



**Sixth Form  
16 – 19 Bursary Fund  
Application Pack  
2019/20**



**THE CONSORTIUM**  
ACADEMY TRUST



# SIXTH FORM BURSARY FUND 2019/20

Our Sixth Form Colleges are in receipt of government funding to support young people who need financial assistance to enable them to complete their Post 16 Education. The Sixth Form Bursary Fund is available to students subject to meeting eligibility criteria and students who make a bursary application in Year 12 will need to apply again in Year 13. The two bursaries available are:

## VULNERABLE BURSARY

**AIM:** To help vulnerable students overcome individual financial barriers in relation to their education in the Sixth Form.

**AWARD AVAILABLE:** Up to £30 per week, term-time only (maximum £1,200) paid directly into the student's bank account.

### ELIGIBILITY CRITERIA:

- Young person is in care or is a care leaver or
- Young Person is in receipt of Income Support or Universal Credit or
- Young Person is in receipt of both Disability Living Allowance (or Personal Independence Payment) and Employment Support Allowance (or Universal Credit).
- Young person does not have their financial needs met in relation to education by another organisation or person\*

\* Where a young person has other support to meet their needs, the Vulnerable Bursary will only be available if there are additional relevant costs. Depending on need, the weekly amount may be reduced.

### ADDITIONAL CRITERIA:

- Be a student enrolled with us studying a minimum of 16 guided learning hours per week
- Be at least 16 years old but under 19 on 31 August 2019
- Meet all Learning Agreement expectations including 95% overall attendance\*\*

\*\*Consideration will be given to individual student circumstances.

## DISCRETIONARY BURSARY

**AIM:** To help students overcome individual financial barriers in relation to their education in the Sixth Form. Support is available for free school meals, educational resources (e.g. books, equipment), transport to/from Sixth Form and university open day/summer school expenses.

**AWARD AVAILABLE:** Awards are made based on the household income with the aim to support eligible students throughout the academic year.

### Household Income

Students who have a total household income of up to £30,000 will be eligible for a discretionary bursary. In addition, those with a household income £16,190 or less and who meet the eligibility criteria will also be eligible for free school meals.

Eligible students will submit a resources/expenses claim form as and when required. Where applicable payment will be in-kind. Any re-imbursments will be paid directly into the student's bank account. Arrangements for free school meals will be made in school.

### ELIGIBILITY CRITERIA:

- Young person's household has a total income of less than £30,000.

