024		Please supply a copy of current Tax Credits Award Notice for 2023/24	
Learner's parent(s) or carer(s) in receipt of the guaranteed element of State Pension Credit		Please supply a copy of confirmation paperwork	
Learner's parent(s) or carer(s) in receipt of Universal Credit		Please supply a copy of current benefits paperwork	
Learner received free school meals		Please provide evidence of eligibility	
Learner has a long term medical condition that affects study and meets discretionary criteria		Please provide medical evidence from a doctor	
Learner's parent(s) or carer(s) in receipt of Employment Support Allowance (ESA(IR))		Please supply a copy of current supporting paperwork	
Learner be providing care to a sick or disabled relative		Please supply a copy of current supporting paperwork	

## Payment

For the full bursary fund successful applicants will receive their payments for the academic year 2023/24 on a monthly basis. For the discretionary bursary, the amount paid will depend on the number of successful applications received. The amount of funding for the bursary scheme is limited.

Payments will commence just before the October half term break and will be paid on a monthly basis thereafter.

Receipt of a payment is conditional on you meeting agreed standards set by the school. These standards relate to attendance, behaviour and progress in your studies. Payments may be delayed or withheld if you fail to meet the agreed standards.

Payments are usually made **directly into the student's bank account** via BACS payment

## Appeals Procedure

In the event of an appeal by a student or his/her parents against a payment decision by the school, a school's normal complaints procedure should be followed with the final decision being made by a nominated person outside of the decision making progress.

### **Deadlines**

For the Autumn Term 2023, applications are preferred by the end of September 2023 but must be received no later than 6<sup>th</sup> October 2023.

If you miss this deadline you may still apply for support in the Spring Term of 2024. This form must be returned by 25<sup>th</sup> January 2024.

If you miss the Spring Term deadline, you may still apply for the Summer Term 2024. The form must be returned by 22<sup>nd</sup> March 2024.

Data Protection Act 1998: The information you give on this form, together with any supporting documentation will be used by the school for the purposes of processing your application. Your personal details will be safeguarded and will not be divulged to any other individuals or organisations for any other purposes.

You must complete and return this application form to:

Mr Huckle  
Associate Principal - Head of Sixth Form

Miss Collins  
16-19 Bursary Coordinator

## SECTION A – APPLICATION FOR THE FULL BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including post code)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is:

Criteria	Tick as applicable
Young person in care	
Care leaver	
Young person receiving income support*	
Disabled young person (receiving both Employment Support Allowance and Disability Living Allowance)*	

Evidence to include should be:

- For Young person in care or care leaver – a letter of support from your local council
- For Young person receiving income support or Disabled young person (receiving both Employment Support Allowance and Disability Living Allowance) – relevant documentation demonstrating entitlement.

\*From 2013 the phased introduction of the Universal Credit to replace Income Support and Employment Support Allowance and Personal Independence Payments to replace the Disability Living Allowance commenced. Where applicable, these benefits will be taken into consideration.

Please provide original documents. These will be returned to you.

<b>Details of evidence provided:</b>

**Student's Bank/Building Society Account Details:**

(Payment cannot be made into a parent/carer(s) account. All money has to be paid directly to the student).

Please note that this account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

**PTO****Declaration of student:**

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION B – APPLICATION FOR THE DISCRETIONARY BURSARY

Student's surname	
Student's forename(s)	
Student's place and date of birth	
Address (including post code)	
Telephone number	
Email address	

The qualifying criterion for claiming this bursary is as a student whose parents or carers are in receipt of:

Criteria	Tick as applicable
Income support*	
Income based Jobseeker's Allowance	
Support from the National Asylum Support Service	
Tax Credits (Working Tax Credit/Child Tax Credit) and have an Inland Revenue assessed annual income of less than £16,190 for the tax year 2022/2023	
Guarantee element of State Pension Credit	
Income Related Employment and Support Allowance*	

Or, I as a student:

Criteria	Tick as applicable
Am in receipt of Free School Meals	
Have a long term medical condition that can affect my studies	
Be providing care to a sick or disabled relative	

Evidence to include should be:

- For Income support, Income based Jobseeker's Allowance, Support from the National Asylum Support Service, Tax Credits (Working Tax Credit/Child Tax Credit), Guarantee element of State Pension Credit or Income Related Employment and Support Allowance – relevant documentation showing proof of entitlement
- For Free School Meals – normally no proof will be required as we will already have the necessary documentation
- For a long term medical condition – a letter from your GP/consultant confirming the nature of your medical condition and how it affects your studies.

Please provide original documents. These will be returned to you.

**Details of evidence provided:**

Please provide a brief description of what any discretionary bursary you receive will be used for. Include approximate costs.

**The money provided by the discretionary bursary will be used for:****Student's Bank/Building Society Account Details:**

(Payment cannot be made into a parent/carer(s) account. All money has to be paid directly to the student).

Please note that this account must be one that accepts direct credits. Missing or incorrect details will delay payments.

Account Holder's Name	
Sort Code	
Account Number	
Building Society Roll No. (if applicable)	

**Declaration of student:**

- I confirm that I am eligible to receive the discretionary bursary according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if I decide to leave the school before the end of the academic year
- In the event of overpayment, for any reason, I undertake to refund the overpayment on being called to do so.

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

**Declaration of parent (if in receipt of a qualifying benefit):**

- I confirm that I am in receipt of the qualifying benefit according to the criteria that I have selected above
- I have included the relevant documentary evidence
- I will notify the school immediately if my circumstances change and I cease to receive the relevant qualifying benefit.

Name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_