



## 16 – 19 Bursary Fund Information 2024/25

The 16 to 19 Bursary Fund provides financial support to help students overcome the specific financial barriers to participation they face, so they can remain in education.

There are 2 types of 16 to 19 bursaries:

- Bursaries for defined vulnerable groups – see below
- Discretionary bursaries if household income is below £17,005.

### **What is the bursary to be used for?**

The bursary payment is awarded to meet individual needs to allow participation in education. It will cover costs of transport (journeys in excess of 3 miles only), books and equipment, field trips and other related costs, stationery and calculators. Support may also be available to contribute to the costs of attending industry placements, university interviews and open days.

### **Who is eligible?**

A student must be aged 16 or over but under 19 at 31<sup>st</sup> August 2024 to be eligible for help from the bursary fund in the 2024 to 2025 academic year.

### **Vulnerable Student Bursary**

To be eligible for the vulnerable bursary, students must be in one of the defined vulnerable groups:

- In care
- Care leavers
- In receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- 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.

### **Discretionary Bursary**

Some students will be eligible for the discretionary bursary and this will be dependent on a number of factors based on a student's individual circumstances and their actual financial need.

This will vary from student to student, depending on, for example, their household income, the distance they need to travel to the school and the requirements of their study programme.

We will take into consideration the number of dependent children within the household as well as the distance to travel to school and the actual participation needs of the student.

Household income will be assessed on:

- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £17,005 as assessed by Her Majesty's Revenue and Customs (HMRC))
- Income Support
- Income –based Jobseekers Allowance
- Income –related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit

If you meet either or both of the above criteria and are a new applicant you will need to complete a 16-19 Bursary Fund Application form.

There may be exceptional circumstances which makes you eligible for a bursary even if you do not meet the criteria. If you think this is the case, then we will need an application form completing and you will need to speak to a member of the sixth form team.

### **What evidence will be required?**

To support your application form, we will need to see evidence of your home address (bank statement dated within last 3 months or passport). Family income evidence will be required, such as:

- Last 3 months statements from Universal Credit.
- Letter from DW&P confirming benefits
- P60
- Tax Credit Award Notice
- Evidence of annual income if self employed

As well as the above, in order to be accepted and maintain the bursary, students are expected to:

- Have 95% attendance or above
- Have an acceptable behaviour record
- Meet course requirements

Production of receipts – When making a claim for travel, including bus passes, receipts must be produced at the outset and then at regular periods throughout the claim.

Receipts may also be requested for other expenditure funded by the bursary.



## 16 - 19 Bursary Application Form 2024/2025

This completed Application Form and relevant evidence must be handed in to a member of the sixth form team at the start of the academic year. No payments will be back dated.

**Please complete the form and bring it together with your supporting evidence.**

<b>Tutor</b>	
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<b>Title</b>	
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<b>Surname</b>	
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<b>First Name</b>	
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<b>Date of Birth (DD/MM/YY)</b>	
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<b>Your Age</b>	
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You must be 16, 17 or 18 (i.e. under 19) on 31<sup>st</sup> August 2024 to apply

<b>Have you the right of abode and been resident in the UK for the last 3 years? Please bring a copy of your passport or a bank statement showing your address (dated within 3 months)</b>	<b>Yes</b>		<b>No</b>	
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### Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2024 and meet the EFA's residency criteria. The bursary is paid to support you in further education with us and will only be paid if you continue to abide by the Meadowhead Sixth Form Home and School Expectations.

<b>Are you in receipt of Income Support or Universal Credit?</b> (evidence required – Income Support or Universal Credit Statement letter)	<b>Yes</b>		<b>No</b>	
<b>Care Leaver or currently looked after in care?</b> (evidence required – letter from Local Authority)	<b>Yes</b>		<b>No</b>	
<b>Disabled Student in receipt of <u>both</u> Employment Support Allowance and Disability Living Allowance/Personal Independence Payments.</b> (evidence required – financial statement showing <u>both</u> ESA and DLA/PIP)	<b>Yes</b>		<b>No</b>	

Your household Income (Parents/Carers) is one of the criteria which will help us to assess you application. Household income must be below £17,005.

Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.

P60 TAX YR 23-24		Income Support/Universal Credit (award letter)		Full TCAN Notice (Tax credits)	
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Self Employed Earnings (Official Tax Return)		Other benefits/pension (award letter)		Wage slips (Last 3 months)	
Number of dependent children in the household?					
Are you registered as a young carer, or had a young carers assessment?					

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for. This information is strictly confidential and will only be used for assessment purpose.

	What do you need?
Travel	
Meals	
Equipment/Stationery	
Text Books / Revision Guides	
Any other (please provide details)	

Please provide your bank details below, as printed on your bank card or statement. Bursary payments will be paid directly by BACS into student's bank accounts only. Please be aware that providers can choose to pay Bursary awards 'in kind', e.g. by purchasing equipment required.

Account Name .....											
Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sort Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
If the Account is a Building Society Account, also provide Roll Number											
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**For Office Use Only**

Checked and Authorised by: .....

Date: .....

## LEARNER 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 a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Meadowhead Sixth Form Home and School Expectations
- When changes to my household financial circumstances occur (which may result in changes to my claim), I will notify the school immediately.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue learning, and if I leave all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- 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 school, but if I feel I have not been treated fairly, I can follow the Complaints Procedure.
- I understand that receipts for expenditure must be produced upon request. Failure to comply will result in cancellation of the bursary.

**I confirm I have read the '16 -19 Bursary Fund Information' which was given to me with this application.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## FOR OFFICE USE ONLY

Eligibility – please tick appropriate box

<b>Vulnerable Bursary</b>		<ul style="list-style-type: none"> <li>• Those young people who receive income Support / Universal Credit.</li> <li>• Care Leavers or young people who are Looked after Children.</li> <li>• Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP</li> </ul>
<b>Discretionary Bursary</b>		<ul style="list-style-type: none"> <li>• Young people facing financial barriers to participation in further education. Agreed standard of behaviour and attendance should be met.</li> </ul>
<b>Both</b>		<ul style="list-style-type: none"> <li>• Young people who qualify for the Vulnerable Bursary but who require extra assistance with the costs of participating in learning.</li> </ul>

Assistance Requested	Assistance Granted <input type="checkbox"/>
Travel	
Meals	
Equipment/Stationery	
Text Books / Revision Guides	
Any other (please provide details)	
<b>NOTE: Must fall within guideline amounts</b>	
<b>EVIDENCE ATTACHED</b>	
<b>Copy of Passport (within date) or</b>	
<b>Bank Statement showing current address (within 3 months)</b>	
<b>Bank Account Evidence</b>	
<b>Family Income Evidence</b>	
<b>Vulnerability Evidence</b>	

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

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