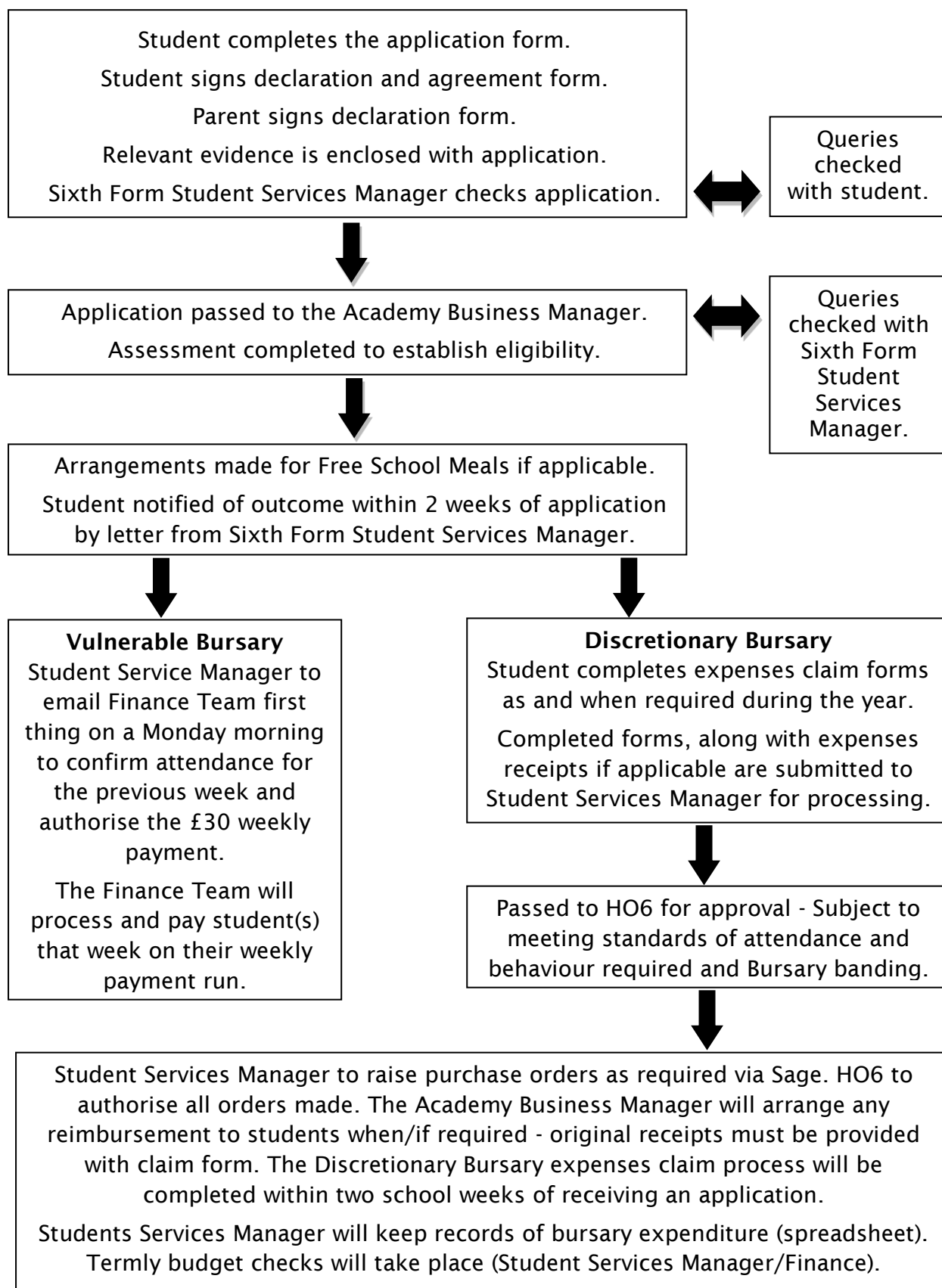
### ADDITIONAL CRITERIA:

- Be a student enrolled with us studying a minimum of 16 guided learning hours per week
- Be at least 16 years old but under 19 on 31 August 2019
- Meet all Learning Agreement expectations including 95% overall attendance\*\*\*

\*\*\*Consideration will be given to individual student circumstances.

# SIXTH FORM BURSARY FUND 2019/20 PROCESS

Applications must be submitted to the Sixth Form Student Services Manager by **Friday 13 September** and will be backdated to the start of term as required. Applications will be accepted after this deadline throughout the year for students who have a change in circumstances.



# SIXTH FORM BURSARY FUND 2019/20 APPLICATION FORM

## Section One – Applicant Information

### Student Details

Surname/Family Name	
First Name(s)	
Date of Birth (dd/mm/yyyy)	
Age on 31 August 2019	
	<b>You must be aged 16, 17, or 18 on 31 August 2019 to apply.</b>

### Address Details

Home Address	
Postcode	
Home Telephone Number	
Mobile Telephone Number	
E-mail Address	

### Bank or Building Society Account Details

The account details provided must be held by the bursary applicant (student).  
Please provide the name as it appears on your debit card or statement.

Full Name of Account Holder	
Name of Bank/Building Society	
Branch	
Sort Code	
Account Number	

## Section Two – Bursary Selection

In this section you need to indicate which bursary awards you wish your application to be considered against by ticking the appropriate box. Details of what evidence you will be required to supply to support your application is also included here. This evidence must be attached to your application on submission.

Please follow the instructions and complete any further sections of this document as instructed.

### Vulnerable Bursary Award

I wish my application to be considered under the Vulnerable Bursary.

Please tick one of the following:

- I am a young person in care
- I am a young care leaver
- I am a young person on Income Support or Universal Credit
- I am a young person in receipt of both Employment Support Allowance and Disability Living Allowance (or Personal Independence Payment).

