



16 TO 19 BURSARY FUND – 2017 / 2018

NOTES

The following information applies to students aged 16 to 19 on 31st August 2017 taking a full-time or part-time further education course in 2017 / 2018.

All applications should be received by the Business Manager by 2nd October 2017 and students will be informed of the result of the application by 16th October 2017. If circumstances change students can make applications later in the academic year.

£1200 Bursary

The Government has announced that some students will be entitled to a grant or bursary of £1200* over the course of the academic year. You could get this if you are in one of the following categories:

- > You are living in care
- > You are a care leaver
- > You are receiving income support
- > You are disabled and receiving both Employment Support Allowance and Disability Living Allowance

If you think you are eligible for this £1,200 bursary, please contact the Director of the Sixth Form in the first instance.

16 - 19 Bursary Fund

Is your household income less than £25,521 a year? If so, you could get extra financial support worth hundreds of pounds.

Apply now to the 16 - Bursary Fund and you could get assistance towards the costs of transport, books, trips, meals, exam re-sits, etc.

Application forms are available from the Finance Office; alternatively you can download one from the school web-site.

*Proof of household income (or income-based benefits) will be required. **Please note that the application will not be assessed unless your give your full details and include documentary evidence of household income.***

Documentary evidence will be required to support the application. ***Please note that the application must be supported with documentary evidence of costs incurred eg travel or equipment costs.***

This information is subject to final Government decision and the details may change.

Updated information, as it becomes available, will be posted on the school's website.

For advice speak to a member of the Sixth Form Team.



16 TO 19 BURSARY FUND – 2017 / 2018
LEARNING AGREEMENT FOR BURSARY STUDENTS

The main aim of the 16 to 19 Bursary Fund is to support students financially in their further education studies. We, as a School, have a duty to ensure that students comply with the following criteria:

1. Students attend both registration and lessons;
2. Students are required to have an attendance rate of more than 95%;
3. Students apply themselves to their studies particularly in regard to effort;
4. Students meet the deadlines set by individual subject staff;
5. Students conduct themselves in accordance with the expectations of the Sixth Form.

The Bursary payment will only be authorised after giving consideration to the following criteria:

- All your absences from school must be authorised by the school. In the case of appointments, driving tests, university visits, interviews, etc you must notify the school in advance. If you are ill or organise an emergency morning appointment, you should telephone the school to notify us. Any holidays planned in term time will result in your payment being stopped, unless it is cleared by the School.
- You must catch up any work missed through absence. On the first day you return to school, it is your responsibility to talk with the relevant subject staff to ensure that you do not fall behind with your studies.
- You always come to school fully prepared for your classes, ensuring that you have with you the appropriate books and equipment for the class. All timetables lessons must be attended.
- You have consistently maintained good standards of work and met course work requirements including completing homework by the appropriate deadlines.
- You have made a positive contribution by fulfilling any additional commitments, for example, work experience, community task, voluntary service, conference, field trips, sporting activities, etc.
- Your commitment to subjects is judged as good or excellent by all your subject teachers. This must be reflected in your Formative Assessment Tests and any other documentation called for by the Acting Head of Sixth Form / Tutors. An unsatisfactory Effort Grade will be deemed a failing criterion for the termly payments.
- Your academic progress is judged to meet or exceed any target minimum grades that you have been set in the light of teacher assessment and LAT data.

I understand that failure to comply with the above will jeopardize my Bursary payment.

Student's Name : _____ Tutorial : _____

Student's Signature : _____ Date : _____



**16 TO 19 BURSARY FUND – 2017 / 2018
APPLICATION FORM**

Applications cannot be made until a sixth form place has been confirmed and the student has commenced their studies as a Post 16 student. Proof of entitlement will be required to allow the processing of this form.

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 or Building Society Account in your own name that will accept direct payments. If you do not have an Account, you need to open one before completing this form.	
Name of Account Holder	
Name of Bank	
Branch	
Sort Code	
Account Number	
Roll Number (if a Building Society Account)	

Circumstances

Please indicate the help you require by adding detailed information, including costs incurred, in the appropriate boxes:	
Travel Costs	
Essential Course Costs (books, equipment, uniform etc)	
Meal Costs	
Other (please specify in full)	
Please complete all boxes above that apply to this application. Documentary evidence will be required to support the application. If your request relates to the use of equipment or books, you will be required to sign an agreement confirming that the items will be returning to the School after use.	

I certify that the information given above is true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information or do not complete the course.

Signature	Student	Date	
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**16 TO 19 BURSARY FUND – 2017 / 2018
APPLICATION FORM**

Prior to completing this form please read the guidance Financial Support information at the back of this document. Proof of entitlement will be required to allow the processing of this form.

Parent / Carer Details

Surname / Family Name	
First Names	
Date of Birth	
Address	
Post Code	
National Insurance No	
Home Phone	
Mobile Phone	
Household Income	

Income Details (for household)

Please indicate which of the following benefits / income your household are currently in receipt of. Please send evidence to support this income.		
Type of Income	Yes / No	Evidence Required
Income Support		An award letter which is less than 3 months old on the date of application
Working Tax Credit / Child Tax Credit		Page 1 – 4 of your most recent Tax Credit Award
Income-based Employment Support Allowance (ESA) or Universal Credit (UC)		An award letter which is less than 3 months old on the date of application
Other Benefits / Pensions (Please specify)		An award letter which is less than 3 months old on the date of application
Earned Income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips on 4 fortnightly wage slips
Self-employed earnings with no additional benefits		Audited accounts or official tax return

Applications where total Household Income exceeds £25,521 per annum will not be considered for support under this scheme.

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

Vulnerable		High		Medium		Low	
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I certify that the information given above is true and accurate. I further understand that the School has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information.

Signature		Parent / Carer	Date	
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