



Dear Parents/Carers and Students

16-19 Bursaries

The 16-19 Bursary is available for eligible students studying in the Sixth Form. Applications may be made at any time, after the student has attended sixth form for six weeks. The college will identify students who may be entitled Level 1 and 2 bursaries.

Bursary payments are linked to an excellent record of attendance, attitude and effort and evidential data of this is analysed before payments are authorised. Unauthorised absence, including holidays in term, may lead to a loss of some or all payment.

The requirements for the bursaries are set out below:

Level One - Guaranteed Bursary

Bursaries of £1200 will be issued to students who are:

- ▲ children in Care;
- ▲ Care leavers;
- ▲ in receipt of income support or universal credit;
- ▲ in receipt of Employment **and** Disability Living Allowance (or universal credit), support allowance or in receipt of ESA and personal independence payments.

Universal Credit payments and Employment Support Allowance must be claimed by the student, not their parents/carers.

Supporting evidence will be required, such as:

- ▲ a letter from Job Centre Plus setting out the benefit to which the young person is entitled;
- ▲ written confirmation from the Local Authority of the young person's current or previous looked after status;
- ▲ evidence of entitlement to Income Support/Universal Credit/Disability Living Allowance/Personal Allowance or Employment Support Allowance

A Guaranteed Bursary will be paid by cheque and we therefore advise claimants to have a bank account in place. Cheques can be collected from our Finance Office at the end of every term, as payments are made in arrears.

Level Two - Discretionary Bursary

The discretionary bursary award is for students facing financial barriers to participation, such as the costs of transport, books and equipment. The bursary, of up to £600 per academic year, may be awarded to young people in the following categories:

- ▲ Students who are registered for Free School Meals*;
- ▲ Students who are economically disadvantaged (such as those from families on a low income through receipt of benefits);
- ▲ Students whose parents/carers are in receipt of Income Support/Income-based jobseekers' Allowance;
- ▲ Students whose parents/carers are in receipt of Employment Support Allowance;
- ▲ Students who are supported under Part V1 of the Immigration and Asylum Act 1999;

- ▲ Students whose parents/carers are in receipt of the Guaranteed Element of Pension Credit, the maximum level of Working Tax Credit (WTC), or Child Tax Credit (if it is the only benefit received and where annual income, as assessed by the Inland Revenue, does not exceed £16,190);
- ▲ Students in receipt of the Care To Learn grant (for those in full time education with their own dependents);
- ▲ Students who are Young Adult Carers.

Discretionary Bursaries are paid in instalments of £200 per term, by cheque. Cheques can be collected from our Finance Office at the end of every term, as payments are made in arrears.

Supporting Evidence will be required, such as:

- ▲ confirmation from the Local Authority of Free School Meals registration;
- ▲ evidence of the relevant Credit/Allowance/Grant;
- ▲ written confirmation of Young Adult Carer status.

*Any change in financial circumstances that will affect an entitlement to Free School Meals must be notified to the Local Authority.

Level Three – Hardship Bursary

The hardship bursary is for students do not qualify for Level one or Level two bursaries but who face financial barriers to participation, such as the costs of transport, books and equipment. This amount of this bursary is determined by the level of need of each applicant, as assessed by the Head of Sixth Form and College Business Manager and is a single payment.

Eligible students must be over 16 on 1 September and be under 19 on 31 August in the academic year in which they start their programme of study. If a student turns 19 during their programme of study, they can continue to be supported to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner. In exceptional circumstances, bursaries may be awarded to younger students where they are following an accelerated programme.

Bursary applications are made by submitting an application form, available from the Sixth Form office or on the college website, along with the appropriate evidence of eligibility. Free School Meal applications can be made to Torbay Council via their website (paper forms are available from reception).

Applicants will be notified of the outcome within five working days. If you require any further assistance, please do not hesitate to contact the Sixth Form Team.

Yours sincerely



Mr N Kay
Director of Sixth Form

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