In support of my application I enclose:

- A) Written confirmation of my current, or previous, looked-after status including details of support already provided from the Local Authority who looked after me, or who provided my leaving care services
- or
- B) A copy of my Award letter confirming that I am in receipt of Income Support or Universal Credit or Employment Support Allowance and Disability Living Allowance

Further clarification of information provided may be requested.

**Now complete Section Four and Five of this form.**

### Discretionary Bursary Award

I wish my application to be considered under the Discretionary Bursary.

Please tick one of the following:

- I am a young person who has a total household income of less than £16,190 applying for Free School Meals and a Discretionary Bursary Award.
- I am a young person who has a total household income of £16,190 to £25,000 applying for a Discretionary Bursary Award only.
- I am a young person who has a total household income of £25,001 to £30,000 applying for a Discretionary Bursary Award only.

**Now complete Section Three, Four and Five of this form.**

### Section Three – Household Details

This section must be completed for the Discretionary Bursary. **Parents/carers of the applicant should complete this section.**

**Household members** - Please provide details of all residents who contribute to household income.

	Full Name	Contact Telephone Number
Applicant		
Father		
Mother		
Carer		
Other		

**Household Income** - Please complete to show evidence provided with application. Further clarification of information provided may be requested.

Type of Income	Annual Income (£)	Evidence Required	Evidence Provided (✓)
Income Support*		Entitlement/Award letter dated within the last 3 months	
Income-based Job Seekers Allowance*		Entitlement/Award letter dated within the last 3 months	
Income-related Employment Support Allowance (ESA)*		Entitlement/Award letter dated within the last 3 months	
State Pension Credit – Guarantee Element*		Entitlement/Award letter dated within the last 3 months	
Child Tax Credit*		Entitlement/Award letter dated within the last 3 months	
Universal Credit*		Entitlement/Award letter dated within the last 3 months	
Support under part VI – Immigration and Asylum Act 1999*		Relevant paperwork detailing entitlement	
Working Tax Credit 4 week run-on only*		Relevant paperwork detailing entitlement	
Annual Salary		P60 for tax year 2018/19 or employer letter confirming annual salary or week 52 payslip (March 2019)	
Incapacity Benefit		Entitlement/Award letter dated within the last 3 months	
Carer’s Allowance		Entitlement/Award letter dated within the last 3 months	
Housing Benefit		Entitlement/Award letter dated within the last 3 months	
Working Tax Credit		Working Tax Credit Full Award notice marked “2019/20”. Must be for full year and not partial awards	
Child Benefit		Award Letter or entry on last bank statement	
Grants or Bursaries etc.		Relevant paperwork detailing entitlement and amount paid	
Any Other Income		Relevant paperwork detailing entitlement and amount paid	
<b>Total Income</b>			

\* Free school meals qualifying benefits. Note - Universal Credit: Maximum net earnings £7,400 and Child Tax Credit: maximum gross income £16,190 with no Working Tax Credit entitlement.

## Section Four – Declaration

*Please read the declaration below carefully before signing:*

- 1 I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the academy of any alteration to any of the particulars in writing. I agree to repay the academy in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
- 2 I am aware that the funding covers only this academic year and that I must re-apply next year. There is no guarantee that I will receive funding for future years even if I am eligible for the current year.
- 3 I confirm that I have read and understood the content of this bursary agreement and agree to achieve the expectations as stated. I also understand that the information I have provided will be used for the purpose of the 16-19 Bursary Fund administration only in accordance with The Consortium Academy Trust's Sixth Form Admissions Data Protection Statement. Please visit our website for details: [www.the-consortium.org/consortium-information/DP-statement](http://www.the-consortium.org/consortium-information/DP-statement).

### **Section 4 below is only relevant to those applying for the Vulnerable Bursary**

- 4 It has been explained to me that evidence relating to my Disability status or my status as a young person in care or care leaver is required. By ticking the box below and signing this Declaration I will be giving my explicit consent to the Trust using such evidence for the purposes of processing my application for the Vulnerable Bursary.

