

## **Sixth Form Financial Support Information**

If you fill this form in online you need to **print it out** and scan it or **print it as a PDF** to save what you have typed.

### **The 16 to 19 Bursary Fund**

The 16 to 19 Bursary Fund is money provided by the government, through schools, to help disadvantaged students.

There are two types of 16 to 19 Bursaries:-

#### **The Vulnerable Student Bursary (£1200 per academic year plus any approved further support for educational costs included in the Discretionary Bursary criteria)**

Students can apply for a vulnerable student bursary of £1200 per year if they are in one of the following categories:

- in care or recently left care
- receiving income support or Universal Credit in their own right
- receiving Employment Support Allowance (ESA), as well as Disability Living Allowance (DLA) or Personal Independence Payments in their own right.

#### **The Discretionary Bursary (up to £1200 per academic year)**

Students may apply for financial support to overcome specific barriers to participation, so that they can remain in education. The money may be used for the costs of transport, books, equipment, field trips, meals, exam re-sits, University visits and other educational support.

Students may apply if their household income is less than £26,000 a year or they qualify for free school meals or they were eligible for Pupil Premium funding in the previous academic year(s). Applications should be made by 28<sup>th</sup> September 2018.

In addition any young person facing temporary financial hardship due to exceptional reasons, or financial need due to a change in circumstances can apply to access contingency funds on an individual basis by submitting an application in writing at any time during the academic year.

The 16 to 19 Bursary Fund is a limited fund and priority will be given to vulnerable students and those with greatest disadvantage. **See the 16 to 19 Bursary website for more information**

<https://www.gov.uk/1619-bursary-fund/overview>

### **Supporting Evidence for Bursary Applications**

#### **Vulnerable Student Bursary**

Examples of acceptable supporting evidence for the Vulnerable Bursary are:-

- Statement from the Local Authority confirming the student's current or previous looked after status.
- Recent entitlement or award statement setting out the benefit to which the student is entitled, and confirming that the recipient can be in further education or training

### **Discretionary Bursary**

Examples of acceptable supporting evidence for household income for the Discretionary Bursary are:-

- A Tax Credit Award Notice for the student’s household. This document from HM Revenue & Customs details entitlement to Tax Credits and shows the total income for the year.
- Other Income Support or Universal Credit award letters that show evidence of income.
- P60 End of Year Certificate for most recent tax year for all adults in the student’s household who contribute to household costs. This certificate is a statement of earnings from an employer.
- Payslips from the last 3 months.
- Self-Assessment Tax Calculation for self-employed parents
- Statement of other benefits
- Confirmation from the Local Authority of entitlement to Free School Meals.
- Letter and any evidence, explaining and supporting circumstances for contingency bursary.

Students will also be required to take part in an interview to discuss their individual needs.

### **Allocation of Bursary and Conditions**

Each Bursary application is assessed on its individual merit by agreement between Head of Sixth Form, Finance and Business Manager and Vice Principal Progress and Inclusion in accordance with the evidence provided. Appeals can be made directly to the Principal if an applicant does not feel the award is appropriate to their need.

Awards are based on the following guideline:-

Household Income £ per annum	Award £
0 to 18,000	1,200
18,001 to 22,000	900
22,001 to 26,000	750

However, if students have particular travel difficulties, they are a Young Carer, or there are more than 2 dependants in the household, then these factors will additionally be taken into account in the allocation process.

Bursary awards are made on condition that all reasonable expectations of a student in the Sixth Form shall be met, in particular that attendance and punctuality give no cause for concern. Should concerns arise, the school reserves the right to withhold a payment pending improvement or to withhold payments altogether.

### **Bursary Payments**

Successful bursary applications will be awarded an annual sum of money which will usually be paid in three instalments as follows:-

- Term 1 - (50%)
- Term 2 - (25%)
- Term 3 – (25%)

Payments will usually be by BACS transfer to a bank account in the name of the student. The student must have a valid account in their name. However, the school can choose to provide items identified in the bursary process, such as equipment or a travel pass, to the Bursary award value.

**Application for financial assistance from the 16 to 19 Bursary Fund:**

**Student Declaration**

Prior to completing this form please read the **Sixth Form Financial Support Information** sheet.

**Student Details**

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
E-mail address	
Home Phone	
Mobile Phone	

**Bank or Building Society Details**

To receive payments, you must have a bank account in your own name that will accept BACS payments. Your bank account should be open before submitting this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (if relevant)	

The following two questions determine whether you are eligible for Vulnerable Student Bursary. In this case, you may also be eligible for further support depending on need:-

- Are you in receipt of income support, Universal Credit, Employment Support Allowance, Disability Living Allowance or Personal Independence Payments in your own right? **Yes**    **No**
- Are you in care?    **Yes**    **No**



Please list below items that you require financial support for in order to participate in your chosen path of education.

Please detail any additional circumstances that you wish to be taken into account in assessing your Bursary application. eg Young Carer, distance of travel to school

**Declaration:**

I confirm that the details are true and accurate. I have read the **Sixth Form Financial Support Information** sheet and agree to the conditions for receipt of a Bursary award.

Signature	Date
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**Application for financial assistance from the 16 to 19 Bursary Fund:  
Parent/Carer Declaration**

Prior to completing this form please read the **Sixth Form Financial Support Information** sheet and in particular the **Supporting Evidence** requirements.

**Parent/Carer Details**

Surname/Family Name	
First Names	
Date of Birth	
Address	
Post Code	
National Insurance No.	
Home Phone	
Mobile Phone	
Household Income (gross)	
Number of dependants in household	

**Declaration:-**

- I enclose evidence of income in accordance with the guidelines on the Sixth Form Financial Support Information sheet, and
- I confirm that the details on this application are true and accurate.
- If my circumstances change such that my household income during the year increases or decreases to an amount that would change my eligibility to an award then I will inform the school immediately.

Parent/Carer Signature	Date
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**Please return completed application with supporting documents to Mrs S Davis by 28<sup>th</sup> September 2018.**

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