



17 September 2020

Dear Parents/Carers and Students

Re: 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. There are two types of 16-19 Bursaries; a vulnerable bursary, and a discretionary bursary. To be eligible to receive either of these Bursaries you must be aged over 16 and under 19 at 31st August 2020.

Should you qualify, you will need to apply by completing the Bursary Application Form and provide supporting evidence. Please read all the details below carefully to check eligibility and application. (Applications will be treated confidentially. Photocopies of documents will be taken and stored securely. Original documents will be returned as soon as possible).

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 during term time, may lead to a loss of some or all payment.

The requirements for the bursaries are set out below:

Vulnerable Bursary

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

- ▲ Young person in Care (including unaccompanied asylum-seeking children);
- ▲ Young care leavers;
- ▲ Young person in receipt of income support or the equivalent universal credit in your own right;
- ▲ in receipt of Personal Independence Payments (PIP) **and** Employment Support Allowance (ESA) or Universal Credit as a replacement for ESA in your own right.

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 the Department for Work and Pensions (DWP) 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, or provides you with other leaving care services;

A Guaranteed Bursary will be paid by BACs and we therefore advise claimants to have a bank account in place, as we will require details of this for payment.

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 have a household income of under £16,190
- ▲ 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 Universal Credit.

Discretionary Bursaries are paid in instalments of up to £200 per term, by BACs and 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 (If supplying Universal Credit as evidence please supply 3 months' worth of evidence);
- ▲ written confirmation of Young Adult Carer status.
- ▲ Bank statements covering 3 to 6 months.

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

Your applications should state as far as possible how the funding will be spent by you; a specific educational purpose should be identified. These may include (but not limited to) transport costs to and from College, books or equipment for courses, visits and activities as part of your course, university open days and interviews.

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. If you require any further assistance, please do not hesitate to contact the Sixth Form Team.

Yours sincerely



Mr R Davies
Director of Sixth Form

Telephone – 01803 408852