### **Signatures (required for all bursary applications)**

**Student Name (PRINT):**

**Student Signature:**

**Date:**

**Parent/Guardian Name (PRINT):**

**Parent/Guardian Signature:**

**Date:**

Please check that you have provided all additional information required; failure to do this will slow down the application process and could delay payment if your application is successful.

Completed application forms should be handed in to your Sixth Form Student Services Manager.



## Section Five - 16-19 Bursary Fund Agreement 2019/20

You have been approved bursary support on the condition that you attend your timetabled lessons in the Sixth Form and maintain an acceptable level of behaviour and attitude to your learning.

**By signing this agreement you agree to:**

- Abide by your Learning Agreement's expectations including behaviour, punctuality, attitude to learning and 95% overall attendance\*
- Inform your Sixth Form Student Services Manager of any change in circumstances, if significant, that may affect your eligibility to claim the bursary

\*Consideration will be given to individual student circumstances.

Failure to adhere to these requirements could result in non-payment or the suspension of bursary support.

If you wish to complain/appeal against the non-payment of your bursary you must speak with your Sixth Form Student Services Manager who will explain academy procedures for this.

**To administer the fund the academy will:**

- Keep records of your attendance
- Monitor your attendance and any absence
- Process and pay bursary payments as detailed in your acceptance letter
- Inform you if any part of your bursary payment has been stopped
- Respond to any queries or problems that you wish to discuss about the bursary
- Consider any changes in your circumstances and clarify with you how this will affect your bursary

**Student Name (PRINT):**

**Student Signature:**

**Date:**

**Parent/Guardian Name (PRINT):**

**Parent/Guardian Signature:**

**Date:**

**Student Services Manager (PRINT):**

**Student Services Manager Signature:**

**Date:**

**For Academy Use**

<b>Applied For:</b>	<b>Vulnerable Bursary</b>	<b>Discretionary Bursary</b>	<b>Free School Meals</b>
<b>Application Approved:</b>	<b>Yes</b>	<b>No</b>	
<b>VULNERABLE BURSARY AWARD</b>			
<b>Weekly Payment Amount Approved:</b>	<b>£30.00</b>	<b>Other (please state)</b>	
<b>DISCRETIONARY BURSARY AWARD</b>			
<b>Household Income Level Confirmed:</b> <small>(Adequate documentation received and meets qualifying criteria)</small>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>
<b>Free School Meals Eligibility Confirmed:</b>	<b>Yes</b>	<b>No</b>	<b>Not Required</b>
<b>Comments/Notes:</b>			
<b>AUTHORISATION</b>			
<b>Academy Business Manager (Signature):</b>			
<b>Date:</b>			
<b>FINANCE NOTIFICATION</b>			
<b>Student Services Manager – Free School Meal Arrangements (Signature):</b>			
<b>Start Date:</b>			
<b>STUDENT NOTIFICATION</b>			
<b>Student Services Manager - Letter Issued To Student (Signature):</b>			
<b>Date:</b>			

# Discretionary Bursary: Resources and Expenses Claim Form

**Student Name:**

**Date:**

Please provide details of what is required below. Approved resource items will be provided by the academy. Students should not purchase anything themselves unless it is agreed by the academy to do so. If approval has been given, valid receipts will be required for reimbursement.

<b>Details of Resources/Expenses</b>	<b>Estimated Amount £</b>
<b>Books, equipment and other resources required for your studies</b>	
<b>Transport required to travel to/from home Sixth Form for your studies</b>	
<b>Educational / University visit expenses*</b>	
<b>Other</b>	
<b>Total Amount £</b>	

\* A rate of £0.25 per mile will be applied for petrol costs claimed for travel to university (HMRC)

**Student Name (PRINT):**

**Student Signature:**

**Date:**

**For Academy use**

<b>Date Application Received:</b>	
<b>Approved:</b>	<b>Yes      No</b>
<b>Notes:</b>	
<b>Head of Sixth Form Approval (Signature):</b>	<b>Date:</b>
<b>Student Services Manager</b>	
<b>Purchase Order Raised/Approved: (Signature):</b>	<b>Date:</b>
<b>Reimbursement Request to Finance: (Signature):</b>	<b>Date:</b>