

16-19 Bursary Fund Policy 2017/18

What is the 16-19 Bursary Fund?

The fund is made available from the government for 16-19 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 funded full time or part-time courses, who satisfy one or more of the following criteria: -

Discretionary Bursary

- Aged over 16 and under 19 at 31/08/17.
- Aged 19 or over on 31/08/17 and continuing on a study programme they began aged 16 to 18 or those who have an Education Health and Care Plan (EHCP).
- Meet residency criteria as per the Education Funding Agency regulations
- 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.
- Unaccompanied Asylum seekers.

Vulnerable Bursary

Students must meet the criteria above and also be defined as one of the vulnerable groups below:

- In care
- Care leavers
- In receipt of Income Support, or Universal Credit in place of Income Support in their own right
- In receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

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 (Vulnerable Bursary)

Students between the ages 16 and 19 on 31/08/17 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 or Universal Credit in their own name.
- Are disabled and in receipt of both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments.

Eligible students will be guaranteed a minimum bursary of £1,200 (if their course lasts for 30 weeks or more).

Payments will be made on a termly basis with the first payment being £600 and 2 subsequent payments of £300.

Medium priority group

Students between the ages 16 and 19 on 31/08/17 who fall into the following category:

- Have a gross annual household income of below £18,000.

Low priority group

Students between the ages 16 and 19 on 31/08/17 who fall into the following category:

- Have a gross annual household income of between £18,000 and £25,000.

What is the bursary allocated for?

Students may be eligible for a contribution towards:

- The cost of transport, essential course equipment, trips, uniforms, materials, etc.

Payments

Payments will be made on a termly basis (i.e. 3 times per year). The amount payable will depend on the number of applications each term.

As there is limited funding available, those in the medium and low priority groups will be considered for funding based on the amount available.

The level of payment may be subject to change throughout the year due to numbers of applicants, however, high priority students will receive a fixed amount of £1,200 for the academic year.

Please note the application form needs to be completed in full and supporting documents (as detailed on the application form) are required. Failure to provide all the relevant information will delay processing of your application which could result in missing the deadline date for each term. Students can apply at any time in the academic year for the bursary payment, however if a term deadline is missed then payments will not be backdated and can only be paid going forward.

It is vital that the academy is notified of any changes in household circumstance within the academic year which could affect the amount paid to you.

All completed forms should be returned to the finance office.

The deadlines for each term are:

11th October 2017

31st December 2017

23rd March 2018

Payment will be made on the next available payment run after these dates, normally within 2-3 weeks of the deadline.

16-19 Bursary Fund Application

Prior to completing this form, please read the guidance notes attached to this document. Proof of entitlement will be required to allow the processing of this form and copies of any documents provided will be retained for evidence in the event of queries, complaints, funding claims or audits.

Learner Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
e-mail address	
Home Phone	
Mobile Phone	

Bank or Building Society Details

To receive payments, you must have a bank account in your own name that will accept BACS payments. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Branch	
Sort Code (6 digits)	
Account Number (8 digits)	
Building society Roll Number (if applicable)	

I confirm that the details provided are true and accurate.

Student Signature

Date

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Prior to completing this form, please read the guidance notes attached to this document. Proof of entitlement will be required to allow the processing of this form and copies of any documents provided will be retained for evidence in the event of queries, complaints, funding claims or audits

Parent/Carer Details

Surname/Family Name:	
First Names:	
Date of Birth	
Address	
Post Code	
NI Number	
Home Phone	
Mobile Phone	
No. of adults at address	
Household Income – include income from all adults at the address; include earnings, Tax Credits/ Child Tax Credits/Universal Credit any other household benefits/income received. Please do not include Child Benefit.	

I confirm that the details provided are true and accurate.

Parent/Carer Signature

Date

Office use only:

Evidence checked by:

Application approved:

Date:

This application for assistance from the 16 - 19 Bursary Fund is made under the priority group of:

High		Medium		Low	
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HIGH PRIORITY GROUP

Please enclose proof, if you are in one of the following categories:

- **You** are living in care
- **You** have recently left care
- **You** are receiving Income Support or Universal Credit
- **You** are disabled and receiving both Employment Support Allowance and Disability Living Allowance or Personal Independence Payments

ASSESSMENT OF INCOME (Medium & Low Priority Groups)

If you are living **in the parental home**, please ask you parents/carers to refer to this section.

If you are living **independently**, please refer to this section yourself.

Household income will be assessed on receipt of the following:

- Award notices of any benefits received (this must clearly state the name of the person receiving the benefit).
- Payslips covering the 3 months prior to the application
- Tax Credit Award Notice (Payslips also required as proof of earnings)
- Universal Credit Award Notice
- If self-employed: authorised evidence of income
- Please give details of any unearned income i.e. shares/investments, savings and rental income

Please note: The evidence provided must agree with the amount of household income stated on the parent/carer details form. If there are any discrepancies, the form will be returned for clarification.

