



# 16-19 Bursary Fund Application

(Vulnerable and Discretionary)

## Policy:

The 16 to 19 Bursary Fund provides financial support to help students overcome specific financial barriers to participation they face so that they can remain in school. The bursary fund is intended to help with the actual costs of participating and bursary decisions are based on students' individual circumstances and their actual financial need.

Funding is provided by the Education & Skills Funding Agency and administered by the School.

There are 2 types of 16 to 19 bursaries:

- Bursaries for students in one of the defined vulnerable groups
- Discretionary bursaries which the school can award to meet individual need

Defined vulnerable groups: bursaries will be awarded to students who have a financial need and who are:

- In care
- Care leavers
- Receiving Income Support or Universal Credit because they are financially supporting themselves
- 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

Discretionary awards: bursaries are awarded by the school to help students with costs such as travel, essential books, equipment or specialist clothing. Students applying for a discretionary bursary should indicate on their application form what they would like to use the bursary funding for.

The school conducts a financial needs assessment in all cases to confirm actual financial need and the amount of support required; guidance from the Education Skills and Funding Agency will be followed in all cases and supporting documentation will also be requested. Please note: there is no automatic entitlement to a flat rate award.

Support in kind will be awarded wherever possible (for example, for travel, meal vouchers, books or equipment purchased on the students behalf). Any cash award, for travel, meals, books or equipment, will be paid to a bank account set up in the student's name and receipts must be provided to the school to support all expenditure. The school must also be informed if, following a bursary award being made, there is a change in the student's personal or financial circumstances.

Completion of the application form indicates acceptance of these conditions.



To be completed by or on behalf of the student:

Student's full name	
Student's address, including post code	
Contact telephone number	
Email address	

I wish to claim support from the 16 to 19 Bursary Fund on the following grounds, providing evidence of my personal or household circumstances where required (financial information should relate to the current financial year).	
	Please tick as appropriate
Written Local Authority evidence of looked-after or care status, or of previous looked-after status	<input type="checkbox"/>
Universal Credit, Income Support, or Employment and Support Allowance	<input type="checkbox"/>
Disability Living Allowance, Carers Allowance, or Personal Independence Payments	<input type="checkbox"/>
P60 or 2 months' pay slips or 4 weekly pay slips dated within 3 months	<input type="checkbox"/>
Audited accounts or official tax return or tax credits showing self-employment income	<input type="checkbox"/>
Pension – official letter showing an ongoing pension	<input type="checkbox"/>
Council Tax reduction – all pages of an official letter showing ongoing benefit	<input type="checkbox"/>
Child Tax Credit and income above £16,190 per year – all pages of the tax credits award or bank statements showing 3 consecutive payments dated within 3 months	<input type="checkbox"/>
Entitlement to any other benefits – housing benefit etc	<input type="checkbox"/>
Details of any other income / earnings	<input type="checkbox"/>
Other relevant evidence relating to household income or circumstances	<input type="checkbox"/>
Information provided is for this purpose only and will be treated in the strictest confidence. <b>Please note: you do not have to provide all of the evidence above – any evidence you provide will be taken into consideration</b>	



<b>Support needed:</b> For all claims, please detail what financial support you need and the approximate costs applicable to the best of your knowledge when submitting the claim e.g. for travel, meals, books, equipment or other specialist items (continue on additional page if necessary)	Cost £
Total costs applicable:	

***NB: For audit purposes, you must provide receipts to verify that any bursary funds have been used appropriately.***

I confirm I have read the attached guidance and the information provided on this form is correct.

I understand that any false information given or failure to report any changes in circumstances may result in disqualification of support and/or further action.

I confirm I consider myself/my child to be in financial need.

Student signature:	Date:
Parent/Guardian signature:	Date:

For office use:

Agreed/Rejected:

£:

Headteacher initials:



**Please complete the bank details on the following page before submitting this application to the school.**

## **Bank Details**

(please note: the account should usually be in the name of the student)

**Bank Name:**

**Bank Account Name:**

**Bank Sort Code:**

**Bank Account Number:**