

What is the bursary fund?

The 16-19 Bursary Fund is a scheme to help young people facing financial hardship to stay on in full-time education after Year 11.

The scheme comprises two parts:

- A full bursary (£1,200 an academic year) for those most in need of financial support, for example young people in care, those receiving income support and those disabled receiving Employment Support Allowance and Disability Living Allowance.
- An Educational Support Grant available for those in need of finance to help them meet specific costs to enable them to stay in education and complete their courses, e.g. transport, equipment, fieldwork costs.

Sixth Form Bursary Fund 16-19 Bursary Fund 2011-12

Eligibility

A student must be aged 16 and under 19 on the 31st August in the academic year in which he/she starts a programme of study.

A student must be a full time programme of study.

The Full Bursary

Students can apply for a bursary of £1,200 pa if they meet **one** of the following criteria:

- In care;
- Lives independently having left Local Authority care;
- Students receiving Income Support;
- Disabled, receiving both Employment Support Allowance and Disabled Allowance.

The Education Support Grant

Students can apply for this grant to fund particular needs. Once granted they will be entitled to the cost of one or more of the following:

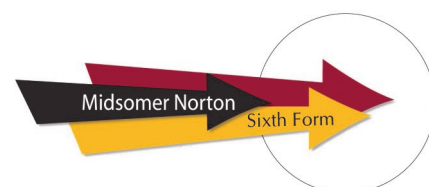
- Transport to and from school (will pay bus fare or equivalent of bus fare);
- Books/ equipment/ material specialist clothing;
- Field trips and visits related to courses;
- Exam retakes/ UCAS fees;
- Travel expenses to up to 3 Higher Education visits.

Students can apply for this grant if:

- a) They are eligible for free school meals. You are eligible if your parents are claiming one of

these benefits:

- i) Income Support
 - ii) Child tax credit, provided they are not entitled to working tax credit and have an annual taxable income as assessed by the Inland Revenue) which from 6th April does not exceed £16,190.
 - iii) Income based job seekers allowance.
 - iv) Employment Support Allowance (Income Related).
 - v) Guaranteed Element of State Pension Credit.
 - vi) Support under Part IV of the Immigration and Asylum Act 1999.
- b) They come from families in the lower 40% of UK household incomes:
 - i) Students with an annual family income of less than £20,000 in the last tax year (including benefits). This must be established through current Working Tax Credit/ Child Tax Credit Documentation/ P60.
 - ii) Students who can demonstrate through Working Tax Credit/ Family Tax Credit that their award has been changed to reflect a change in circumstances so that their annual family income including benefits is now below £20,000.



Sixth Form Bursary

16-19 Bursary Fund

2011-12

Application forms are available from either:

- Sixth Form office (NH)
- Library (SV)
- Sixth Form website

How to apply

The application is for the academic year.

Students should apply each year.

Students should complete the 16-19 Application Form. **This should be done at the start of each academic year.**

Students will need to provide appropriate evidence to support their application.

For the Full Bursary this might include:

- A letter referring to the benefit to which the young person is entitled;
- Written confirmation from the LA of the young person's current or previous looked after status.

For the Education Support Grant this should include evidence of benefits/ allowances/ grants or household income.

- Once students have had the Educational Support Grant approved they can complete the short application form at the start of each term to request further grants of money.

Payment of Full Bursary

Payment will be made by BACS draft into a student's bank account weekly.

Weekly payments will depend on attendance, good behaviour and completion of work. (See Bursary Fund Contract)

Payment of the Educational Support Grant

Payment will be made by BACS draft, cheque, small cash payments or quite often in kind.

Payments will be made on production of relevant receipts/ invoices/ official estimates. Award and payment will also depend on attendance, good behaviour and completion of work (See Sixth Form agreement)

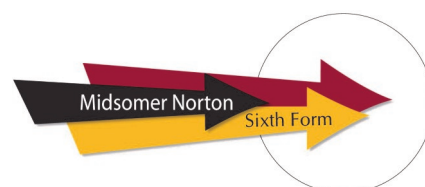
Organisation and Appeals

The Sixth Form team will be responsible for deciding who received the awards based on the criteria outlined above.

The Bursary Fund is given to the Sixth Form every year by the YPLA (Young Peoples' Learning Agency). Once these monies have been allocated during the year the Sixth Form will not be able to make any further grants until the new academic year.

