



16 – 19  
Bursary Fund  
September 2020

*Office use*

<b>Published:</b> September 2020	<b>Next review:</b> August 2021	<b>Statutory/non:</b> Statutory	<b>Lead:</b> Mr H Diamond
<b>Associated documents:</b>			
<b>Links to:</b>			



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## Introduction

This guide aims to provide information and guidance for 16-19 year old students applying for a Bursary at The Hucknall Sixth Form Centre. It details who is eligible for the 16 – 19 Bursary Fund, what support you may be able to receive and how to apply. Please read the information in this leaflet carefully before filling in the application form.

## What is the 16 – 19 Bursary Fund?

A key priority for the Government is to close the gap in attainment between those from poorer and more affluent backgrounds and to ensure every young person benefits from a place in 16 – 19 education and training. The Bursary should be used for course related costs such as travel and equipment. **All payments are made directly into students' bank accounts.**

*The 16-19 Bursary Fund is a cash-limited fund and The Hucknall Sixth Form Centre will prioritise allocation.*

There are 3 levels of Bursary that can be awarded:

### High Priority (Vulnerable Student Bursary)

You could get up to £1,200 if at least one of the following applies:

1. You are in or recently left local authority care.
2. You are in receipt of Income Support or Universal Credit **in your name**.
3. You are disabled in receipt of both Employment Support Allowance or Universal Credit, **and** either Disability Living Allowance or Personal Independence payments **in your name**.

### Medium Priority(Discretionary Bursary)

You will qualify for a bursary of £20 per week dependent of meeting agreed attendance and progress criteria if you are a student who is currently receiving free school meals. (*this will be subject to availability of funds*).

### Low Priority (Discretionary Bursary)

Students living in a home where there is a gross annual household income of between **£16,190 and £25,000**. (*proof of income must accompany the application e.g. P60 or wage slip/s which states the annual household income, see application form for list of evidence required*)

Those in low priority group will be considered for funding based on the Academy allocation **and subject to available funding after those in the high and medium priority groups have been awarded**. Students in this group may receive a contribution of up to **£200** maximum towards the cost of essential equipment and transport costs which could include:

- Course equipment – text books or revision guides
- Trips relating to subjects
- Re-sit costs
- Travel costs, if you live more than 2 miles away and on production of tickets.

**Pre-approval** for the above items will be required before any payments will be made. Payments will be made on, as and when required basis.

Students qualifying for the full bursary will be dealt with on a priority basis and all other payments will be made subject to final numbers.

## **Fraudulent Claims**

We must protect funds from the possibility of fraudulent claims. We ask for detailed information and may invite applicants for interview so we can distribute funds fairly. If your claim is considered fraudulent during our spot checks or auditing processes, we will request that the money awarded to you is repaid in full. If you fail to repay your award, we may take court action.

- Attitude to Learning and Homework scores of 2 or above on progress checks
- No concerns about behaviour or effort

## **Appeals and complaints**

If your application is unsuccessful you have the right to appeal against the decision; you may also appeal about the amount or type of award by writing to the Finance Manager. Your letter should clearly state why you feel the award should be reconsidered. You may be invited to provide additional information or invited to discuss your individual circumstances as part of your appeal.

# Bursary Application Form

For learners aged 16-19 on 31 August 2020

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**.  
 Answer all of the questions required – enter N/A, NO or NIL where appropriate.  
 Make sure you sign and date the application on page 3

## Section 1: Your Personal Details

Your first names (in full)

Your surname (in full)

Academy Name, Year Group and Form

Your date of birth  /  /  Gender M/F

Your home address   
Post code:

## Section 1 (a) Bank details for payments

Bank

Sort Code

Account number

## Section 2 (a): About the other people living in your home

Surname	First Name (s)	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section 2 (b):** How many brothers/sisters live with you (under the age of 18 and unwaged)

