



The 16-19 Bursary Fund exists to help students continue with and complete their education where they would otherwise be prohibited from doing so on financial grounds. There are two types of bursary, priority and discretionary, and students can apply for the one that is relevant to their circumstances.

Who Can Apply for the Priority Bursary Fund?

Students can apply for a bursary of £1,200 a year if they are in one of the following priority groups:

- In care or care leaver
- Young person in receipt of income support
- Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance

To be eligible for a bursary you have to be aged 16-18 at the start of the academic year and fulfil the residency conditions specified below.

Who Can Apply for the Discretionary Bursary Fund?

Students can apply for a discretionary award where one of the following eligibility criteria are met:

- The student is on free school meals
- The household income is less than £21,000
- Parent/carers are in receipt of any of the following benefits:
 - Income Support
 - Income –related Job Seekers Allowance
 - Income related Employment and Support Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - The Guaranteed element of the State Pension credit
 - Child tax credit/working tax credit providing they have an income of no more than £21,000 as assessed by Her Majesty's Revenue and Customs
 - Universal credit providing they have an income of no more than £21,000 as assessed by Her Majesty's Revenue and Customs.
- Exceptional financial circumstances, any applications will be viewed sympathetically where financial need can be evidenced

To be eligible for a bursary you have to be aged 16-18 at the start of the academic year, hold a bank account in your own name (as payments are made directly into your account by BACS) and also fulfil the residency conditions specified below.

The level of the discretionary bursary will be finalised when applications have been received but is likely to be considerably lower than the priority bursary.

Residency Conditions

To qualify for the bursary students must meet the following residency conditions:

- Be settled in the UK and have been ordinarily resident in the UK for at least three years prior to starting the academic year
- Be a national of any European Union (EU) country or child of an EU national, and have been ordinarily resident in the European Economic Area (EEA) or Switzerland for at least three years prior to starting the academic year
- Be the child of an EEA migrant worker who has ordinarily been resident in the UK when you start the academic year and have been ordinarily resident in the EEA or Switzerland for three years prior to that
- Be recognised as a refugee by the UK government or the child of a refugee or have been granted Humanitarian Protection

What can I use the bursary for?

The bursary is to help with the costs related to your studies, for example transport, books and equipment and other costs associated with your course.

How do I Apply?

If you wish to apply for support from the bursary fund then you should:

- Check you meet the eligibility criteria, if in doubt ask Norman Duthie (Federation Manager of Finance for advice
- Complete the application form and attach the required evidence, please note we will not be able to consider any applications without the supporting documentation
- Return the form to Finance

The deadline for submitting applications is 29th September 2017. Any late applications will be considered if there are funds available.

Your application will be processed within one week of the closing date and you will be sent a notification letter detailing the bursary awarded.

If you wish to appeal against the decision then you should contact the Chief Executive Principal.

Laptops

The Federation has a number of laptops for loan to students receiving the bursary, if you wish to borrow one of these while you are in the sixth form then complete the relevant section of the application form. If there are more requests than laptops names will be drawn from a hat.

How will payments be made?

Payments will be made every term by BACS into your bank account. Where attendance has fallen below 90% in the previous term the payment will be withheld.



Application Form

Part 1. Student Details			
First Names	Surname		
Date of Birth	Age on 31 August 2017	Year 12 / 13 (delete as appropriate)	Academy YIA / WIA (delete as appropriate)
Home Address	Home telephone number		
	Mobile phone number		
	Email address		

Part 2. Residency Please read the following then tick one box that applies to you	Tick
British Citizen	
EU/EEA citizen	
Asylum seeker/refugee/indefinite leave to remain (If yes - Please provide a copy of your passport and visa)	
Have you been resident in the UK or EU/EEA for the last three years?	Yes/No (delete as appropriate)

Part 3. Bank Account Details		
Full Name of Account holder	Name of Bank Building Society	
Branch	Sort Code	Account Number

Part 4. Household details Please complete for all parent/carers in the household		
	Person 1	Person 2
Surname		
Title and First Name		
Contact Phone numbers:		
e-mail address:		

Part 5. Eligibility for Priority Bursary – to be completed by student If any of the following circumstances apply to you, please tick the appropriate box	Tick
I claim income support	
I am looked after by the Local Authority	
I am a care leaver	
I am a disabled young person in receipt of Employment Support Allowance and Disability Living Allowance	

Part 6. Eligibility for Discretionary Bursary – to be completed by Parent/Carer If any of the following circumstances apply to you, please tick the appropriate box	Tick
Does the student receive free school meals?	
I receive income support	
I receive income based job seekers allowance	
I receive Child Tax Credit (with gross annual income of less than £21,000)	
I receive employment and Support Allowance	
I receive the Guaranteed element of the State Pension credit	
I am employed or self-employed with a gross income of less than £21,000 for the household	
I have exceptional financial circumstances	

Part 7. Financial Assessment – please provide one of the following:	
Type of income	Evidence Required
Income support	Entitlement/award letter – dated within the last three months
Job seekers allowance	Entitlement/award letter – dated within the last three months
Disability Living Allowance	Entitlement/award letter – dated within the last three months
Employment Support Allowance	Entitlement/award letter – dated within the last three months
Incapacity Benefit	Entitlement/award letter – dated within the last three months
Carer's allowance	Entitlement/award letter – dated within the last three months
Working tax credit/child tax credit	Working tax credit award notice marked "2017/18". Must be for the full year and not partial award
Annual salary	P60(s) for tax year 2016/17 – if you have more than one job the P60's must cover all jobs held
Universal credit	Entitlement/award letter with details of assessed income

Part 8. Laptop	
I would like to be considered for a loaned laptop	Yes/No (please delete as applicable)

Part 9. Declaration	
<p>I declare that the statements made on this form are true and to the best of my knowledge are correct in every respect and include all relevant income. I undertake to provide any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the Academy of any alteration to any of our financial circumstances in writing.</p> <p>I am aware that the funding only covers this academic year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.</p> <p>I understand that the payments will be stopped if I do not maintain 90% attendance.</p>	
Student	Parent/Carer
Date	Date