Appeals relating to the grant or bursary should be made in the first instance to the Director of Sixth Form.

Further and final appeals should be made to the Headteacher. There is no further right of appeal.



16-19 Bursary Fund Application Form (2011-12)

Name		Tutor Group	
Address		Age at 31 August 2011	
		Phone Number	
		Email Address	

Type of Bursary Applied for (tick as appropriate)	<input checked="" type="checkbox"/>	
An Educational Support Grant		Complete Sections B & D
Full Bursary		Complete Sections C & D

Section B – Educational Support Grant

Type of Assistance Requested <i>Documentary evidence of these costs must be provided unless the cost is a charge made by the school</i>	Cost	Termly or one off payment
Transport costs associated with travel to/from school <i>(please supply details of transport used – eg school bus – and distance to school)</i>		<input type="checkbox"/> Termly <input type="checkbox"/> One-off
Personal protective clothing or necessary clothing if required for a course <i>(please supply details)</i>		<input type="checkbox"/> Termly <input type="checkbox"/> One-off
Books, materials and equipment needed for a particular course <i>(please supply details)</i>		<input type="checkbox"/> Termly <input type="checkbox"/> One-off
The cost of educational field trips and visits related to courses <i>(please supply details)</i>		<input type="checkbox"/> Termly <input type="checkbox"/> One-off
Other costs including travel expenses for up to 3 Higher Education visits <i>(please supply details)</i>		<input type="checkbox"/> Termly <input type="checkbox"/> One-off

Income

Explain why you are applying for additional financial support to help you in full time education	Yes	No
Do you receive free school meals		
Is anyone in the household in receipt of any of the following (proof must be provided):		
• Income Support		
• Child Tax Credit		
• Working Tax Credit		
• Job Seekers Allowance (JSA)		
• Pension Guarantee Credit		
• Employment and Support Allowance		
• Support under Part IV of the Immigration and Asylum Act 1999		
Was the annual household income in the last tax year (including benefits) below £20,000? (Proof must be provided - eg P60)		

Section C – Full Bursary

Outline your personal circumstances below.

You will need to produce **written evidence** to support this

Tick as appropriate

In care

Live independently having left Local Authority care

Student receiving Income Support

Disabled receiving **both** the Employment Support Allowance and Disability Living Allowance

Section D - Household Income

In order to assess your application we need proof of the household income

Bursary students: if you are in care or have ever been in care you do not need to give information about household income. Go straight to the next page and sign the declaration. If you get any benefits, please bring in a letter confirming this.

Annual Income	Mother	Father	Other
Earned wages from a job before tax deducted	£	£	£
Other income (eg maintenance payment)	£	£	£
Please indicate if anyone you live with receives any of these benefits:	Mother	Father	Other
Tax Credit	Y/N	Y/N	Y/N
Housing/Council Tax Benefit	Y/N	Y/N	Y/N
Income Support	Y/N	Y/N	Y/N
Income Based Jobseekers Allowance	Y/N	Y/N	Y/N
Income Based Employment And Support Allowance	Y/N	Y/N	Y/N
Pension Credit (Guaranteed Credit)	Y/N	Y/N	Y/N
Other (please name):			

Providing Proof:

If your household income has dropped recently please provide additional supporting proof.

Please provide photocopies as originals **cannot** be returned to you. Each adult needs to provide proof of income as well as proof of benefits. Where applicable we will require photocopies of: working tax credit statement (in full); wage slips (last 3 months or 6 weeks); self assessment form/copy of annual accounts. If you get JSA or ESA then your letter must indicate that this benefit is **income based**. If you get Pension Credit the letter must indicate the **Guarantee Credit element** of Pension Credit.

Declaration

- I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge and belief.
- I/we will inform you immediately of any change in circumstances at any time, which might affect my entitlement to support (for example if I leave school or am no longer eligible for the funding).
- I/we understand that this information will not be shared with third party organisations, except for audit purposes.
- I/we understand that poor attendance (unauthorised absences), non-compliance with the Sixth Form Agreement, receiving a Formal Warning may result in loss of financial support.
- I/we understand that awards made are subject to the school receiving sufficient funds from the government (YPLA).

Signed (Parent/Guardian)

Signed (Student)