**Section 3: Learner Status**

	Yes	No
I am in receipt of Disability Living Allowance or Personal Independence Payments	<input type="checkbox"/>	<input type="checkbox"/>
I am in receipt of income Support or Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
I am in care/classed as a 'looked after child' by the Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
I have been in care and am now classed as a 'care leaver'	<input type="checkbox"/>	<input type="checkbox"/>
I am in receipt of Employment Support	<input type="checkbox"/>	<input type="checkbox"/>
I am in receipt of Free School Meals	<input type="checkbox"/>	<input type="checkbox"/>
I am living at home where there is a gross annual household income of between £16,190 and £25,000	<input type="checkbox"/>	<input type="checkbox"/>

**Section 4: Household Income – to be completed by parent(s) / carer(s)**

	Parent / Carer (1)	Parent / Carer (2)
<b>Please enter names:</b>		
Employment income (please provide latest P60)		
Self-employment income (please provide tax return)		
Income from savings, shares, investments, trusts, dividends, etc. (please provide official evidence)		
Pension income (please provide latest P60)		
Any other household income (please provide evidence)		
Tax Credit (please provide official evidence)		
Child Support Maintenance (please provide evidence)		
Other benefits – please specify .....		
<i>Evidence must be submitted with the application form – failure to provide evidence will result in the application being declined.</i>		

## Section 5: Learner and Parent(s) / Carer(s) Declaration

**The declaration below must be signed by all students and by the Parent(s) / Carer(s) if income details have been provided.**

I / we certify that the information given is, to the best of my / our knowledge and belief, correct. I / we will inform the Sixth Form Centre of any change in circumstances and I / we understand that money may be claimed back if information provided is known to be false.

I / the student also understand that completion of this application does not guarantee that I will receive the financial support that I have applied for and that any delays caused in providing evidence will delay my application.

I / the student understand that my attendance and attainment will be monitored and if I leave without completing my course, I must repay all or part of the funding awarded to me. I understand that all applications are processed subject to availability of funds and eligibility criteria.

**I / the student understand that I may be asked to return books and / or equipment purchased with Bursary funds. If the application for a Bursary is successful and award may be made weekly for High and Medium Priority.**

Payments can only be made to students who have met the following conditions:

- Attend ALL lessons
- Attend the tutor times you are required to each week
- Attend ALL your classed punctually
- Maintain effort scores of an average of 2 on AP checks score no lower than 2 on effort scores

Support is subject to funds being available at the time your application is received and assessed. This is a limited fund and once exhausted no further funding will be available. You should, therefore, be aware that a financial reimbursement for your expenditure is not guaranteed.

<b>Student signature</b>		<b>Date</b>	
<b>Parent(s) / carer(s) signature</b>		<b>Date</b>	

**Section 6: Proof of Income / Benefit**

To support your application, you must submit evidence to support your claim. Please tick the relevant boxes.

<b>TYPE OF INCOME</b>	<b>EVIDENCE REQUIRED</b>	<b>Tick if supplying</b>
Annual salary	P60 for tax year 2019-2020, or last week of March 2020 payslip or month 12 (March 2020) payslip or Working Tax Credit Award Notice marked 2020-2021	
Income Support	Entitlement / Award letter	
Universal Credit	Entitlement / Award letter	
Job Seekers Allowance	Entitlement / Award letter	
Employment Support Allowance	Entitlement / Award letter	
Incapacity Allowance	Entitlement / Award letter	
Carer's Allowance	Entitlement / Award letter	
Any Other Benefit	Entitlement / Award letter	
Working Tax Credit	Working Tax Credit Award Notice marked 2020-21. Must be for full year and not partial awards (Full Award Notice)	
Child Tax Credit	Child Tax Credit Award Notice marked 2020-21. Must be for full year and not partial awards (Full Award Notice)	
Grant or Bursaries	Relevant paperwork detailing entitlement and amount paid	
Disability Living Allowance and Personal Independence Payments	Entitlement / Award letter	
Any Other Income	Relevant paperwork detailing entitlement and amount paid	