**16-19 Bursary Fund Application**

This completed application form and relevant evidence must be handed in by **Friday 27 October 2023**. Applications made after this date will be considered provided sufficient funds are available. ***It must be completed by you, the student***, although you may need help from your parent/guardian.

Section 1 - Learner Details

|  |  |
| --- | --- |
| Surname/Family Name: |  |
| First Names: |  |
| Date of Birth |  |
| Address |  |
|  |
|  |
| Post Code |  |
| e-mail address |  |
| Home Phone |  |
| Mobile Phone |  |
| Please state who lives at home with you |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| **Bursary Criteria**  You must be aged 16, 17 or 18 on 31 August 2023 and meet the Education Funding Agency’s residency criteria. The bursary is available to enable you to attend college with us and will only be available to you if your attendance and behaviour meet the required standards | | | | | | | |

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| **Eligibility Criteria**  You confirm that you have been resident in the UK for at least the past three years |

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| **Free School Meals**  Are you and/or your sibling(s) in receipt of free school meals? Yes/No  Sibling Name(s): |

I confirm that the details are true and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature  (Student) |  | Date |  |

**16-19 Bursary Fund Application**

Section 2 – Financial Assessment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vulnerable Bursary Additional Criteria**  To quality, you must fall into one of the categories below and produce the appropriate evidence | | | | |
| Are you currently in or recently left local authority care? | Yes |  | No |  |
| Are you getting Income Support or University Credit because you are financially supporting yourself? | Yes |  | No |  |
| Are you getting Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit? | Yes |  | No |  |

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| **Discretional Bursary Additional Criteria**  Your household income is one of the criteria that will help us to assess your application. If your household income exceeds £25,000 per annum, you will not be eligible for a discretionary bursary payment.  You must provide your total household income and tick the box(es) of all the relevant documentation that you are providing to support this, including details of all current benefits being received. If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments. | | |
| **What was your household income for the tax year 2022-2023?** | | **£** |
|  | | |
| **Employment** | | |
| **Type of Income** | **Evidence Required** | |
| Annual Salary | P60 for tax year 2022-23, last three payslips | |
| Self-Employed | Copy of Self -Assessment Tax Return 2022-2023 | |
|  |  | |
| **Benefit Received** |  | |
| **Type of Income** | **Evidence Required** | |
| Universal Credit | Entitlement/Award letter – dated after 5 April 2023, ***last three award notices*** | |
| Income Support | Entitlement/Award letter – dated after 5 April 2023 | |
| Income-based Jobseekers’ Allowance | Entitlement/Award letter – dated after 5 April 2023 | |
| Income-related Employment & Support Allowance | Entitlement/Award letter – dated after 5 April 2023 | |
| Personal Independence Payment | Entitlement/Award letter – dated after 5 April 2023 | |
| Carer’s Allowance | Entitlement/Award letter – dated after 5 April 2023 | |
| Housing Benefit | Entitlement/Award letter – dated after 5 April 2023 | |
| Council Tax Benefit | Entitlement/Award letter – dated after 5 April 2023 | |
| Working Tax Credit | Working Tax Credit Award Notice marked 2022-2023. This must be for full year and not partial awards (FULL NOTICE) | |
| Child Tax Credit | Child Tax Credit Award Notice marked 2022-2023. This must be for full year and not partial awards (FULL NOTICE) | |
| Grants or Bursaries | Relevant paperwork detailing entitlement and amount paid | |
| Any Other Income/Benefit | Relevant paperwork | |

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| --- | --- |
| The amount of financial assistance you may receive is dependent upon your personal circumstances and is intended to help you with the costs of overcoming any barriers you may have when attending learning. Please indicate below the types of expense for which you need financial assistance. All information provided is strictly confidential and will only be used for assessment purposes. **Your application will not be considered if you do not complete this section.** | |
|  | |
| How do you travel to the academy? |  |
| If by public transport, what is the weekly cost? |  |

**Please supply evidence of the cost of transportation to the academy**

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| Please provide any further information that may be relevant, including details of any **discretionary fund requests** (please attach further details if necessary) |

**Student Declaration**

* I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for bursary funding fully aware that any false statements can lead to withdrawal or refusal of any financial support
* I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted
* I understand any funding I receive from the 16-19 Bursary Fund will be given on condition of standards of attendance and behaviour as explained in the Post 16 Commitment to Learning and the 16-19 Bursary Fund Policy
* I will regularly attend and complete the courses for which the 16-19 Bursary Fund is supporting me
* I am clear that funding from the 16-19 Bursary Fund is to provide me with the means to remain in learning and will be used for items such as books, equipment, travel, meals, additional costs, i.e. trips linked to my courses, and any miscellaneous course costs
* I understand that I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to the Headteacher, however if I feel that I have not been treated fairly I can follow the Academy Complaints Procedure
* I confirm that I have read the ‘16-19 Bursary Fund Application – Information for Students’ document and the 16-19 Bursary Fund School Policy, both of which are available on the Post 16 website

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Applicant)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian)

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| --- |
| Office Use Only  Date received: Approved: Yes/No |
| Signed: Date: |

**16-19 Bursary Fund Application** - **Information for Students**

**Applications where Household Income exceeds £25,000 per annum will not be considered for support under this scheme.**

**What is the 16-19 Bursary Fund**

The fund is made available from the government through its funding body - EFA (Education Funding Agency) for 16-18 year olds - to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

### Who is eligible to apply for 16-19 Bursary Funding?

Students following government (EFA or SFA) funded full time or part-time courses, who are 16 years and over and satisfy one or more of the following criteria:-

* Students aged at least 16 and under 19 years of age on 31/08/23 who are in care, are leaving care, are in direct receipt of Income Support or are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance
* Students who are economically or socially disadvantaged and at risk of not taking up or continuing in their education. This group includes students with physical or other disabilities, medical conditions and/or learning difficulties
* Students who have been in care, on probation, are young parents or are otherwise considered at risk
* Asylum seekers
* Refugees (who will have access to 16-19 Bursary Funding if they are in receipt of supportive evidence from DWP)
* Lone parents

### Who is not eligible for 16-19 Bursary Funding?

* Students under 16 years of age or over 19 years of age on 31/08/23
* Students who do not meet the residency qualifications

**How does the academy assess applications and allocate 16-19 Bursary funding?**

The 16-19 Bursary Fund is a limited fund and the academy will prioritise allocation. There will be 3 priority groups, categorised as high, medium and low.

**High priority group**

Students aged under 19 on 31/08/23 and who fall into one of the following categories:

* Are currently in care (as defined by social services)
* Are leaving or have recently left care
* Are in receipt of Income Support in their own name
* Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance

Eligible students could be entitled to a £1200 bursary plus support for other costs such as transport, equipment etc.

***Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources***

**Medium priority group**

Students who fall into any the following category:

* Have a gross annual household income of below £22,000.

**Low priority group**

* Have a gross annual household income of between £20,000 and £22,000

Those in the 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 get a **contribution** towards the cost of essential course equipment, uniforms and transport costs

**Financial support for students in 2023/2024**

This information applies to students aged 16 to 18 on 31 August 2023 taking a full-time further education course in 2023/2024.

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

Your application will not be assessed unless you give your full details and include documentary evidence of household income.