

16-19 BURSARY FUND

The fund is made available from the government through its funding body, the Bursary Fund is for pupils 16-19 year olds, to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

The fund is a fixed and finite sum and allocations may therefore not exceed the total sum available.

Who is eligible to apply for Bursary Funding?

Students following government-funded full-time or part-time courses (this describes all courses on offer at our Sixth Form), who satisfy one or more of the following criteria:

- Aged at least 16 and under 19 on 31/08/19 who are in care, are leaving care, are in direct receipt of Income Support, Universal Credit or have an Education, Health and Care Plan(EHCP).
- Students facing financial barriers to participation in post-16 education.
- meet the residency requirements – TBSHS will check this

How does the School assess applications and allocate 16-19 Bursary funding?

The Bursary Fund is a **limited fund** and the School only has a **small amount** of money to distribute. Students must fall into one of the following categories and students and their parents must be prepared to show evidence of genuine hardship. **Financial support is also dependent on meeting agreed attendance and behaviour criteria, failure to do so will result in the bursary being withheld.**

Students in eligible groups or unexpected financial difficulty are encouraged to apply for Bursary funding and/or speak to Mr. Munro, Assistant Head of Sixth form

There will be 3 priority groups categorised as high, medium and low and the criteria for these are detailed below.

All applications must be received by 30th September to qualify, TBSHS does not pay students directly but purchases books and equipment on their behalf. TBSHS is able to assist with transport costs if this does not negate the Local Authorities owns transport policies, and can help with partial payments towards curricular trips and assistance towards the cost of attending university open days.

If your circumstances change throughout the year you may also apply for assistance.

High priority group

Students who fall into one or more of the following categories:

- you're in or recently left local authority care
- you get Income Support or Universal Credit because you're financially supporting yourself
- you get Disability Living Allowance (DLA) in your name and either Employment and Support Allowance (ESA) or Universal Credit
- you get Personal Independence Payment (PIP) in your name and either ESA or Universal Credit

Eligible students will be guaranteed a £1200 bursary to support them with costs such as transport, equipment etc. Application and proof needs to be submitted via the school and TBSHS will then apply to the Student Bursary Support Service.

Discretionary Bursaries

Medium priority group

Students who fall into one or more of the following categories:

- Eligible for a free school meal
- Living in a household where the parent(s)/guardian(s) are in receipt of income support or universal credits You can apply to a discretionary bursary if you're over 19 and either:
- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer') and have previously been in receipt of bursary funding
- have an Education, Health and Care Plan (EHCP)

Eligible students in this group may apply to the Bursary Fund for a contribution towards the cost of transport, essential course equipment, trips, uniform, assistance with associated university open day costs, etc.

There is no direct payment available, funds are only available to enable transport costs or other expenses related to education. Payments will be subject to the availability of funds and to provide assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Low priority group

Students who fall into one or more of the following categories:

- Are living in a household where the gross annual household income is less than £25,000
- continuing on a course you started aged 16 to 18 (known as being a '19+ continuer') and have previously been in receipt of bursary funding

Students in this group may get a contribution towards the cost of essential course equipment, transport costs or other expenses related to education. TBSHS Bursary Fund provides assistance to students whose access to, or completion of, education is inhibited by financial constraints or barriers.

Payments will be subject to the availability of funds and purchases will be made through the Finance Department, there is no cash equivalent.

Please note:

TBSHS may decide that although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. TBSHS can refuse a student's application on this basis.

Parents who believe a student is eligible for Bursary Funding should complete the Bursary Application Form.

TBSHS Bursary Fund Application Form

This form will be passed to Mrs Pat Mulholland, Finance Manager, for processing.

Student Name:

would like to apply for the Bursary Fund for the following priority group (please circle one):

Priority Group:

High Medium Low **(Please tick appropriate box)**

Under Criteria:

I/we agree to provide evidence of eligibility for 16-19 Bursary Funding. Please submit evidence with the attached form. Please see notes attached for acceptable evidence.

Signature of Parent/Carer:

Please print name:

Date:

GDPR – Please see TBSHS website for school policies and [GDPR](#) compliance.

GENERAL DATA PROTECTION REGULATION (GDPR) A PRIVACY NOTICE FOR PARENTS/CARERS.

GENERAL DATA PROTECTION REGULATION (GDPR) DATA PRIVACY NOTICE FOR STUDENTS.

Any parent unable to access the website may request a copy of GDPR notice on how we use your information and that of the students

Acceptable evidence

High Priority

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- for students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of Universal Credit, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

Medium/Low Priority

Please provide proof as applicable

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- The guaranteed element of State Pension Credit
- Child Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for
- Universal Credit - Any parents in receipt of Universal Credits must supply the last three months award statements.

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