

16 to 19 Bursary Policy Statement

The purpose of the **16 to 19 Bursary Fund** is to help students meet the costs of continuing in full-time education such as for transport, books, equipment, trips and other course-related costs; it may also be used towards the costs of attending university interviews and open days. There are two types of bursary available to 16-19 year olds who meet the criteria below:

Students who are:

- in care,
- care leavers,
- receiving Income Support or the equivalent Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner, or
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right
- *and* have a financial need

may apply for a **Bursary for Vulnerable Groups** of up to £1200, which will be paid in half-termly instalments.

Students who are:

- entitled to Free School Meals

may apply for a **Discretionary Bursary**, which is made up of a mixture of monetary payments and benefits in kind including providing credit on our cashless catering system for lunches. Monetary payments will be made in arrears every half term by cheque at a rate of £15 per week for a maximum of 33 school weeks for students studying Level 2 courses and 39 school weeks for students studying Level 3 courses.

Receipt of bursary funding does not affect other means-tested benefits paid to families such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

Conditions for receiving bursary awards

To be eligible to receive payments, a student must:

- Attend all timetabled lessons. In the case of absence a valid note explaining the absence must be received from home;
- Be up to date with classwork, coursework and homework;
- Demonstrate excellent effort and attitude to learning; and
- Participate fully in INTERACT activities, attending all agreed sessions with tutor.

Retrospective adjustments will be made and future payments may be stopped for failing to meet these terms.

Hardship Fund

The school also has a small Hardship Fund for students who do not meet the above criteria but who experience particular financial difficulties during their period of study. This may provide one-off funds in exceptional circumstances so please speak to Mr Moore, Head of Sixth Form to discuss any issues you need help with.

16-19 Bursary Fund Application Form

Applications should be submitted to Mr Moore, Head of Sixth Form, at the beginning of each school year but will also be considered at any other time if a student's circumstances change.

| | | | |
|---|--|---|--|
| Student Name | | | |
| Category of Bursary applied for (please tick the relevant box) | | | |
| <input type="checkbox"/> | | Bursary for Vulnerable Groups (please provide details of eligibility and attach evidence) | |
| <input type="checkbox"/> | | Discretionary Bursary | |
| <input type="checkbox"/> | | Hardship Fund (please provide details) | |
| <p>I confirm that the evidence provided is correct and complete to the best of my knowledge and belief. I understand and agree to all of the conditions and eligibility criteria of the bursary scheme. I am aware that giving false or incomplete information that leads to incorrect or overpayment may result in future payments being stopped and any overpayments being recovered and, in exceptional circumstances, a referral of the case to the police.</p> | | | |
| Student Signature | | Date | |
| Parent/Carer Signature | | Date | |

| | | | |
|---------------------------------|----------------------|------------------|--|
| For Office Use | | | |
| Proof of Eligibility checked by | | | |
| <input type="checkbox"/> | Bursary Awarded | Award start date | |
| <input type="checkbox"/> | Application declined | Reason | |
| Head of Sixth Form | | | |
| Business Support Officer | | | |