



# 16-19 Bursary Application Form

This form is for 16-19 year old students who would like to apply for financial assistance because they believe they are facing significant barriers to participation, due to disability or financial hardship.

On receipt of this form the Sixth Form team will arrange a meeting to discuss the application.

## CONFIDENTIAL

### Section 1 – Personal Details

First name:	Surname:
Date of Birth:	Age on 31 August 2020:
Address:	
Email Address:	
Home Telephone:	Mobile:

### Section 2 – Bursary Information and Level of Award

#### Level One Bursary

- Please indicate which of the following apply to you (the student - not parent or carer):

Young Person in Care	YES / NO	Receiving Universal Credit	YES / NO
Care Leaver	YES / NO	Receiving Income Support	YES / NO
Disabled and receiving Employment Support Allowance as well as Disability Living Allowance or Personal Independence Payments			YES / NO

- Please state what supporting evidence you are providing to support your application e.g. copy letter awarding benefit:

## Level Two Bursary

1. Please indicate which of the following apply to you (the student - not parent or carer):

You receive Free School Meals?	YES / NO	You are a Young Adult Carer?	YES / NO
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2. Please state what supporting evidence you are providing to support your application e.g. copy of letter awarding benefit to the household, Evidence of care provision in place

## Level Three Bursary

1. Please indicate which of the specific education purposes you require assistance with:

Transport to school	YES / NO	Educational trip	YES / NO
University visit	YES / NO	Books or equipment	YES / NO
Meals in school	YES / NO	Other (please specify)	YES / NO

2. Please give details of your request, e.g. cost involved, dates etc.

3. Please give details of the financial barrier you face paying for the above, including if your main carer is in receipt of any means-tested benefits such as Income Support, Jobseeker's Allowance, Disability Living Allowance, Council Tax Allowance, Housing Benefit or Carer's Allowance

**OR**

You have previously been out of education, employment or training for 26 weeks or more, have a long term medical condition which impacts on learning, are economically disadvantaged (such as low household income through receipt of benefits or do not receive any financial support from their parents), or are supervised by a Youth Offender Team?

### **Section 3 – Course Details**

Please state which subjects are you studying:

Subject:	Subject Teacher:
Subject:	Subject Teacher:
Subject:	Subject Teacher:

### **Section 3 – Financial Statement**

1. Please indicate your living arrangements

I live with my parent(s)/carer(s)	YES / NO	I live independently	YES../NO
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Further details regarding living arrangements
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2. Please indicate the financial position of your household

The household income is under than <b>£16,190</b> per annum	YES / NO	My parents/carers are able to support me financially*	YES / NO*
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*if no, please give details
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### **Section 4 – Financial Evidence**

Every application must be supported by financial evidence. Therefore, please supply the following information.

a) Copies of ONE of the following evidence of benefit

Type of Benefit	Evidence Required	Please Tick
Income Support	Letter, current at start of course, showing benefit entitlement	
Housing/Council Tax Benefit	Letter addressed to your current address, showing entitlement for the year 2019- 2020	
Working Tax Credit	Tax Credit Award notice for 2019-2020	

Please provide any information that you feel will support your application:

### **Section 6 – Declaration**

This section is to be read and signed by the student:

- ▲ I certify the information I have given in this application is true and accurate;
- ▲ I withdraw from my course, I understand that I may be required to repay some or all of any award made;
- ▲ I understand that if my attendance level or progress drops below a satisfactory standard (90%), my award may be stopped;
- ▲ I give my consent for relevant information regarding my application to be passed to the School Finance Office;
- ▲ To comply with the Data Protection Act, all information relating to this application is confidential, but I agree to relevant staff having access to the information on this form if required.

Signature of Applicant:	Date:
Name of Parent/Carer (for under 18s only):	
Signature of Parent/Carer (for under 18s only):	Date:

### **For office Use Only**

Date form received		Award agreed	YES...../.....NO
Date of meeting		Amount of award	
Additional information requested:		Date letter confirming outcome sent	

# Sixth Form

## Bursary Fund Attendance Expectations



The bursary funding is paid on condition that you achieve full attendance and meet the standards of effort and behaviour expected from you as a student of the college.

### **Students are expected to:**

#### **▲ Attend all timetabled lessons.**

Any unauthorised absence will result in the fund being withheld until such time as the reason for the absence has been ascertained. As well as timetabled lessons, students are required to attend assemblies and registration; non-attendance without a valid reason may result in the fund being withheld. There may also be other occasions when students are required to attend extra-curricular activities arranged to support all-round development: non-attendance to these events without a valid, evidenced reason may result in the funds being withheld.

#### **▲ Be punctual for all lessons and college events.**

Any student who is more than fifteen minutes late to a lesson, registration or assembly will be marked as absent. If you have been marked late three or more times in any week you will not receive your funds.

#### **▲ Request permission in advance for any planned absences:**

The college expects that, where possible, medical appointments must be made outside of college time. However, it is understood that very occasionally students may need to apply for permission to be absent from college. Students must request permission to be absent by submitting a Sixth Form Absence Request form (available from the Sixth Form office), along with evidence to support the request. If the absence is agreed, funds will not be affected. These are some examples of reasons why absence may be granted:

- ▲ Specialist medical appointment which cannot be arranged outside of college hours
- ▲ Official university/college/employer interview/visit
- ▲ Work experience placement
- ▲ Participation in significant extra-curricular event
- ▲ Driving test
- ▲ Official religious observance
- ▲ Other events at the discretion of the Head of Sixth Form.

#### **▲ Ensure behaviour and effort meets with college expectations:**

The expectations are detailed in the Sixth Form Code of Conduct.

### **The School/College Provider is expected to:**

#### **▲ Keep records of student attendance.**

The Sixth Form team will register attendance in the student database each week. However, it is each student's responsibility to ensure they are registered as they may be marked absent if not seen by their tutor and will therefore not receive funds for that week. If any student's attendance falls below 85%, disciplinary policies will be enforced.

#### **▲ Monitor behaviour and effort.**

Tutors will monitor behaviour and effort and, should these fall below the required standards, staff will enforce disciplinary procedures which may result in the loss of funds.

Bursary funding is calculated using a 100% attendance rate and is intended to cover the costs of travelling to college. Genuine illness should not preclude payments. However, if it becomes apparent that there is regularity to the non-attendance (4 or more absences in a term), or there is a reason to doubt the validity of an absence, payment will be withheld and the student will attend a meeting with the Director of Sixth Form to decide if payment of the fund will be reinstated.

If students are not well enough to attend college, they must notify the Sixth Form office before 8.45 am each day that they are absent. Evidence of illness will be required for absences of longer than seven days. This can be in the form of a prescription or a medical appointment card. Gaining this evidence is the responsibility of the student and/or parent/carer. Allowances are made for occasional caring duties, if agreed in advance.