

Sixth Form Bursary Application Form

Parent/Carer name (BLOCK CAPITALS) _____

Student name (BLOCK CAPITALS) _____

Please tick

- I confirm that I am aged 16 or over but under 19 at 31st August 2018
- I confirm that I meet the residency criteria

I am applying for a – **Vulnerable Bursary**

I am a young person who is either (please tick all that are appropriate) –

- In care
- A care leaver
- In receipt of Income Support, or Universal Credit in place of Income Support, in my own right
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in my own right
-

I am applying for a – **Discretionary Bursary**

I am a young person who either (please tick all that are appropriate) –

- Continues to be eligible for free school meals into Sixth Form education
- Believes they are eligible for free school meals if they haven't been before
- Is in need of financial support to help them stay in education, and has a household income of less than £25,000
-

I declare to the best of my knowledge that the above information is correct (you may be asked to provide documentation to support the above declaration).

Signature of parent/carers

Date –

Signature of student

Date -

Please return this form to the Sixth Form Assistant by Monday 1st October

The 16-19 Bursary Fund - Explained

The 16-19 Bursary Fund provides a small amount of financial support to help students overcome specific barriers to learning, so they can remain in education.

There are 2 types of bursaries – **vulnerable** and **discretionary**. To be eligible for either bursary, students must be aged 16 or over but under 19 at 31st August 2018, and meet the residency criteria (the student must have the legal right to be resident in the UK at the start of their study programme. More details can be found in the [ESFA Funding Guidance 2018-19](#).

Vulnerable Bursaries

The vulnerable bursary award of up to £1200 a year is made by the Education and Skills Funding Agency. Students must be in one of the following groups -

- in care
- care leavers
- in receipt of Income Support or Universal Credit because they are financially supporting themselves and anyone who is dependent on them living with them, such as a partner or child
- in receipt of 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

To be considered for this award, you would need to provide in the first instance -

- a letter from the Department for Work and Pensions (DWP) that states the benefit the student is entitled to and confirms that the young person can be in further education
- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority

Discretionary Bursaries

If you claimed free school meals in Year 11 you may be eligible for a smaller, **discretionary** bursary. You need to be in receipt of one of the following:

- Income support
- Income-based Job Seekers allowance

- Child Tax Credit, but are not entitled to Working Tax Credit and your annual gross income (as assessed by the Inland Revenue) does not exceed £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit
- Support under part VI of the Immigration & Asylum Act 1999
- The ‘Guaranteed Element’ of Pension Credit
- Income Related Employment and Support Allowance benefit

Other groups

You can also apply for a **discretionary** bursary if you do not fall into any of the above groups, but you need financial help to stay in education. You may be able to claim a discretionary amount to help with the costs of transport, books, equipment, trips or other course related course costs. We will accept applications for a **discretionary** bursary from students with a household income of less than £25,000 (including all benefits). Proof of income will be required.

Please note that eligibility does not guarantee that your application will be successful. The school will determine the level of any discretionary award dependent upon the needs of an individual, as outlined in their application.

Additional help

If you are not automatically eligible for an award you can, under exceptional circumstances, also apply for help with one off course related expenses (proof of income or hardship may be asked for).

Applications for additional help will be considered on an individual basis and is dependent upon available funds. Applications for additional help should be made in writing to the Director of Sixth Form via the sixth form administrator.

Changes to financial circumstances

If you are not in receipt of any bursary but experience a change in financial circumstances during the academic year which means you meet the eligibility criteria, you may apply by completing the application form, at the point of change.

Any student receiving a bursary must immediately inform the Sixth Form administrator of any changes in family circumstance that may affect their level of support.